

VOLUME ONE

ANNUAL REPORT 201112

CHIEF MINISTER AND CABINET DIRECTORATE



ACT
Government

Chief Minister and Cabinet

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TRANSMITTAL CERTIFICATES



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

Dear Chief Minister

The 2011-12 Chief Minister and Cabinet Directorate Annual Report has been prepared under section 5(1) of the *Annual Report (Government Agencies) Act 2004* and in accordance with the requirements under the Annual Report Directions.

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

I certify that the attached Annual Report is an honest and accurate account and that all material information on the operations of the Chief Minister and Cabinet Directorate during the period 1 July 2011 to 30 June 2012 has been included.

I hereby certify that fraud prevention has been managed in accordance with *Public Sector Management Standards, Part 2*.

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

Yours sincerely

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

18 September 2012

Chief Minister and Cabinet | Canberra Nara Centre
GPO Box 158 Canberra ACT 2601 | phone: 132281 | www.act.gov.au



ACT
Government

Chief Minister and Cabinet

Dr Chris Bourke MLA
Minister for Industrial Relations
ACT Legislative Assembly
London Circuit
CANBERRA ACT 2601

Dear Minister

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

18th September 2012

Chief Minister and Cabinet | Canberra Nara Centre
GPO Box 158 Canberra ACT 2601 | phone: 132281 | www.act.gov.au

ABBREVIATIONS AND ACRONYMS

ACAT	ACT Civil and Administrative Tribunal
ACT	Australian Capital Territory
ACTPS	ACT Public Service
AFS	Annual Financial Statements
AIR	Accident/Incident Report
AM	Member of the Order of Australia
AO	Officer of the Order of Australia
APSC	Australian Public Service Commission
AUASB	Auditing and Assurance Standards Board
AWA	Australian Workplace Agreement
BGA	Baseline Gap Analysis
C100	Centenary of Canberra
CAF	Council for the Australian Federation
CBD	Central Business District
CFO	Chief Finance Officer
CIF	Collapsed Insurance Fund
CMCD	Chief Minister and Cabinet Directorate
COAG	Council of Australian Governments
CRC	COAG Reform Council
Cwllh	Commonwealth
DI Fund	Default Insurance Fund
EAP	Employee Assistance Program
EMG	Executive Management Group
ESA	Emergency Services Agency
ESD	Ecologically Sustainable Development
FOI	Freedom of Information
FTE	Full Time Equivalent
GST	Goods and Services Tax
HIH	HIH Insurance
HSRs	Health and Safety Representatives
IAP2	International Association of Public Participation
ICT	Information and Communications Technology
LAMs	Legislative Assembly Members Staff
MLA	Member of the Legislative Assembly
MoU	Memorandum of Understanding
MP	Member of Parliament

N/A	Not Applicable
NAIDOC	National Aborigines and Islanders Day Observance Committee
NBN	National Broadband Network
NEM	National Employers' Mutual Association Ltd
NSW	New South Wales
OH&S	Occupational Health and Safety
PSM	Public Sector Management
RED	ACT Public Service Respect, Equity and Diversity Framework
RMP	Resource Management Plan
SEA	Special Employment Arrangement
SES	State Emergency Service
SPAA	Screen Producers Association of Australia
SRC	Safety, Rehabilitation and Compensation
t/a	trading as
TaMS	Territory and Municipal Services Directorate
TBL	Triple Bottom Line
TD	Treasury Directorate
UEF	Uninsured Employer Fund
WCC	Workplace Consultative Committee
WIP	Workplace Injury Prevention
WSR	Work Safety Representatives

OTHER SOURCES OF INFORMATION

Further information on CMCD and its publications are available from the CMCD website www.cmd.act.gov.au. Information can also be accessed through the ACT Government website at www.act.gov.au.

Information can also be obtained by contacting CMCD through the following contact points:

Chief Minister and Cabinet Directorate

1 Constitution Avenue, Canberra City ACT 2600
GPO Box 158 Canberra ACT 2601

General Enquiries: 13 22 81

Fax: 6207 5886

Web: www.cmd.act.gov.au

Email: cmd.webmaster@act.gov.au



SECTION A

PERFORMANCE AND FINANCIAL MANAGEMENT REPORTING

A.1 ORGANISATION

The Chief Minister and Cabinet Directorate (CMCD) leads the ACT Public Service (ACTPS) and provides strategic advice and support to the Chief Minister and the Cabinet on policy development, service delivery and whole of government issues; facilitates the implementation of government priorities; and provides high level executive support and policy advice.

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

Our Vision

Excellence in public service and administration.

Values

The Directorate is committed to:

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

Stakeholders

Our principal stakeholders are our Ministers:

- the Chief Minister; and
- the Minister for Industrial Relations.

Our other key stakeholders are:

- the Cabinet and the Government;
- the ACT Legislative Assembly;
- the ACT community; and
- ACT Government directorates, agencies and authorities.

Our Organisational Environment

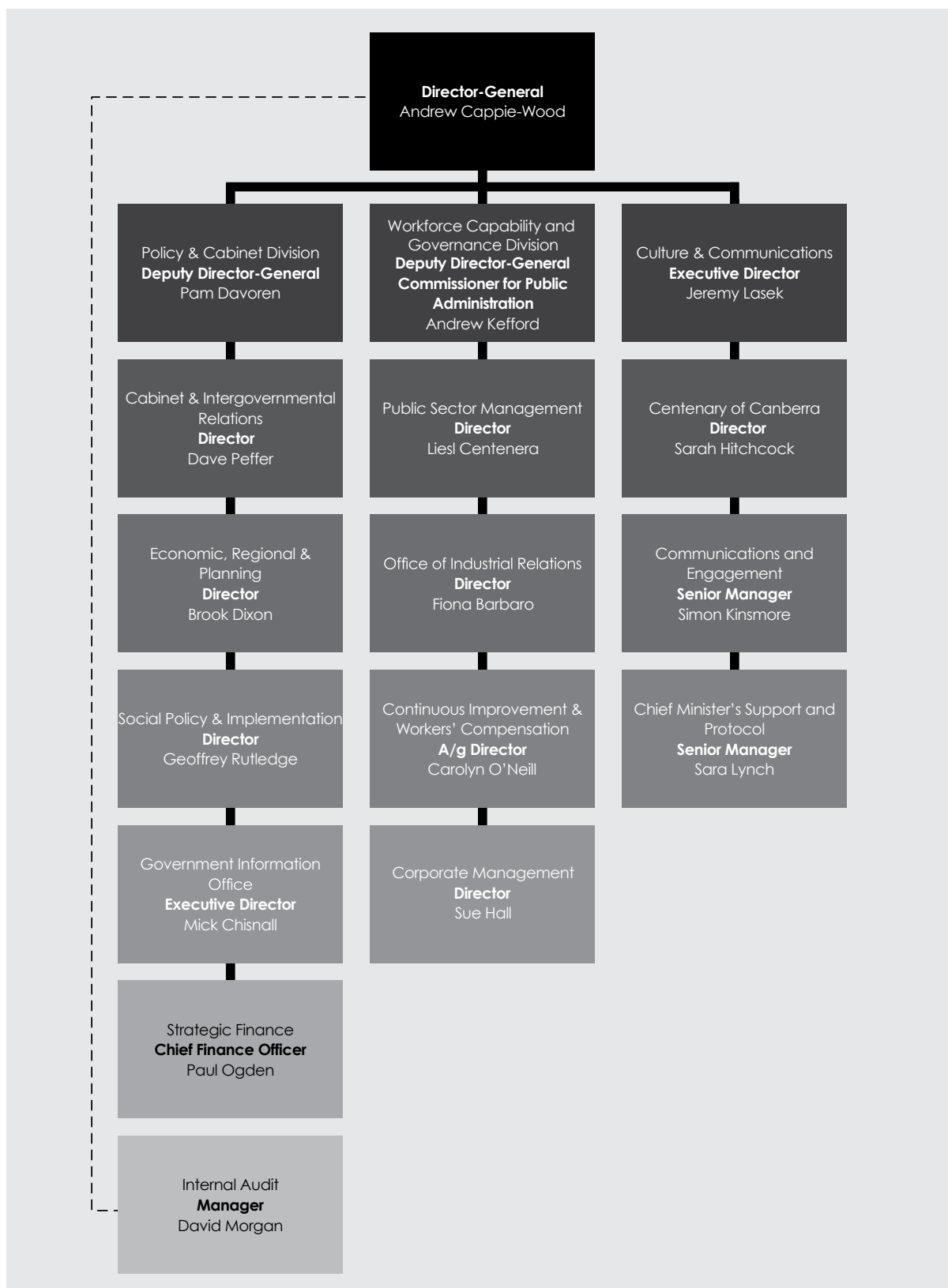
The Director-General of CMCD is also the Head of Service and in this role chairs the Strategic Board which provides whole of government leadership and strategic direction to the ACTPS. The Strategic Board membership comprises Directors-General from all ACTPS Directorates, the Commissioner for Public Administration and the Deputy Director-General, Policy and Cabinet CMCD as secretary.

CMCD has three divisions: Policy and Cabinet; Workforce Capability and Governance; and Culture and Communications. The Executive Management Group (EMG) meets quarterly to review corporate governance matters. EMG membership comprises the Director-General; Deputy Director-General, Policy and Cabinet; Deputy Director-General, Workforce Capability and Governance; Executive Director, Culture and Communications; Director, Strategic Finance; and Director, Corporate Management. The full executive team meets weekly to consider current and emerging issues at a whole of government and at directorate level.

The Organisational Chart below shows CMCD's structure, a full breakdown of each business units' responsibilities is provided in section C.5 Internal Accountability.

