



ACT
Government

Chief Minister, Treasury and
Economic Development

Chief Minister, Treasury and Economic Development Directorate Functional Statement

Directorate Overview

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities and drives many initiatives, including the city vision, strengthening relations with NSW, and the Office of LGBTIQ affairs. The Directorate also leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

CMTEDD continues its focus on creating a one-government approach to the delivery of services to the people of the ACT along with the critical importance of ensuring that economic development is at the centre of government policy deliberations.

The Directorate provides advice to the ACT Government and ACT agencies on the Territory's budget and financial management, economic and revenue policy, infrastructure financing, federal financial relations, workers' compensation policy, procurement and capital works. It is also responsible for collecting and managing taxation revenue and managing the Territory's financial assets and liabilities including superannuation liabilities and investments. Shared Services provides financial, information and communication technology (ICT) and human resources support across government. Through Access Canberra the Directorate aims to make it easier for community members to interact with the ACT Government.

The Directorate provides advice, support and project delivery for the digital transformation of government services, and ensures alignment of government ICT and digital priorities and initiatives across the ACTPS.

The Directorate facilitates business development and new investment, tourism and events, sport and recreation and arts, often in coordination with the private sector, to increase the economic performance of the ACT. It works with the higher education and research sector to promote capabilities in areas such as cyber security, the space and spatial economy, sports technology, health innovation, agriculture and environmental sciences, ICT and e-government, and international education. It is responsible for the provision and overall management of vocational education and training in the Territory.

Chief Minister, Treasury and Economic Development

GPO Box 158 Canberra ACT 2601 | phone: 132281 | www.act.gov.au

Directorate Functions

The Directorate's responsibilities include:

- provision of advice and support to the Chief Minister, the Head of Service and the Director-General on strategic policy, including high priority reforms and effective delivery of Government policies and priorities;
- development of an employment and policy framework to support a professional, skilled, accountable and responsive public service; and management of whole of government capacity building programs;
- communications support and protocol services for government and community;
- advice and project delivery for the digital transformation of government services;
- community, business and transport regulation and licensing and registration services, including fair trading, environment protection, construction services, WorkSafe, gaming and racing regulation and management of Access Canberra shopfronts.
- delivery of programs, initiatives and business policy advice that promotes the economic development of the Canberra region, including universities, research organisations, commercialisation entities, business organisations and other government agencies;
- creation and implementation of a range of innovative tourism marketing and development programs, in partnership with local industry, national bodies and institutions, which aim to support the Territory's economic development through increased visitation to the ACT and region;
- support of Canberra's participation in organised sport and recreation through delivery of programs, facilities and pathways, including support services to local high performance athletes, administration of grants and delivery of education and training opportunities;
- management and delivery of key signature events for the community including Floriade, Floriade NightFest, the Enlighten Festival, New Year's Eve, Australia Day, Canberra Festival and the Canberra Nara Candle Festival;
- implementation of the ACT Arts Policy through arts engagement including participation and access, supporting art and artists, supporting the Canberra Region arts ecology and engaging with Aboriginal and Torres Strait Islander arts and culture;
- liaison with the higher education and research sector to promote capabilities in areas such as cyber security, the space and spatial economy, sports technology, health innovation, agriculture and environmental sciences, ICT and e-government, and international education; and provision and management of vocational education and training in the Territory including the administration, monitoring and auditing of Territory and national funds for a variety of programs addressing skills development;
- economic analysis and advice to the Government and agencies; management of federal financial relations; and accounting, financial framework, and insurance policy advice;
- analysis, monitoring and reporting on major projects, financial performance of agencies and the Territory's budget to assist the Government to achieve its policy objectives;

