Checklist - Good Governance in the ACT Public Sector

Introduction/Purpose

1. Good governance in the ACT Public Sector (ACTPS) is the cornerstone for efficient and effective organisational performance and is underpinned by several accountability requirements. Systems and structures for governance need to be supported by effective leadership and organisational culture.

2. In the ACTPS, good governance is defined as encompassing the systems and structures by which directorates and agencies are directed, controlled, and operated and the mechanisms by which it, and the people within it, are held to account.

3. Governance arrangements vary between different types of public sector bodies, such as directorates, agencies, statutory authorities, government trading enterprises or boards, due to their differing roles, functions, and operational context.

4. This checklist has been developed to assist directorates and agencies in implementing good governance processes. This is not an exhaustive list and will be further developed over time.

5. Directorates/agencies are encouraged to consider whether they have the following governance arrangements in place:

	YES	NO	Comments
Are the following corporate arrangements/documents in place?			
• Corporate Plan/Strategy	☐	☐	*Click or tap here to enter text.*
• Business Continuity Plan	☐	☐	*Click or tap here to enter text.*
• Emergency Management Plan for each location/site the directorate/agency occupies	☐	☐	*Click or tap here to enter text.*
• Communications and Engagement Strategy	☐	☐	*Click or tap here to enter text.*
• Compliance Assurance Framework	☐	☐	*Click or tap here to enter text.*
• Director-General/Chief Executive Officer Financial Instructions	☐	☐	*Click or tap here to enter text.*
• Strategic People Plan (optional)	☐	☐	*Click or tap here to enter text.*
• Employment Action Plan: People with a Disability and Aboriginal and Torres Strait Islander Employment	☐	☐	*Click or tap here to enter text.*
• Reconciliation Plan (recommended)	☐	☐	*Click or tap here to enter text.*
• Records Management Plan/Strategy	☐	☐	*Click or tap here to enter text.*

• Commitments reporting (SharePoint) – Election Commitments, Parliamentary Agreement, Government Priorities	☐	☐	Click or tap here to enter text.
• Updating Appointments Register	☐	☐	Click or tap here to enter text.
• Governance Committees			
• Internal Audit and Risk Committee	☐	☐	Click or tap here to enter text.
• ICT Committee	☐	☐	Click or tap here to enter text.

Senior Executive Responsible for Business Integrity Risk (SERBIR)

• Appointment of a Senior Executive Responsible for Business Integrity Risk (SERBIR)	☐	☐	Click or tap here to enter text.
• Is the SERBIR tracking the Agency Survey information collected on an annual basis for the State of the Service Report?	☐	☐	Click or tap here to enter text.
• Is the SERBIR referring investigations and complaints to the Professional Standards Unit, the Public Sector Standards Commissioner or ACT Integrity Commission?	☐	☐	Click or tap here to enter text.

Delegations

• HR delegations	☐	☐	Click or tap here to enter text.
• Financial delegations including procurement delegations	☐	☐	Click or tap here to enter text.
• Register of legislative delegations	☐	☐	Click or tap here to enter text.

WHS

• Risk Management Framework/Plan	☐	☐	Click or tap here to enter text.
• Workplace Consultative Committees	☐	☐	Click or tap here to enter text.
• Work Health and Safety Committee	☐	☐	Click or tap here to enter text.
• Work Health and Safety Strategy	☐	☐	Click or tap here to enter text.
• Establishment of Respect, Equity and Diversity Contact Officers	☐	☐	Click or tap here to enter text.

Integrity

• Appointment of Public Interest Disclosure Officers	☐	☐	Click or tap here to enter text.
• Public Interest Disclosure Guidelines	☐	☐	Click or tap here to enter text.
• Fraud and Corruption Prevention Plan	☐	☐	Click or tap here to enter text.
• Fraud Risk Register	☐	☐	Click or tap here to enter text.
• Gifts, Benefits and Hospitality Guidelines	☐	☐	Click or tap here to enter text.
• Managing Conflicts of Interest Guidelines	☐	☐	Click or tap here to enter text.
• Conflict of Interest Register	☐	☐	Click or tap here to enter text.

• Complaints register	☐	☐	*Click or tap here to enter text.*

Information Management

• Freedom of Information Officer appointed	☐	☐	*Click or tap here to enter text.*
• Freedom of Information Delegations	☐	☐	*Click or tap here to enter text.*
• Freedom of Information Procedures	☐	☐	*Click or tap here to enter text.*
• Territory Records Disposable Schedules	☐	☐	*Click or tap here to enter text.*
• Do you comply with the Governing Principles for Appointments to Boards and Committees?	☐	☐	*Click or tap here to enter text.*
• Resource Management and Sustainability Plans (ACT Government Carbon Neutral Framework)	☐	☐	*Click or tap here to enter text.*

Policies and Procedures

• Information Privacy policies and procedures	☐	☐	*Click or tap here to enter text.*
• Procurement procedures and guidelines	☐	☐	*Click or tap here to enter text.*
• Travel Guidelines	☐	☐	*Click or tap here to enter text.*

Facilities Management

• Facilities Management Plan	☐	☐	*Click or tap here to enter text.*
• Asset Management Strategy	☐	☐	*Click or tap here to enter text.*
• Protective Security Policy	☐	☐	*Click or tap here to enter text.*
• Directorate/Agency Security Advisor appointed	☐	☐	*Click or tap here to enter text.*
• Corporate Policies and Procedures Register	☐	☐	*Click or tap here to enter text.*

Further Information

If you have further questions about this guidance checklist, please contact Whole of Government Industrial Relations and Public Sector Employment, Workforce Capability and Governance, Chief Ministers Treasury and Economic Development Directorate through EBA@act.gov.au

Review

This guidance checklist is due for review 3 years from the last issued or reviewed date, or earlier where there are changes that affect the operation of the policy.

Document name: Good Governance in the ACTPS Checklist	Prepared by: PSU and Industrial Relations and Public Sector Employment, Workforce Capability & Governance, CMTEDD
Policy Number: 38/2022	Feedback to: Industrial Relations and Public Sector Employment
Issue Date: 19 May 2022	Review Date: 19 May 2025