Organisation Chart

(as at 30 June 2012)



A.2 OVERVIEW

CMCD's Strategic Objectives for 2011-12 were:

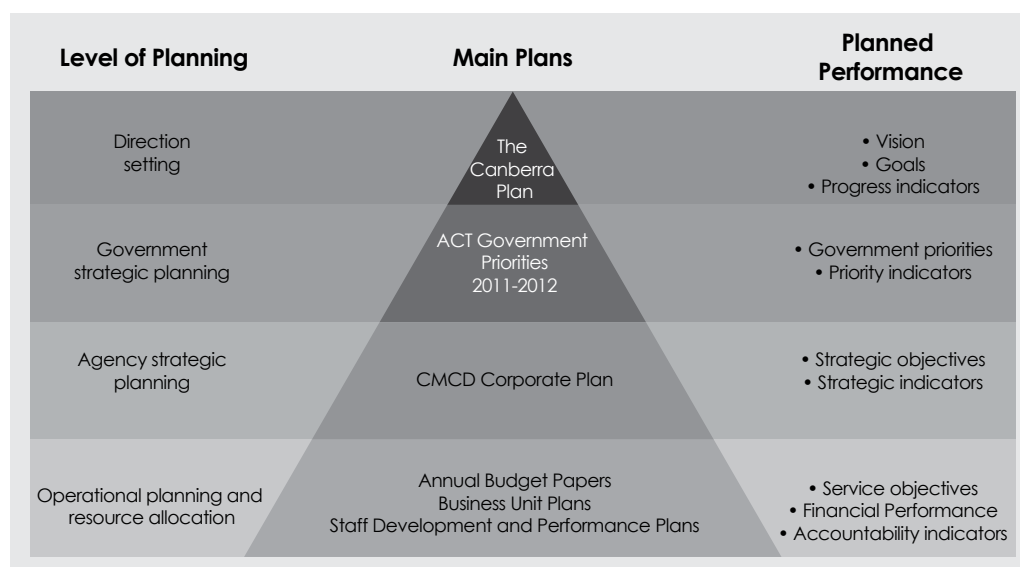
- building coordinated and integrated policy development and service delivery across government;
- supporting informed decision-making by Government;
- strengthening ACT Public Service capability and capacity; and
- enhancing citizen participation, information and engagement.

To achieve our objectives during the year the Directorate focused on supporting:

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

The CMCD Corporate Plan sets out the Directorate's Planning Framework which follows. Further detail on the major Directorate plans is included within section C.5 Internal Accountability.

Our Planning Framework



There were no significant organisational changes to the Directorate during the year. However, responsibility for the administration of the *Ombudsman Act 1989* moved to the Directorate. Details relating to the Ombudsman's performance during the year are provided in a separate report prepared by the Ombudsman's Office.

A.3 HIGHLIGHTS

During 2011-12, work continued on embedding the one service model with major consultations undertaken with staff across the ACTPS on ACTPS values and signature behaviours. This led to the development of a draft ACTPS Code of Conduct. The Code of Conduct will be finalised in 2012-13.

CMCD supported an expert panel commissioned by the Chief Minister to develop a *Targeted Assistance Strategy* to support those in need who are just above the eligibility criteria for much of the existing assistance. This Strategy was launched in April 2012. CMCD has an ongoing role in overseeing the implementation of the Strategy's recommendations.

The Directorate delivered on a number of Government policy commitments including implementing an Open Government initiative and development of the *Triple Bottom Line Assessment Framework* and service planning frameworks. The Government's regional partnerships were updated and enhanced with a new Memorandum of Understanding agreed with NSW in December 2011. This Memorandum will guide collaborative projects with NSW and local councils in our region.

CMCD built on its lead role in the coordination of across government strategy, policy development and service delivery through its secretariat and support services for the Strategic Board and the development of a Strategic Service Planning Framework to support consistent and coordinated approaches to service planning across government.

The Directorate organised the first Australian Virtual Community Cabinet, where around 200 participants engaged with Ministers using Twitter. Following on from the success of the event, a further two Virtual Community Cabinets were held during the year using Twitter. A Virtual Community Cabinet was also held with ACT college students using the web conferencing technology at the INSPIRE Centre at the University of Canberra.

The Directorate continued to support the ACT's participation in the Council of Australian Governments (COAG) through ongoing coordination and policy development for COAG reform initiatives, and policy and secretariat support of across government working groups; and participation on national working groups. The most significant of the national reforms during the reporting period was agreement to a new health reform agreement and commitment to a National Disability Insurance Scheme as well as a new regulation and competition reform agenda.

Considerable progress was made on developing the infrastructure to support the *ACTPS Workers' Compensation and Work Safety Improvement Plan*. The Plan is designed to strengthen the capability of ACTPS case managers, implement a new case management model across the service, and over time improve the return to work and health outcomes for ACTPS injured workers. Specific activities included agreement between the ACTPS and Comcare to a Charter of Partnership which details the cooperative approach in effectively managing compensable work-related injuries, and the implementation of a new case manager capability development and strengthening program.

The Directorate continued its lead role on behalf of the ACT Government in cooperating with the Commonwealth, State and Territory Governments on issues related to the implementation of the *Fair Work Act 2009 (Cwlth)*, through its ongoing participation on a number of committees and technical advisory groups.

CMCD oversaw the negotiations over common terms and conditions for new ACTPS enterprise agreements. As part of these agreements, work commenced on a Classification Review, aimed at simplifying classification structures. The recommendations from this Review will be considered during 2012-13.

Activities around the planning for the Centenary of Canberra intensified during the year, with a public preview of the program launched on Canberra's 99th birthday in March 2012; a number of projects already launched or piloted in the lead up to 2013; the finalisation of contracts for a significant part of the program; Commonwealth funding and agreement on a National Program; and the assessment and funding of over \$1 million for community organisations and individual projects and activities under the Community Centenary Initiatives Fund.

The Directorate also supported the Government in hosting events for a number of international dignitaries including:

- a tree planting at the National Arboretum Canberra with the United Nations Secretary-General Ban Ki-moon in September 2011;
- the visit by Her Majesty Queen Elizabeth II and His Royal Highness the Duke of Edinburgh to Floriade in October 2011;
- the visit by the Mayor of Canberra's sister-city, Nara, Mr Gen Nakagawa in October 2011;
- US President Barack Obama's visit to Campbell High School in November 2011; and
- a tree planting in November 2011 at the National Arboretum Canberra with His Royal Highness Crown Prince Frederik and Her Royal Highness Crown Princess Mary of Denmark.

A.4 OUTLOOK

In the lead up to the Territory election in October 2012, the Directorate will focus on coordinating the preparation of incoming government briefs. Following the election the Directorate will play a major role in implementing the incoming Government's agenda. This will require the Directorate to be flexible to ensure it can meet emerging priorities.

A major focus in 2012-13 will be final preparations for, and the delivery of events and activities for Canberra's Centenary celebrations. This will include continuing implementation of the marketing and communications strategy to maximise profiling of the Centenary of Canberra and involvement of the community in the Centenary through increased engagement and participation opportunities.

There are a range of ongoing initiatives that the Directorate will continue to work on including:

- implementing initiatives under the Memorandum of Understanding with NSW on regional collaboration, as well as delivering a statistical portrait of the greater ACT region;
- support for the ACT Government Better Practice-Better Service Advisory Group, which is developing advice to assist the Government in making decisions on public sector reform that ensures government services are effective and affordable;
- progressing work on e-government and related opportunities, including launching dataACT an open data service initiative that enables directorates, individuals, businesses, nongovernment organisations and other public sector agencies to access government data sets;
- updating the ACT's high-level strategic plan, as the Canberra Plan, which is due to expire in 2013;
- finalising and implementing the new ACTPS Code of Conduct;
- implementing the *ACTPS Workers' Compensation and Work Safety Improvement Plan*; and
- managing and maintaining the *Time to Talk* and *Open Government* websites to provide effective online engagement and information sharing to the community.

Andrew Cappie-Wood

Director-General
Chief Minister and Cabinet Directorate

A.5 MANAGEMENT DISCUSSION AND ANALYSIS

The Directorate's financial results are reported in Volume 2 of the *2011-12 Chief Minister and Cabinet Directorate Annual Report*. Volume 2 contains the annual financial results for the ACT Executive, CMCD and the Default Insurance Fund, along with a Management Discussion and Analysis for the ACT Executive and CMCD, and the Statement of Performance for CMCD.

Further Information can be obtained from:

Paul Ogden

Chief Finance Officer

(02) 6207 9114

paul.ogden@act.gov.au

A.6 FINANCIAL REPORT

Directorate's financial result is reported in Volume 2 of the *2011-12 Chief Minister and Cabinet Directorate Annual Report*.

Further Information can be obtained from:

Paul Ogden

Chief Finance Officer

(02) 6207 9114

paul.ogden@act.gov.au

A.7 STATEMENT OF PERFORMANCE

The Directorate's Statement of Performance is reported in Volume 2 of the *2011-12 Chief Minister and Cabinet Directorate Annual Report*. Narrative on the performance measures is also included in section A.9 Analysis of Agency Performance, along with contact details for each Output.

A.8 STRATEGIC INDICATORS

Strategic Objective 1 Building coordinated and integrated policy development and service delivery across government

The effective delivery of Government policy and objectives requires coordination, cohesion and alignment of efforts across the ACTPS.

On behalf of the Chief Minister, the Directorate leads and coordinates across government strategy, policy development and service delivery. This includes:

- leadership of new Government initiatives and strategies;
- proactive engagement with directorates on key policy or service issues;
- advice that provides a whole of government perspective;
- monitoring performance of service delivery outcomes; and
- promoting inter-directorate cooperation and outcomes through directorate committees and ongoing arrangements such as the Strategic Board and the supporting across Directorate Policy Forum, and establishment of strategic taskforces.

Result:

As part of its central agency policy role, Policy and Cabinet Division has led and coordinated a number of whole of government policy and project initiatives to deliver results against this objective. These include:

- further implementation of the *Performance and Accountability Framework* to support continuous improvement in across government planning, service delivery and accountability arrangements;
- development of a *Strategic Service Planning Framework*, with implementation to commence in 2012-13 to support consistent and coordinated approaches to service planning across government;
- a new Memorandum of Understanding (MoU) and updated service agreements for services provided by ACT Government to the Commonwealth in relation to Jervis Bay, supported by ongoing coordination arrangements in Policy and Cabinet Division;
- coordination within ACT and with NSW Government and Greater Capital Region Councils to renew regional partnerships;
 - o a new MoU with NSW, signed by first ministers in 2011, reflects the importance of the region to the ACT – both in relation to service impacts but also opportunities for better integrated planning and strategy. The MoU includes specific projects such as a strategic directions statement and exploring opportunities for infrastructure planning – these projects are ongoing and will be supported and coordinated by Policy and Cabinet Division,
 - o involvement in the Regional Development Australia ACT Committee including a joint project with the Commonwealth and NSW Governments as well as the Southern Inland Regional Development Australia Committee, and
 - o membership of the South East Regional Organisation of Councils;
- release of a demographic report on regional statistical indicators – the indicators will be populated with updated data from the 2011 Census during 2012-13;
- development of a number of submissions and responses to Assembly Committee Inquiries to provide an across government perspective and support across-agency collaboration – further information is provided under section A.9 Output 1.1;
- support and coordination for the Government's role in intergovernmental relations including support for the Chief Minister at COAG but also coordination and policy development for COAG reform initiatives – further information is provided under section A.9 Output 1.1; and
- leadership and coordination for a number of Open Government initiatives including development of a disclosure log of Freedom of Information documents, development of an Open Government website and facilitation for Virtual Community Cabinets.