- provision of services focusing on health and safety risks arising from work and the relationship between employers and workers;
- administration of the Government's taxation revenue;
- provision of a range of ICT and corporate services, including infrastructure, applications support and development, ICT project services and tactical and transactional human resource and finance services to government;
- provision of advice to government on major infrastructure projects, advising on capital works procurement policies, administering a range of pre-qualification schemes and undertaking procurement activities on behalf of directorates and agencies for infrastructure and capital works;
- management of Territory-owned commercial buildings, government office accommodation, community/multipurpose buildings, aquatic/leisure facilities and leases commercial buildings on behalf of the Territory;
- promotion and management of major events at Territory venues including GIO Stadium, Exhibition Park in Canberra, Manuka Oval and Stromlo Forest Park; and management of the National Arboretum Canberra;
- procurement activities on behalf of government for goods and services, provision of advice on procurement and related construction industry policy, development and implementation of the Government's procurement related policies and establishment and management of whole of government contracts.

The Directorate's [organisational chart](#) provides a high level overview of the Directorate's structure.

The Directorate's [Annual Report](#) contains an organisational overview and performance and financial management reporting.

A list of legislation under which the Directorate and its officers administer, or exercise statutory powers, is publicly available on the [ACT legislation](#) register.

Public Participation in Decision-Making

Arrangements for public participation in decision-making include opportunities for public submissions; discussion at public and stakeholder meetings; consultative committees for specific purposes; access to records through freedom of information (FOI) requests; comments on draft documents and comments on Bills before the Legislative Assembly. The Directorate also actively promotes community engagement through social media and networking and the [Your Say ACT website](#).

Categories of Documents

The categories of documents held by the Directorate are:

- documents available on request at no cost;
- documents available at a cost, including those that form part of the public register; and
- documents for which access may be requested under FOI laws

Documents available on request at no cost

Documents within this category include publications produced by the Directorate on various aspects of its activities including, but not limited to, discussion papers, information pamphlets and annual reports.

These are available from the offices of the Directorate, the Directorate's websites and social media accounts, public counters and ACT Government Libraries and, in some instances, may be distributed at events. Many of the above mentioned documents are available on the Directorate's [Publications webpage](#) or on the [Open Access Website](#).

Public registers are maintained for Territory contracts and invoices for goods, works and services provided to the Territory over the value of \$25,000 at the [ACT Procurement and Capital Works website](#).

The CMTEDD [Information Privacy webpage](#) details how personal information is collected and managed by the Directorate and the process for seeking access to or correction of your personal information.

Documents available at a cost

A variety of documents may be available to the public upon payment and may include certain maps, plans, publications, reports and surveys and certified copies of certificates, including building and lease compliance.

Requests for access to documents under FOI laws

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

The types of documents held by CMTEDD that may be requested under the FOI Act include:

- general records, including internal, interdepartmental and public documents such as minutes of meetings, agendas and background papers, policy statements, correspondence and administrative records; and financial records;
- personnel records;
- records relevant to Directorate functions held either electronically or in paper form;
- photographs, videos and film;
- maps, plans and brochures;
- technical and scientific reports and discussion papers;
- financial and accounting records;
- details of contracts and tenders;
- leases and deeds of agreement;
- files on applicants and clients;
- diaries, rosters, work sheets;
- program and policy files; and
- communication with other directorates or other governments.

Facilities for access to documents under the FOI Act

The FOI coordination function sits within the Information Access Team, CMTEDD Corporate. Corporate is located in the Canberra Nara Centre, corner of Constitution Avenue and London Circuit, Canberra City. Several bus stops are close to the Nara Centre in London Circuit and information regarding bus routes and timetables can be obtained from ACTION. Short-term car parking and a disabled car park space are available on Nangari Street.

FOI requests should be lodged using the [CMTEDD online form](#). You may also email directly to: CMTEDDFOI@act.gov.au or mail your request to:

FOI Information Officer
Chief Minister, Treasury, and Economic Development Directorate
GPO Box 158
CANBERRA ACT 2601

Please ensure that your request provides adequate information to allow the Directorate to identify the documents that you wish to access. The [CMTEDD FOI website](#) includes guidance on submitting FOI requests and an overview of the FOI process.

You may contact the Information Access Team by phone on +61 2 6207 8175 or by email: CMTEDDFOI@act.gov.au.