Policy and Cabinet Division also supports Cabinet, and the Chief Minister as Chair of Cabinet, with secretariat services as well as across government policy advice and coordination. Support for the Strategic Board, chaired by the Head of Service, also focuses on matters of strategic and operational significance for ACT Government and the ACT Public Service. Policy and Cabinet Division supports the Board through secretariat and policy and coordination services.

A taskforce approach was taken with the appointment by the Chief Minister of the expert panel to support development of a *Targeted Assistance Strategy*. The panel was formed in December 2011, with a report due at the end of March 2012. A small dedicated team was formed to support the panel's deliberations and engagement across and outside ACT Government as well as to draft the Panel's report. Policy and Cabinet Division staff also contributed to the policy work, including development of a data analysis paper. The project team worked actively across government to coordinate input and advice from a range of agencies.

The Policy and Cabinet Division also supports across government approaches through coordination and support for the ACT's role in the Review of Government Services Steering Committee and the development of the annual Review of Government Services Report.

The Workforce Capability and Governance Division, including the Office of Industrial Relations, has worked closely with the Office of Regulatory Services and the Office of the Work Safety Commissioner to implement the

new harmonised work health and safety laws and the improvements to the *Workers' Compensation Regulatory Framework*.

Workforce Capability and Governance has also worked closely with Shared Services, agencies and directorates on the development and implementation of the *ACTPS Workers' Compensation and Work Safety Improvement Plan* to improve the health and return to work outcomes for ACT public sector staff.

The Office of Industrial Relations provides secretariat support to the ACT Asbestos Regulators Forum. The Forum has across government representation from all regulators and agencies with responsibilities in relation to asbestos regulation and management, and provides coordinated advice to Government on asbestos issues. The Forum also plays a key role in managing serious asbestos related incidents, with the view to ensuring public and worker safety, regulatory compliance, as well as reviewing systems, policies and practice to reduce future incidents and exposure.

The Centenary of Canberra coordinated an ACT Government Interdirectorate Committee that held forums quarterly for the planning and coordination of Centenary projects across the ACT Government. It also enabled an effective communication network for Centenary activities. The Unit also coordinated an Intergovernmental Working Group in conjunction with the Commonwealth Department of Regional Australia, Regional Development and Local Government that progressed planning for the Centenary's federally funded programming in a coordinated, efficient and effective way.

Strategic Indicator 2 Supporting informed decision-making by Government

Decision-making is central to a government. Sound policy and advice assists Cabinet in coordinating and structuring its crucial strategic policy and direction setting for the ACT Government as a whole.

The Directorate supports informed decision-making by ensuring that advice to Government is evidence-based, timely, accurate, robust and covers essential issues succinctly, clearly and in sufficient detail. As part of its role, it provides policy advice and support to the Strategic Board and the Head of the ACTPS as Chair of the Strategic Board.

Result:

A number of across government policy frameworks and policies were developed to support informed decision-making:

- a policy paper on options for improving offender outcomes was released. It informed development of improved approaches to throughcare and aftercare for prisoners at the Alexander Maconochie Centre. The 2012-13 Budget has funded a pilot of an extended throughcare system;
- the *Triple Bottom Line Assessment Framework* was finalised following release and pilot of a draft framework in the second half of 2011. The Framework was finalised after a formal evaluation, with implementation to commence in 2013 after a period of directorate training;
- in 2011-12 the Government agreed to a new approach to support continuous improvement of evaluation processes across government. The framework is available on the CMCD website. Major evaluations during the year include the *Triple Bottom Line Framework* pilot – this report is available on the CMCD website;
- the *Triple Bottom Line Assessment Framework* also includes climate change impact assessment elements. This follows release of a discussion paper on the proposed impact assessment approach;
- a draft *Climate Change Vulnerability Assessment Framework for Infrastructure* was also released for discussion;
- release of an across government *ICT Strategic Plan* to provide improved coordination and analysis of opportunities provided by ICT to ACT Government Services;
- development of an e-government paper to identify future across government opportunities in this area; and

- each year the ACT Government works with the Australian Bureau of Statistics on a joint project to improve statistics and support evidence based policy. In September 2011, a report prepared by the Australian Bureau of Statistics was released. This explored concerns raised by CMCD that postcode levels of disadvantage did not accurately reflect the spread of disadvantage in the ACT. The study confirmed this and provided more detailed measures of individual and family levels of measures of disadvantage. Based on this study, further work is being progressed in the Community Services Directorate.

A further project commenced in 2011-12 focused on improving collection, maintenance and reporting of location information for clients of ACT Government services. This includes cross border service utilisation. This project will inform further work across government during 2012-13.

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

The Office of Industrial Relations provided a number of briefings to Government on levies associated with the portable long service leave schemes drawing on information from investment advice, actuarial assessments and scheme projections and business/industry consultations.

Strategic Objective 3 Strengthening Public Service Capacity

The ACTPS needs to be well positioned to attract, retain and improve the capability of our workforce in order to deliver quality services for the community and to help take the Territory forward.

To address our workforce challenges into the future, ACT Government directorates are committed to the ACTPS Attraction and Retention Framework and its implementation. The main objectives of the Framework are to:

- improve the capability of all ACTPS employees;
- retain employees through professional development and targeted retention strategies; and
- attract new employees.

A key indicator of success in strengthening public service capacity is the retention rates of our employees. There are many factors that assist employee retention, including a positive work culture, opportunities for career development and training and development, flexible work arrangements and work life balance.

Strategic Indicator: Retention of employees

The maintenance of low employee separation levels consistent or better than public sector trends.

The current retention rate within the ACTPS is comparable to those reported in other Australian jurisdictions.

The permanent separation rate for 2009-10 was 6.4 per cent.

Source: ACT Commissioner for Public Administration, ACT Public Service Workforce Profile 2009-2010

Result:

The ACTPS seeks to strengthen its capability through attraction strategies and minimising the loss of experienced employees. The maintenance of low employee separation levels consistent or better than public sector trends is one such measure of achievement of this aim.

The current retention rate within the ACTPS is comparable to those reported in other Australian jurisdictions. The ACTPS separation rate based on the most recently published data is 6.8 per cent (as reported in the *ACTPS Workforce Profile 2010-11*) which is the same as the most recent Australian Public Service separation (Source: *APSC State of the Service Report 2010-11*).

The *Respect, Equity and Diversity (RED) Framework*, now in its second full year of operation, seeks to grow the ACTPS's position as an employer of choice by strengthening the resilience of ACTPS employees through education on acceptable ACTPS workplace behaviours and providing mechanisms to provide redress where these behaviours do not occur. The ACTPS service wide values of Respect, Integrity, Collaboration and Innovation support this Framework through clearly articulating how we are to interact with each other and our stakeholders. Through these actions we provide a more communicative and cohesive workplace.

The ACTPS Graduate Program runs in a number of professional streams and disciplines and attracts applicants from all over the country. The retention rate within the ACTPS of Graduates completing the program remains high.

The Continuous Improvement and Workers' Compensation Branch has worked closely with the agencies on the development and implementation of the *ACTPS Workers' Compensation and Work Safety Improvement Plan* to improve the health and return to work outcomes for ACT public sector staff. A core component of this program is to improve the capability of line managers and ACTPS case managers. During the period a case manager capability development and strengthening program was implemented and technical managers have been recruited to undertake a number of activities including providing case managers with access to expertise with complex matters and support in the identification of strategies to maximise return to work outcomes. A model for building people management capability for managers and supervisors was endorsed by the People and Performance Council and will be implemented across the service during 2012-13.

Policy and Cabinet Division has supported development of across government policy capacity through a new initiative – the Policy Officers' Network. This is currently being piloted for a group of 50 policy officers with a combination of face-to-face and online policy discussion opportunities. The Division also worked with directorates in implementing the Performance and Accountability Framework to support continuous improvement and capacity building in strategic and service planning, policy development and evaluation.

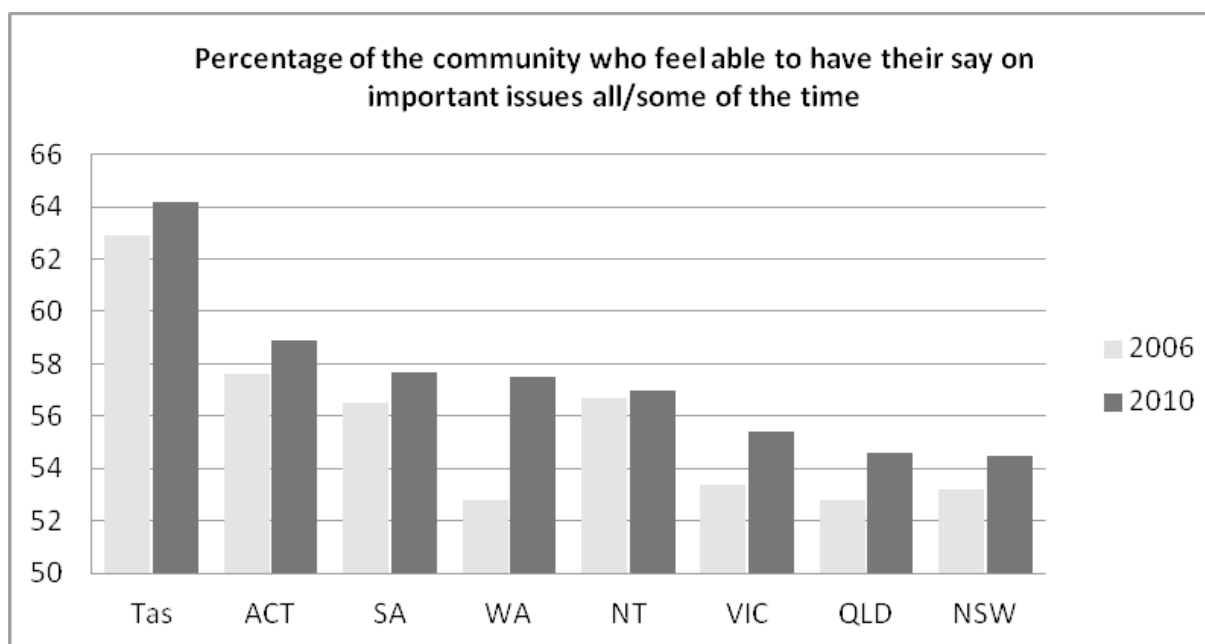
In 2010 the Government commissioned an independent review of the ACT classification structure and this was completed during the reporting period. The review was managed by the Office of Industrial Relations and supported by an advisory panel comprising representatives of agencies, bargaining representatives and CMCD. The aims of the review include accommodating the changing needs of a modern public sector workforce to improve outcomes and capacity, and considering a single salary spine. Consideration of the review recommendations is ongoing.

Strategic Objective 4 Improved satisfaction with Community Engagement

The ACT Government is committed to engaging the Canberra community in the development and delivery of government policies, programs, public works and services. Enhancing citizen engagement and participation is important to building trust in government and making processes more transparent, accountable and responsive to the public's views.

Strategic Indicator: Community members feel able to have a say within the community on important issues

An indicator of the public perceptions of the effectiveness of engagement mechanisms and overall processes is the percentage of the community who feel they are able to have their say on important issues all/some of the time.



Source: General Social Survey 2006 and General Social Survey 2010 (Australian Bureau of Statistics)

Result:

Engaging Canberrans – A Guide to Community Engagement was released in July 2011. The Guide provides practical guidance on the most appropriate and effective means of community engagement, reinforcing the need to develop a strategic approach to engagement. It also includes detailed information on the tools to conduct successful engagements, with a focus on the use of Web 2.0 technology.

To increase the skills and knowledge of ACTPS staff in this area, two five-day training programs, focussed on the application of the International Association of Public Participation (IAP2) principles that underpin the Guide were conducted in August/ September 2011 and May/June 2012. Forty-two participants attended the programs and subsequently received the IAP2 Certificate in Public Participation.

The ACTPS Social Media Policy was released in May 2012. The Policy provides advice and assistance on the effective use of social media to engage with the community. Three short courses, *Using Social Media to Engage the Community*, were conducted to reinforce the principles contained in the Policy.

The *Community Engagement* and *Time to Talk* websites were integrated to create a single entry point for ACT Government engagement activities. The new site features a case management approach to community engagement where the public can remain informed of the progress and outcomes of a consultation throughout its duration.

Three Twitter Community Cabinets (an Australian first) were conducted in July and November 2011 and in June 2012. Over 800 people participated, with a wide variety of questions, opinions and comments generated on a diverse range of topics. A Virtual Community Cabinet was conducted in March 2012, using the University of Canberra's web conferencing capabilities to engage five ACT senior secondary colleges on young people's issues.

One of the goals of the Centenary of Canberra is to fully engage the community in the celebrations. Significant participation and engagement opportunities are being integrated into the developing program.

Full details of specific community engagement activities undertaken during the year are included in section B.1 Community Engagement.

A.9 ANALYSIS OF AGENCY PERFORMANCE

Output 1.1 Government Policy and Strategy

Business Overview

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

The Division also includes the Government Information Office, with responsibility for oversight and whole of government policy for strategic information, ICT and Open Government.

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

Highlights

During 2011-12, Policy and Cabinet Division:

- completed a *Strategic Service Planning Framework* for the ACT Government;
- implemented new regional collaboration arrangements including a Memorandum of Understanding with NSW Government and membership of a NSW local government forum, the South East Region Organisation of Councils;
- progressed a range of Open Government initiatives;
- completed initiatives as part of the Division's across government sustainability policy coordination role including:
 - o piloted a draft *Triple Bottom Line Assessment Framework* released in June 2011 and, following an evaluation of the pilot, completed the Framework,
 - o developed a *Climate Change Impact Assessment Framework*, and
 - o developed a draft *Climate Change Vulnerability Assessment Framework for Infrastructure*;
- progressed implementation of the *Performance and Accountability Framework* released in 2010-11;
- completed a paper on throughcare and aftercare policy options;
- supported the Targeted Assistance Strategy Expert Panel, including development of the Panel's report and a data report;
- developed the Auditor-General Amendment Bill 2012, introduced in May 2012;
- completed a new Memorandum of Understanding (MoU) for the provision of services to the Commonwealth at Jervis Bay Territory;
- developed a demographic update that provides a framework for regional data; and
- released an across government ICT Strategic Plan.

Key Achievements Against Performance Measures

Whole of government policy and project initiatives

A number of across government policy and project initiatives are targeted each year. The number completed will depend on the scale of projects, as well as the need to respond to emerging issues.

Targeted Assistance Strategy

In November 2011 the Chief Minister commissioned an Expert Panel, comprising Gordon Ramsay, Sandra Lambert and Carmel Franklin, to develop the *Targeted Assistance Strategy*. The Strategy is available online at www.assistance.act.gov.au.

The Panel was tasked with developing a Strategy that is fiscally sound and evidence-based and targets assistance for those in need but who may be just above the eligibility criteria for income support, concessions or social housing.

The Division provided policy research, data analysis and secretariat support for the expert panel. The *Targeted Assistance Strategy* was backed by a comprehensive quantitative report, *Data Analysis of Cost of Living in Canberra*.

The Strategy includes 34 recommendations on how Government, business and community groups can better target assistance to Canberrans in need. The Division has an oversight role on the implementation of the recommendations.

Throughcare and Aftercare

In December 2011, the Government released the issues paper *Seeing it Through: Options for improving offender outcomes in the community* (available online at www.cmd.act.gov.au). The paper reflects over 18 months of policy research led by the Division with extensive consultation across government and the academic sector. The paper in its final form was developed in collaboration with a joint government/community sector committee - the Community Integration Governance Group.

In 2011 the ACT Government agreed to an extended throughcare system that provides support to offenders returning to the community post-release. The framework seeks to recognise the diverse and complex needs of prisoners during transition. It focuses on establishing seamless service provision with a view to reducing the risk of reoffending behaviours. A pilot of an extended approach is funded in the 2012-13 Budget.

Memorandum of Understanding on the Jervis Bay Territory

Jervis Bay is a Commonwealth Territory and Commonwealth Government responsibility, although ACT laws are deemed to apply. The ACT provides services on a fee for service basis.

In January 2012, the ACT signed an updated MoU with the Commonwealth Government.

Sustainability Policy Coordination

The Directorate has progressed a number of initiatives that support the portfolio's across government role in sustainability policy coordination. In 2011-12, this included:

- piloting a *Triple Bottom Line Assessment Framework*, which aims to provide a scalable approach to the inclusion of sustainability principles in policy analysis. Following release of a discussion paper in June 2011, community feedback, and an evaluation of the pilot, implementation of the framework is being finalised;
- release of a *Climate Change Impact Assessment Discussion Paper* in November 2011, that related to impact assessment on all Government Bills and major policy proposals which has been incorporated into the *Triple Bottom Line Assessment Framework*; and
- development of a *Climate Change Vulnerability Assessment Framework for Infrastructure*.

The draft *Triple Bottom Line Assessment Framework*, *Climate Change Impact Framework* and the *Climate Change Vulnerability Assessment Framework for Infrastructure* are available at www.cmd.act.gov.au/policystrategic/sustainability.

ACT Government Strategic Service Planning

The *ACT Government Strategic Service Planning Framework* was released in June 2012. This Framework strengthens service planning and better integrates decision-making processes across the ACT Government. Implementation will progress through 2012-13. The Framework is available at www.cmd.act.gov.au/policystrategic/accountability.

ACT Government Performance and Accountability Framework

The *ACT Government Performance and Accountability Framework*, available at www.cmd.act.gov.au/policystrategic/accountability, was released in February 2011. The Framework focuses on continuous improvement in government operations and outcomes and outlines a range of measures to enhance government accountability and performance. Policy and Cabinet Division leads ongoing across government implementation.

Key implementation milestones achieved over the year include:

- delivery of an *ACT Government Policy Officers' Network* to support opportunities for policy officers to build better connections across government, facilitate information sharing, and foster and promote a culture of collaboration;
- development of a *Performance and Accountability SharePoint*, which is an online platform to improve knowledge and resource sharing and increase communication across government;
- development of a *Shared Accountability Model for the ACT Government*. This work, which is being progressed through the Strategic Board, aims to facilitate improved delivery of shared priorities, reduce duplication of efforts across directorates, and enhance the appropriateness of government services to the community; and
- ongoing implementation of the *ACT Government Evaluation Policy*. The policy is available at www.cmd.act.gov.au/policystrategic/accountability.

Auditor-General Amendment Bill 2012

In May 2012, the Government introduced the Auditor-General Amendment Bill 2012. The Bill implements the Government's agreed recommendations to the Standing Committee on Public Accounts' inquiry into the *Auditor-General Act 1996*. The Bill is available at www.legislation.act.gov.au/b/db_44963/default.asp.

Regional Partnerships and Participation

2011-12 has been a year of significant activity in terms of the ACT's formal relationships with its regional neighbours. This reflects regional growth, changing regional collaboration structures in NSW, and the Commonwealth's interest in regional development. Policy and Cabinet Division supports the ACT's regional engagements and coordinates input across government on regional issues. The Division also supports the Chief Minister's attendance at the Standing Council for Regional Australia.

Key regional partnership and participation activities over the year include:

- signing by the ACT Chief Minister and the NSW Premier of the ACT-NSW MoU for Regional Collaboration in December 2011. The MoU is available at www.cmd.act.gov.au/policystrategic/regional/nsw. The MoU reflects a new era of engagement, details our shared vision for the region, and specifies areas for immediate work;
- joining the South East Regional Organisation of Councils in April 2012. The South East Regional Organisation of Councils membership includes the ACT and the 12 surrounding NSW local governments. The purpose of the forum is to pursue a shared vision for the region;

- maintaining the Government's close working relationship with the surrounding councils of NSW. The ACT Chief Minister and the Mayor of Queanbeyan City Council meet to address issues impacting on the two locations, in particular transport services; and
- supporting the Regional Development Australia ACT Committee, which is part of a network of 55 Regional Development Australia committees across Australia. Both the Commonwealth and ACT Governments provide operational funding to Regional Development Australia ACT to support a small secretariat. The Regional Development Australia ACT also has a MoU with the Regional Development Australia Southern Inland to foster collaboration. The MoU reflects the priorities of the ACT-NSW MoU for Regional Collaboration.

Due to the new regional engagement landscape between the ACT and NSW Governments, the NSW Premier and the ACT Chief Minister agreed to conclude the Regional Leaders' Forum. The alternative regional engagement mechanisms now in place, and the coverage of representation by these collaborative forums, supersede the Forum.

Support for COAG & CAF Meetings

COAG met twice during the financial year, in August 2011 and April 2012. The Council of Australian Federation (CAF), consisting of State and Territory First Ministers also met before each COAG meeting.

Policy and Cabinet Division supports the ACT's participation in COAG through:

- policy and secretariat support of across government working groups;
- participation on national working groups;
- liaison, coordination and negotiation across ACT government agencies and with the Commonwealth Government and other jurisdictions; and
- the development of briefing support for COAG Senior Officials and for COAG meetings.

The Division's work spans the COAG reform agenda, which in 2011-12 included:

- completion of a review of capital cities strategic planning systems;
- transport regulation;
- housing supply and affordability;
- health;
- mental health;
- skills; and
- schools funding.

The most significant outcomes of the national reforms were the new health reform agreement and commitment to a National Disability Insurance Scheme and to a new regulation and competition reform agenda following the inaugural Business Advisory Forum on 12 April 2012.

Annual Report on *The Canberra Plan*

The 2012-13 progress report on *The Canberra Plan* was agreed by Government in June 2012. The report is available at www.cmd.act.gov.au/policystrategic/canberraplan/annualreports.

Release an issues paper on the 2013 *Canberra Plan*

Work has progressed on this indicator, but the paper has not been completed for public release. The 2011-12 Budget funded \$304,000 over two years for research and development of a new long-term strategic planning approach for the ACT. This initiative also provides for the use of social media. Work on both these issues is continuing.

Demographic Update

A regional demographic report was completed during 2011-12. The report provides a framework for statistical indicators to provide a picture of the greater ACT region. The framework will be populated with updated data that reflects the 2011 Census as this information becomes available.

Complete a scoping study on Opportunities for Electronic Service Delivery

A scoping study on electronic service delivery opportunities was developed for the Information Strategy Committee, one of the sub-committees supporting the Strategic Board.

Finalise and Release an Across Government ICT Strategic Plan

A whole of government ICT Strategic Plan was released in 2011. It provides an overarching business strategy for ICT describing key objectives and principles to drive the ACT Government's ICT investment. The Plan is available on the *Open Government* website at www.cmd.act.gov.au/open_government.

Other Projects and Initiatives

COAG Reform Council's Capital Cities Review

Policy and Cabinet Division supported and coordinated the ACT's participation in the COAG Reform Council's (CRC) national assessment of capital city strategic planning systems. The CRC considered planning systems' integration, consistency, provision for infrastructure and land release, and implementation arrangements. The ACT performed very well against all criteria-rating 'consistent' against five criteria. The CRC's final assessment was released in April 2012 and is available at www.coagreformcouncil.gov.au/agenda/cities.cfm.

Open Government

Following a statement by the Chief Minister on Open Government in June 2011, the following initiatives have been completed:

- Cabinet Summary Reports are now available on-line;
- implementation of the *Open Government* website (www.cmd.act.gov.au/open_government) as a single point gateway to strategic plans, annual reports, media releases, performance reporting, government contracts, measuring our progress and links to the ACT Legislative Assembly web streaming;
- non-exempt FOI materials are available on the Open Government website;
- initial facilitation of Virtual Community Cabinets (Twitter Cabinets) from July 2011;
- one-stop links developed between the *Open Government* and *Time to Talk* websites, with the *Time to Talk* website promoted as the central online forum for community comment;
- assisted with ACT Schools Community Cabinet, with the Cabinet at the University of Canberra's InSPIRE Centre with selected groups of Canberra school students using new AdobeConnect technology to video conference across ACT schools; and
- a successful bid to the NBN Local Government funds to create Digital Community Connect which would allow for interactive videoconferencing (in a Q&A style) for up to 500 community households (or mobile participants) webstreaming across NBN.

Collaborative across government work in 2011-12 will support release in 2012 of a new dataACT facility provided by ICT Shared Services to provide contemporary, flexible access to many more datasets for community application developers and researchers.

Response to emerging issues

Forward planning in the Division must take into account the need to respond to emerging issues each year. These might include projects commissioned by the Government, COAG-related work that requires coordination or policy support and development of responses to Legislative Assembly or Commonwealth requests or reports.

Projects in this category in 2011-12 included:

- support of the expert panel for the *Targeted Assistance Strategy* and development of a report and data report for the Panel;
- development of a submission and Government response to the Officer of the Parliament Inquiry by the Standing Committee on Administration and Procedure;
- Government response to the Legislative Assembly Inquiry into the Ecological Carrying Capacity of the ACT and Region;
- Government commentary on the Private Members Official Visitors Bill;
- collaborative work with the Commonwealth on the response to the Hawke Review of the National Capital Authority; and
- Government Submission to the Legislative Assembly's Self-Government Act Review.

Future Directions

In 2012-13 Policy and Cabinet Division will:

- deliver whole of government policy and project initiatives including *Targeted Assistance Strategy* implementation oversight, and implementation of the ACT Government Strategic Service Planning Framework;
- implement Triple Bottom Line Assessment Framework;
- continue work on implementation of the *Performance and Accountability Framework*;
- progress Open Government initiatives;
- provide policy support as required to the ACT Government Better Practice-Better Service Advisory Group;
- continue work on regional partnerships and participation by progressing implementation of the NSW MoU and the Regional Directions Statement;
- deliver a statistical portrait of the greater ACT region, prepared using 2011 Census data, along with other projects involving analysis of the Census data;
- coordinate preparation of incoming government briefs, a major focus in the lead up to and during the caretaker period;
- update the ACT's high-level strategic plan, as *The Canberra Plan* is due to expire in 2013;
- provide oversight for the Canberra Digital Community Connect Project, a joint ACT/Commonwealth NBN project; and
- provide secretariat and policy support to Cabinet and to the Strategic Board.

Further Information can be obtained from:

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Brook Dixon	Director, Economic Regional and Planning Branch	(02) 6205 0468	brook.dixon@act.gov.au
Geoffrey Rutledge	Director, Social Policy and Implementation Branch	(02) 6207 8884	geoffrey.rutledge@act.gov.au

Output 1.2 Public Sector Management

Business Overview

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

The Continuous Improvement and Workers' Compensation Branch is responsible for whole of government work health and safety and workers' compensation policy and advice, it also oversees the management and prevention of workplace injuries in the ACT public sector and the ACT Government accident and incident data repository.

The Office of Industrial Relations provides advice on public sector workplace relations including negotiation, advice and implementation of the ACTPS common terms and conditions, and oversees the management of the ACT Classification Review.

Highlights

During 2011-12 Workforce Capability and Governance Division:

- held the inaugural Public Sector Awards for Excellence, combining the previous Executive and Commissioner for Public Administration's Awards;
- undertook a major consultation with staff across the ACTPS to develop ACTPS wide values and signature behaviours to form the basis of a new ACTPS Code of Conduct;
- oversaw negotiations on common terms and conditions for new ACTPS enterprise agreements;
- managed an independent review of the ACT classification structure; and
- continued implementation of the *ACTPS Workers' Compensation and Work Safety Improvement Plan*.

Key Achievements Against Performance Measures

Publish ACT Public Sector Workforce Profile Report

The ACTPS Workforce Profile was released in March 2012. The profile contains a comprehensive snapshot of the ACTPS in 2011-12 which included growth of 674 positions, 402 of which were frontline service delivery positions in Health and Education. The profile is released each year on an ongoing basis. The Profile is available from www.cmd.act.gov.au/governance/public/publications.

Conduct the Annual Whole of Government Graduate Program

Following a comprehensive recruitment campaign and intensive selection processes, twenty-six participants commenced working in all but one directorate as part of the 2012 ACTPS Graduate Program.

The graduates were recruited in specialist streams which included Accounting, Public Administration and Policy, Law, Project Management, Human Resources and ICT. During the ten-month program, graduates participate in three work rotations and complete a nationally recognised Diploma of Government. On completion of the program graduates are placed with a directorate, determined by their areas of interest and qualifications, and the organisation's capacity.

Preparations for the 2013 Graduate Program are well underway with a record 782 applications received. Assessment centres are scheduled to run in July 2012.

Implement the New Enterprise Agreement

On 18 August 2011 most bargaining representatives in negotiations over common terms and conditions reached an in-principle agreement with Government to a pay offer - a 3.5% pay increase from the date of the in-principle agreement, and a further 3.5% pay increase from 1 July 2012 under two-year enterprise agreements with the majority expiring on 30 June 2013. The in-principle agreement was contingent on bargaining representatives dropping all outstanding claims and not increasing the costs of directorate-specific matters unless they are cost neutral.

Most ACTPS agreements have been approved by Fair Work Australia and relevant staff have been paid the first pay increase.

Classification Review

In accordance with provisions within 2011-2013 enterprise agreements, the Government engaged independent consultants to conduct a Classification Review across the ACTPS (excluding the classifications of nurses, teachers, medical officers, ambulance officers, fire fighters and ACTION bus operatives) with a view to simplifying classification structures and moving towards a single salary spine.

The review was conducted in consultation with directorates and relevant unions through their participation on a review advisory panel. The review was finalised in June 2012 and has made 203 recommendations for Government consideration. Findings have been presented by the consultants to directorates and unions through Joint Council and the People and Performance Council. Joint Council has agreed to form a sub-committee to begin to analyse the report recommendations ahead of the next bargaining round. The Government will consider the review recommendations and consideration given to them by Joint Council following the October 2012 election.

Finalise Public Interest Disclosure Legislation

The Government has been considering options for legislation to improve the *Public Interest Disclosure Act 1994*. An exposure draft was released in December 2011. After a period of community consultation, a replacement Bill was introduced into the ACT Legislative Assembly in the June 2012 sitting.

Conduct a Review of the *Public Sector Management Act 1994*

The review of the PSM Act was deferred until the next Assembly to allow more time for the development of ACTPS values and signature behaviours, a new code of conduct, and the drafting of PSM Standards to support and further explain the conduct provisions in the PSM Act. It is proposed future amendments will be founded on these values and behaviours.

A discussion paper on the review of the PSM Act will be released during 2012-13.

Report on the Implementation of the ACTPS Respect, Equity and Diversity Framework

The *ACT Public Service Respect, Equity and Diversity (RED) Framework* was developed in consultation with directorates and underpinned by best practice research.

The Framework outlines and defines the principles of respect, equity and diversity. It highlights the benefits of valuing diversity and creating respectful and equitable workplaces, including increased employee engagement, and improved levels of workplace participation and innovation through more diverse thinking. The Framework is available at www.cmd.act.gov.au/governance/public/publications#red.

During the reporting period:

- a coordinator for the Framework Employment Strategies was employed to undertake the implementation of actions in the *ACTPS Employment Strategy for Aboriginal and Torres Strait Islander People*;

- the Respect Equity and Diversity Implementation Committee was established and met; and
- the first Respect, Equity and Diversity report for the Chief Minister was produced, highlighting the implementation work being undertaken across the service, including the appointment of over 225 RED Contact Officers.

Further information is available in the Commissioner for Public Administration's Annual Report.

ACTPS Employment Strategy for Aboriginal and Torres Strait Islander People

Since the launch of the *ACTPS Employment Strategy for Aboriginal and Torres Strait Islander People* in April 2011, there has been an increase in the number of employees identifying as an Aboriginal or Torres Strait Islander across the Service from 0.9% (176) to 1.0% (215). Also during this reporting period:

- the ACT Graduate program was promoted to Aboriginal and Torres Strait Islander students, with a number of students taking part in the assessment centre selection process;
- cultural awareness training has been developed in consultation with Shared Services and the Canberra Institute of Technology Solutions; and
- the Department of Education, Employment and Workplace Relations' Indigenous Cadetship Support program was reviewed and will be promoted to directorates during 2012-13.

The Strategy can be accessed at www.cmd.act.gov.au/governance/public/ES.

ACTPS Employment Strategy for People with Disability

Since the launch of the Strategy in April 2011, there has been an increase in the number of employees with disability identifying across the Service from 1.6% (327) to 1.8% (375). During the reporting period:

- the evaluation of the pilot traineeship for people with an intellectual disability was finalised and will be used to inform possible future traineeship programs;
- a draft whole of government Workplace Reasonable Adjustment policy has been developed and will be finalised in 2012-13; and
- the ACTPS was represented and promoted as an employer of choice at the ACT Post School Options Expo for Disabled Students from ACT Schools and via Careers expos at Canberra University.

The Strategy can be accessed at www.cmd.act.gov.au/governance/public/ES.

Implement the ACTPS Workers' Compensation and Work Safety Improvement Plan

The *ACTPS Workers' Compensation and Work Safety Improvement Plan* was supported by the Government through the 2011-12 Budget and was endorsed by the Strategic Board in September 2011.

The Plan is designed to strengthen the capability of ACTPS case managers, implement a new case management model across the service, contribute to a healthy and productive ACTPS and, over time, improve the return to work and health outcomes for ACTPS injured workers.

In 2011-12 considerable progress was made on the development of the infrastructure to support the Plan including:

- a new Charter of Partnership detailing the cooperative approach between Comcare and the ACTPS in effectively managing work-related injuries was developed and implemented;
- education and awareness presentations on the new *Work Health and Safety Act 2011* were delivered across the service;
- regular meetings, coordinated by CMCD, of work health and safety professionals from across the service were held to identify, develop and execute a range of strategies to assist with the implementation of the *Work Health and Safety Act 2011*;

- elements of the new case management model (screening and triage of injured workers, the regular and systematic review of return to work progress and the application of new policy, processes and procedures to support injured workers to return to work) have been implemented;
- a number of case managers from individual directorates were relocated into a centralised team within Shared Services. This team now incorporates injury management, injury prevention and workers' compensation payroll staff members;
- the review of whole of government work health and safety and workers' compensation policies commenced with a number of new policies being developed and others being updated and reissued, including the development of a new whole of government policy on managing injury and illness and a work health and safety policy statement;
- a new case manager capability development and strengthening program was implemented, technical managers have been recruited to undertake a number of activities including providing case managers with access to expertise for complex matters and support in the identification of strategies to maximise return to work outcomes;
- a model for building people management capability for managers and supervisors was endorsed by the People and Performance Council for implementation across the service;
- a new performance reporting model has been implemented to assist the Government to monitor its future workers' compensation performance; and
- a new 'fee for milestone and outcome' based performance management and accountability model for the engagement and management of rehabilitation provider services was developed, with a pilot commencing in June 2012 to run until November 2012.

Future Directions

In 2012-13, Workforce Capability and Governance will:

- finalise and implement the new ACTPS Code of Conduct;
- publish a discussion paper on new public sector management legislation;
- review the operation of the Graduate Program;
- consider and advise Government on the recommendations of the Classification Review;
- prepare Commissioner guidelines to support the operation of the *Public Interest Disclosure Act 2012*;
- publish a new State of the Service Report, consolidating current reports such as the Workforce Profile and report on the *Respect, Equity and Diversity Framework*;
- continue implementing the *ACTPS Workers' Compensation and Work Safety Improvement Plan*; and
- implement a new whole of government incident reporting system.

Further Information can be obtained from:

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

Output 1.3 Industrial Relations Policy

Business Overview

The Workforce Capability and Governance Division develops policy and legislation over a number of areas that primarily involve a relationship between businesses and workers. This includes industrial relations, workers' compensation, sham contracting and work safety (including dangerous substances and asbestos). It also provides advice in relation to public holidays and daylight saving.

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

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

Highlights

During 2011-12 Industrial Relations Policy:

- made a significant contribution to the development of the *Work Health and Safety Act 2011*, which commenced operation on 1 January 2012. The Act aims to harmonise work health and safety laws across the country;
- assisted in the development of the *Long Service Leave (Portable Schemes) Amendment Bill 2011*, which commenced operation on 1 July 2012;
- implemented amendments to the workers' compensation regulations that are intended to provide clarity on the performance expectation of approved insurers and self-insurers;
- developed the *Long Service Leave (Portable Schemes) (Security Industry) Amendment Bill 2012*, which introduces a Portable Long Service Leave Scheme for the ACT security industry and is due to commence on 1 January 2013; and
- released detailed information to the community and approved insurers regarding the private sector workers' compensation scheme, including actuarial assessment of estimated reasonable premium rates for the 2012-13 insurance policy year and actuarial analysis of the operations and performance of the scheme for the 2010-11 policy year.

Key Achievements Against Performance Measures

Provide Advice to Government on Developments in the National Workplace Safety Agenda

The *Work Health and Safety Act 2011* was introduced, debated, passed and commenced in the reporting period. Consultation with stakeholders and industry on implementation and operation is ongoing.

The Directorate provided briefs to the Minister for Industrial Relations on the national harmonisation process including the progress of other jurisdictions in implementing the model laws.

Represent the ACT on Safe Work Australia and its Various Sub-committees and Working Groups, and Coordinate Input to and Activities Arising from the National Initiatives to Harmonise Occupational Health and Safety Laws

The Directorate represented the ACT on Safe Work Australia and made significant contributions, in particular to the development of the harmonised work health and safety laws through a number of committees including the Strategic Issues Group – Work Health and Safety, and various technical advisory groups. The Directorate also

participated in the Strategic Issues Group – Workers’ Compensation and related technical advisory groups.

Conduct an Actuarial Review of the ACT Workers’ Compensation Scheme

An actuarial assessment of the performance of the ACT Workers’ Compensation Scheme was conducted for the period 2010-11. Key findings of this report, including the estimated reasonable 2012-13 premium rates for over 400 industries, were released to the community and are available from www.cmd.act.gov.au/governance/private/wcbill.

In Accordance with Government Directions, Make Changes to the *Workers Compensation Act 1951*

In March 2012 the *Workers Compensation (Terrorism) Amendment Act 2012* came into effect, introducing amendments to the power of the Government to establish a temporary reinsurance fund in the event of an act or acts of terrorism in the ACT now and into the future.

The Directorate continuing to engage with the Work Safety Council on the matters raised via the formal submissions to the *Workers’ Compensation Amendment Bill 2010*.

The Government responded to feedback received during this process regarding the role and regulation of approved insurers within the scheme through the implementation of amendments to the *Workers’ Compensation Regulation 2002*, which took effect in September 2011. These amendments provide the Government with robust mechanisms to review the compliance of approved insurers and self-insurers with the regulatory framework.

Provide Advice to Government Regarding Issues Arising from the National Workplace Relations System

During 2011-12 the Office of Industrial Relations prepared briefings to Government on national workplace relations matters including a nationally significant industrial dispute, sham contracting, and the social and community sector equal remuneration case. Officers also participated in the inter-governmental High Level Officers’ Group on industrial relations. During the reporting period the Office of Industrial Relations advised Government on compliance with a number of International Labour Organization conventions and developed a Government submission to the Commonwealth’s *Review of the Fair Work Act 2009*.

Coordinate Input to and Activities arising from the Inter-Governmental Agreement on a National Workplace Relations System

During the reporting period the Office of Industrial Relations briefed the Minister for Industrial Relations on two ministerial council meetings comprising of a number of issues arising from the inter-governmental agreement on a national workplace relation systems and engaged in consultation with the Commonwealth on proposed amendments to the *Fair Work Act 2009*.

Maintain Consultative Fora within the ACT on Workplace Safety and on Workers’ Compensation

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

The Directorate established secretariat services and participated in an advisory committee to the Work Safety Council to consider strategies to address safety issues on civil construction sites in the Territory.

Continuous Improvement and Workers’ Compensation Branch continued to engage with the Work Safety Council and approved insurers on a range of matters related to the operation, functions and improvement to the ACT private sector workers’ compensation scheme.

Details of actions undertaken by the Work Safety Council due the year are included in their Annual Report which is included as an annex at the end of this volume.

Provide Policy and Legislative Advice to the Government on Issues Affecting ACT Workers

The Office of Industrial Relations provided advice to Government on changes to the Long Service Leave Portable Schemes arrangements in the Territory, issues relating to public holidays and worker entitlements and the ongoing management of asbestos. The Directorate coordinated the development of an ACT Submission to the Commonwealth Government National Asbestos Review.

The Directorate also coordinated a whole of government submission to the Inquiry into Workplace Bullying being undertaken by the House of Representatives Standing Committee on Education and Employment.

Future Directions

In 2012-13 the Office of Industrial Relations and Continuous Improvement and Workers' Compensation in Workforce Capability and Governance Division will:

- review the *Dangerous Substances Act 2004* to ensure consistency with harmonised work health and safety laws;
- consider further reforms to the Territory's asbestos management strategy, including requirements for worker training, emerging risks and any impact of the outcomes from the National Asbestos Review;
- continue to participate in the national harmonisation of work health and safety laws, including the development of new codes of practice and guidance material;
- continue to engage with stakeholders and advise Government on the operation of the work health and safety laws;
- undertake a review of the *Holidays Act 1958*;
- consider ongoing improvements to the Portable Long Service Leave Scheme;
- advise the Government on the performance of the ACT's private sector workers' compensation scheme and of issues arising within the scheme;
- continue to participate and provide input into national initiatives related to workers' compensation led by Safe Work Australia and the Heads of Workers' Compensation Authorities;
- finalise development and implementation of a claims and policy data warehouse and reporting solution for the Territory's private sector workers' compensation scheme; and
- continue to make changes to the ACT's workers' compensation scheme where agreed by the Government.

Further Information can be obtained from:

Andrew Kefford	Deputy Director-General	(02) 6205 0213	andrew.kefford@act.gov.au
Meg Brighton	Director, Continuous Improvement and Workers' Compensation	(02) 6205 3095	meg.brighton@act.gov.au
Fiona Barbaro	Director, Office of Industrial Relations	(02) 6207 6003	fiona.barbaro@act.gov.au

Output 1.4 Coordinated Communications and Community Engagement

Business Overview

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

The Division coordinates briefs and ministerials for the Chief Minister, advice on protocol, manages hospitality and special events for the Chief Minister including the Canberra Citizen of the Year, and provides support for members of the Executive and their staff. The Division also provides administrative secretariat services to the Director-General CMCD for ACT and national honours and awards.

Highlights

During 2011-12 Culture and Communications Division:

- released the *ACTPS Guide to Community Engagement*, which focuses on contemporary community engagement strategies, techniques and tools, and is based on the work of the International Association for Public Participation (IAP2);
- conducted two 5-day training programs that focussed on the application of the IAP2 principles that underpin the *ACTPS Guide to Community Engagement*, with 42 participants from the public and community sectors attending;
- released the *ACTPS Social Media Policy* in May 2012, which provides advice and assistance on the effective use of social media to engage with the community;
- conducted three Twitter Community Cabinets (an Australian first) in July and November 2011 and in June 2012, in which over 800 people participated, with a wide variety of questions, opinions and comments generated on a diverse range of topics;
- conducted a Virtual Community Cabinet in March 2012, using the University of Canberra's web conferencing capabilities to engage five ACT senior secondary colleges;
- developed the *Open Government* website with a range of government information, previously not available to the public, posted online, including summaries of Cabinet outcomes (the first Australian government to do so), access to Freedom of Information documents, and ACT Government datasets;
- worked with Justice and Community Safety Directorate, Federal Attorney-General's Department, the Emergency Services Agency (ESA) and ACT Policing to deliver *Operation Backroads*, an intensive scenario-based emergency communications exercise that included a panel involving all Canberra media outlets, real-time testing of the operation of the Public Information Coordination Centre at ESA Headquarters in Fairbairn, and a discussion exercise focussed on community recovery;
- amended the *Community Communication and Information Plan* in early 2012 to reflect better communication practices, particularly in social media, and greater capacity to operate the Public Information Coordination Centre on a 24/7 basis;
- facilitated the first meeting of the Coordinated Communications Network made up of senior communications staff from all directorates. The network provides a more collaborative approach to ACTPS communications consistent with the 'One Government' model adopted following the review of the ACTPS by Dr Allan Hawke;
- assisted in the coordination of visits to Canberra by United Nations Secretary-General Ban Ki-moon; Her Majesty Queen Elizabeth II and His Royal Highness the Duke of Edinburgh; the Mayor of Canberra's sister-city, Nara, Mr Gen Nakagawa; US President Barack Obama; and His Royal Highness Crown Prince Frederik and Her Royal Highness Crown Princess Mary of Denmark;
- provided administrative support to the Independent Campaign Advertising Reviewer;

- established the ACT Veterans' Advisory Council to consider local veterans' issues, including advising Government on upcoming centenary activities in the ACT related to Australia's participation in World War I (1914-18) and the 100th anniversary of Australia's involvement in the conflict at Gallipoli in 1915;
- coordinated honours and awards, including the naming of Dr Chris Peters AM as the 2012 Canberra Citizen of the Year for his tireless work and advocacy for Canberra's private and community sectors and the recognition of 210 Canberrans and 10 groups with the Chief Minister's Canberra Gold Award for their long-term contribution to the Canberra community;
- delivered a successful preview of the Centenary of Canberra program involving Prime Minister Julia Gillard MP and Chief Minister Katy Gallagher MLA on Canberra's 99th birthday;
- received 114 entries from 24 countries in the international capital city design competition CAPITheticAL, a Centenary of Canberra project ;
- developed and launched a refreshed Centenary of Canberra website; and
- facilitated the construction of the first sanitation block at Aimutin Primary School in Dili as part of the Centenary of Canberra *Dollars for Dili* project.

Key Achievements Against Performance Measures

Deliver Annual City-Wide Whole of Government Newsletter

Our City, Our Community, the ACT Government's whole of government annual information newsletter, was delivered to all households during March 2012. The newsletter provided the community with information on a range of new ACT Government projects and initiatives. The ACT No-Waste Calendar was included in the Newsletter in 2012. Following an article in the newsletter on ACT Home Energy Audits, enquiries jumped by over 40 per cent.

Quarterly Reporting to Government on Centenary of Canberra Progress

With the start of Canberra's centenary year imminent, the focus of the financial year has been on finalising contracting of the program and commencing the development and rollout of marketing and communication strategies to build awareness of the Centenary and the program of celebration.

The vision for the Centenary is that '*All Australians proudly celebrate and share in the Centenary of Canberra, our nation's capital – the city that tells the story of our country's freedom, spirit, achievements and aspirations*'. To enable this, the program is diverse and includes opportunities for visitors and the local community to engage, participate, contemplate and celebrate. The Centenary Unit provided quarterly updates to Cabinet outlining progress during the reporting period. This includes:

Commonwealth contribution

Following the announcement of \$6 million for Centenary programming in the 2011-12 Federal Budget, a program was prepared and endorsed by the ACT Government and the Commonwealth Intergovernmental Working Group. Developed under the themes of Indigenous, National Institutions, Big Reach and Big Issues, this programming will extend the reach of the Centenary across Australia.

99th birthday celebrations

On 12 March 2012, Chief Minister Katy Gallagher MLA, launched a preview of the upcoming Centenary of Canberra program at the Museum of Australian Democracy – Old Parliament House. The preview showcased a number of new and exciting programs, but additionally incorporated information on Canberra's existing calendar of events, to ensure visitors and locals see the breadth and depth of the national capital's current offering.

At the event, the Prime Minister, Julia Gillard MP, acknowledged the role and significance of Canberra in the life of our nation and made a commitment on behalf of the Commonwealth to continue a deep and enduring partnership with the ACT Legislature to foster and develop a strong and flourishing city.

Program Development

A number of programs have been launched or progressed in the reporting period:

Portrait of a Nation

Canberra's suburb and street naming is unique to the national capital, with most of the suburbs and streets named after famous and sometimes forgotten Australians.

Launched on 12 March 2012, *Portrait of a Nation* is an interactive online project which invites Canberrans to explore the lives of the exceptional Australians acknowledged in the names of the streets, suburbs, parks and other places in the national capital and then celebrate their 'person' in 2013. At the end of June, the website had over 2,870 unique visits and information on over 100 streets had been uploaded. For more information visit portraitofanation.com.au.

CAPITheticAL

CAPITheticAL is an international design ideas competition for a hypothetical Australian capital city. Entrants were required to review the debates, influences and processes that led to the competition in 1911–12 for the design of Canberra as Australia's national capital, and to imagine how an Australian national capital might look in the 21st century.

Following its launch in May 2011, the competition attracted significant interest and created awareness of the Centenary across Australia and overseas. The competition received more than 1,200 expressions of interest from participants in 64 countries. By the closing date of 31 January, a total of 114 entries were received from 24 countries including the United States, Canada, the United Kingdom, France, Germany, Italy, Greece, Russia, China, India, Malaysia, Kazakhstan and New Zealand. Sixty-eight entries were received from Australia, including seven from Canberra.

On 17 May 2012, Minister for Education, Dr Chris Bourke MLA, announced the 20 shortlisted entrants who will now develop their entries to display standard for an exhibition to be presented at the Gallery of Australian Design in 2013. The ultimate winner will be announced in March 2013. For more information visit www.capithetical.com.au.

A legacy of good design

On 8 September 2011, Minister for the Arts, Joy Burch MLA, launched the memorabilia design competition *Centenary of Canberra: a legacy of good design*. The aim of this project is to create products of memorabilia commemorating the Centenary of Canberra. Residents of the Canberra region were invited to design unique, high quality items that recognise and celebrate 100 years of Canberra as Australia's capital.

In addition to ensuring a range of quality memorabilia items, this project seeks to celebrate the contribution and history of craft and design in Canberra, to nurture new partnerships between artists and manufacturers, and thereby strengthen the creative industries in the ACT region.

Ms Robyn Archer AO, Creative Director of the Centenary of Canberra, officially announced the five winners of the *Centenary of Canberra – a legacy of good design* competition on Canberra Day at Canberra's 99th birthday celebrations. For more information visit www.canberra100.com.au/memorabilia/.

You Are Here

Legacy is a goal of the Centenary and cultivating the experience and talent of local artists to enable growth and ultimately sustainability is a deliberate approach to programming. Piloted in March 2011, *You Are Here* is a curated multi-platform arts festival which took place in the Canberra CBD, showcasing the best of Canberra's independent and experimental culture. In 2012, *You Are Here* took place throughout Garema Place and City Walk from 8 to 18 March. More than 200 artists were involved in 51 events with an audience attendance of over 7,000 across eleven days.

In September 2011, *You Are Here* was recognised by the Australian Business Art Foundation at its State and Territory awards for “Good practice in partnering”, for the work between the Centenary of Canberra unit and Canberra CBD Limited who sponsored the festival. The creative team behind *You Are Here* formed an incorporated association to produce the 2012 festival and are now under the auspices of the Cultural Facilities Corporation. For more information visit www.youareherecanberra.com.au.

Dollars for Dili

Dollars for Dili was launched on Canberra’s 98th birthday, on 12 March 2011, in support of the Friendship Agreement between the ACT and Timor-Leste Governments. Based on the principle that it is better to give than to receive, the ACT Government, Scouts Australia and Rotary have partnered on *Dollars for Dili* with the aim of contributing to the wellbeing of thousands of young people of our nearest neighbour.

Dollars for Dili is helping to fund two major projects. The first project involves the construction of sanitation and health (toilet) blocks in nominated Dili primary schools. It is hoped these improved sanitation and health facilities will encourage more girls to attend school, to gain better access to education and increased employment opportunities. The second project is the construction of an activity centre for Timor-Leste Scouting. Scouting is the world’s largest youth development organisation and is widely recognised for its programs which help to build confidence, self-esteem and resilience of individuals, and develop leadership and teamwork capabilities of young people.

The first sanitation block was completed at Aimutin Primary School in October 2011. Previously, the school had only three operational toilets, with one reserved for teachers. Now there are six toilets and hand washing facilities in the school for the 1,200 students and teachers. For more information visit www.canberra100.com.au/programs/dollars-for-dili/.

Canberra Design Lecture Series

Twenty-third May 2012 marked the 100th anniversary of the announcement of the result of the International Design Competition for Canberra. In addition to celebrating this anniversary with the launch of *CAPiTheticAL*, the Centenary of Canberra team worked closely with the Embassies and High Commissions of those countries that had a strong connection to the genuinely international competition to present a lecture series, as outlined below:

- 28 July 2011 - Embassy of Germany; Prof Karl Fischer (University of Kassel, Hamburg), ‘*Griffin, Germany and the DNA of the City*’;
- 4 August 2011 - Embassy of Finland; Dr Robert Bell (Senior Curator, National Gallery of Australia), lecture on Finnish architect, *Eliel Saarinen*;
- 1 March 2012 - Embassy of France; Professor Robert Freestone (Professor of Planning, University of NSW), ‘*The Federal Capital: Conferences, Conversations, Competitions and La Connexion Français*’;
- 29 March 2012 - Embassy of United States; Dr David Headon (History and Heritage Adviser, Centenary of Canberra team), ‘*Tall Tales and True: Canberra’s Lost American Narratives*’;
- 19 April 2012 - South African High Commission; Assoc Professor Dianne Firth (Landscape Architecture, University of Canberra), ‘*South African Designs for a Capital City in Australia: Expressions of Idealism and Practicality*’;
- 17 May 2012 - Embassy of Mexico; Dr Christopher Vernon and Dr Annette Condello (University of Western Australia and Curtin University), ‘*Australia’s National Capital: Mexican Connections*’;
- 23 May 2012 - British High Commission; Alasdair McGregor (2011 National Biography prize-winner), ‘A Competition “Most Antagonistic to Imperialistic Ideals”’; and
- Hosted by the Indian High Commission, a further lecture will be held on 5 July 2012 by Stuart Mackenzie (Town Planner, ACT Government). The topic will be ‘*Passages from India: Ancient Influences in the Griffin Plan for Australia’s Capital*.’

Engagement through education

The Centenary Unit commenced the release of the first of its education resources in this reporting period. With support from the ACT Education and Training Directorate, the Canberra history resources are aligned to the Australian curriculum. These resources provide an exciting and practical insight into Canberra's selection and early development as the national capital, while also generating discussion on aspects of Canberra's future. The history units include:

- Year 1 – Present and Past Family Life;
- Year 3 – Celebrating the history of Canberra;
- Year 6 – Canberra through time; and
- Year 9 – Canberra 100 – Celebration of a city.

In addition, the Centenary Unit released the *City of Trees* education booklet. This resource has been designed to support teachers in developing learning experiences that will enable students to discover Canberra as the 'City of Trees' during and beyond the Centenary of Canberra celebrations.

A Centenary School Coordinators Group has been formed to ensure active participation and engagement from schools in Canberra and the region in Centenary projects. A series of workshops have been held to provide information about the Centenary of Canberra to teachers and help plan student involvement. For more information visit www.canberra100.com.au/resources/educational-resources/.

Science commission and residency

On 30 March 2012, Minister for the Arts and Minister for Regional Australia, Regional Development and Local Government the Hon. Simon Crean MP, and ACT Chief Minister Katy Gallagher MLA, announced that local artist Eleanor Gates-Stuart has been commissioned to produce a major science-based artwork. The winning concept by Ms Gates-Stuart, *StellrScopE*, is a visual arts production that will explore the Canberra region's connection to the Australian wheat industry, from the 1800s to the modern era.

The science-arts commission forms part of the Innovation and Discovery stream of the program, which draws attention to the great strengths of Canberra in the field of science.

Ms Gates-Stuart's residency at CSIRO will culminate in a series of scientific digital artworks for exhibition at Questacon in August 2013, and an exhibition documenting the *StellrScopE* residency will be presented at the CSIRO Discovery Centre. For more information visit www.canberra100.com.au/programs/centenary-science-art-commission/.

Address to National Press Club

On 4 April 2012, the Creative Director, Robyn Archer AO, presented '*Taking the Name of the Capital in Vain: myth busting and re-mixing as we approach the Centenary of Canberra*' to a full house at the National Press Club. The address was extremely well received by the audience and generated significant publicity on the Centenary to a local and national audience.

New Centenary suburb signs to honour past Prime Ministers

On 13 April 2012, Dr Chris Bourke MLA, revealed the first of 16 new suburb signs, created to honour Australia's past Prime Ministers, after whom many of Canberra's suburbs are named.

A Centenary initiative of the Territory and Municipal Services Directorate, the new sign at Bruce is the first in the series, which will see signs installed in Barton, Curtin, Forde, Page, Deakin, Holt, Reid, Chifley, Fadden, Hughes, Scullin, Cook, Fisher, Lyons and Watson, in the lead-up to the Centenary of Canberra in 2013.

The signs, which feature a short biography and photograph of the named Prime Minister, recognise and celebrate the heritage of Canberra's suburbs. For more information visit www.canberra100.com.au/news-and-media/article/?id=new-centenary-suburb-signs-to-honour-past-prime-ministers.

Community Tree Planting Day

On 6 May 2012, the Centenary of Canberra Unit teamed with Greening Australia and 170 volunteers to plant 2,800 native trees and shrubs to help rehabilitate the Lower Cotter Catchment.

Ms Mary Porter MLA attended the event and Indigenous trainees from Yurung Dhaura (Strong Earth - so named by the United Ngunnawal Elders Council), provided engaging talks about traditional Aboriginal uses of plants. For more information visit www.canberra100.com.au/programs/cotter-restoration/.

Commonwealth collection legacy

On 23 May 2012, the Chief Minister Katy Gallagher MLA presented Minister Simon Crean MP with the original 1911 prose accompaniment to Walter Burley Griffin's entry to the Federal Capital City design competition.

Located by Centenary of Canberra Historian, Dr David Headon, in the holdings of the Planning Institute of Australia, the 29 page document includes written notes and five hand-drawn Marion Mahony Griffin diagrams.

The document was the missing component of the original Griffin entry, and under the terms of the original design competition, belongs to the Commonwealth. The event date was chosen as it was 100 years to the day since King O'Malley announced Walter Burley Griffin as the winner of the design competition. The document is now part of the collection of the National Archives of Australia. For more information visit www.canberra100.com.au/news-and-media/article/?id=handover-of-original-walter-burley-griffin-document.

International cricket match

On 8 June 2012, Minister Andrew Barr MLA, announced that in 2013 the Australian cricket team will play an international match in Canberra for the first time in the city's 100 year history against either the West Indies or Sri Lanka. A Centenary initiative of the Economic Development Directorate, the match is set to be played as a day-night fixture in February 2013.

Walkley Awards

The Walkley Foundation is the peak professional body representing Australian journalists. The Foundation's gala function, the *Walkley Awards for Excellence in Journalism*, is a high profile event that recognises the very best in Australian journalism. In June 2012, the Centenary of Canberra entered into a sponsorship agreement with the Walkley Foundation that will enable Centenary messages to be communicated directly to this influential audience in the lead up to 2013. The awards are televised nationally on SBS, and receive significant national and international publicity. The awards were last held in Canberra in 1984. The Creative Director of the Centenary will also provide the keynote address at the Walkley Conference the day prior to the awards.

Community Centenary Initiatives Fund

The Community Centenary Initiatives Fund opened on 1 July 2011, and invited proposals from the community for events and activities which will enhance the Centenary of Canberra program in 2013. The program proved popular with over 100 applications reviewed by the assessment panel. Fifty-one projects covering a diverse range of activities and initiatives were supported through the Fund at a total value of \$1.02m.

The first of these projects to be realised is a hot air balloon and training program managed by Scouts Australia (ACT Branch) which was launched by Chief Minister, Katy Gallagher MLA, on 14 May 2012. The "Scouts Aloft" training program aims to get 100 Scouts and Guides, aged 16 to 25 and primarily from the ACT, qualified as balloon pilots or crew. The balloon carries Centenary of Canberra branding and will be used at events across Australia such as the Scouts' Jamboree in Queensland, and local Youth Week and Centenary events during 2013.

Further details on the successful applicants can be found in section C.16 Community Grants/ Assistance/ Sponsorships.

Corporate partners

In the reporting period a number of corporate partners committed their support for the year-long program of celebration. The Centenary welcomed the following:

- Principal Partner – ActewAGL;
- Major Supporters - Capital Chemist, the Commonwealth Bank and Deloitte;
- Media Partners - SBS, the ABC and The Canberra Times.

Arrangements are being finalised with further potential supporters. Philanthropic contributions have also been received. For more information visit www.canberra100.com.au/partners/.

Partnering with National Institutions

The Centenary of Canberra has been working collaboratively with Canberra's National Institutions to develop programs that support the 2013 celebrations. As part of this process Memorandums of Understanding have been executed with the Australian War Memorial, National Archives of Australia and the Royal Australian Mint for a number of events and activities in 2013.

Average Number of Visits per Month to the *Community Engagement* Website

The *Community Engagement* and *Time to Talk Canberra* websites were integrated to create a single entry point for ACT Government engagement activities in early 2012.

The new *Time to Talk* website provides a central location for the community to access all information on community engagement, and a variety of ways to provide feedback, such as online submission, discussion and survey, or using Twitter.

Prior to the integration of the two sites, there was an average of 1,235 unique visits per month to the *Community Engagement* site. There has been an average of 2,210 unique visits per month to the new *Time to Talk* site.

An analytics report in June 2012 showed that after the upgrade of the site, 54% of visitors were 'new' visitors, while the remaining 46% were 'returning' visitors.

Future Directions

In 2012-13, Culture and Communications will:

- deliver the *Our City Our Community* newsletter to each Canberra household;
- conduct a range of emergency communications training and discussion exercises designed to develop communication skills across government;
- conduct a range of training programs designed to develop community engagement skills and knowledge across government;
- manage and maintain the *Time to Talk* and *Open Government* websites to provide effective engagement and information sharing to the community;
- develop and deliver the *Medicare Change Your Address* campaign;
- finalise the Centenary of Canberra program and commence delivery;
- continue implementation of a marketing and communications strategy to maximise profiling of the Centenary of Canberra; and
- enable the involvement of the community in the Centenary through increased engagement and participation opportunities.

Further Information can be obtained from:

Jeremy Lasek	Executive Director, Culture and Communications	(02) 6207 9024	jeremy.lasek@act.gov.au
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A.10 TRIPLE BOTTOM LINE REPORT

	INDICATOR	2010-11 RESULT	2011-12 RESULT	% CHANGE
ECONOMIC	Employee Expenses			
	Number of staff employed (head count) ¹	126	148	17.5%
	Total employee expenditure (dollars) ²	\$19.958m	\$14.905m	-25.3%
	Operating Statement			
	Total expenditure (dollars) ^{2,3}	\$62.9m	\$27.4m	-56.4%
	Total own source revenue (dollars) ^{2,4}	\$6.2m ⁸	\$2.1m	-66.1%
	Total net cost of services (dollars) ⁵	\$56.7m ⁸	\$25.3m	-55.4%
	Economic Viability			
	Total assets (dollars) ⁶	\$4.4m ⁸	\$5.1m	15.9%
	Total Liabilities (dollars) ⁷	\$5.7m	\$7.0m	22.8%

Explanation of changes

- ¹ The increased staffing is due to a number of factors including staffing for the Centenary of Canberra Unit, for the Workers' Compensation and Improvement Plan, an additional graduate, and the Government Information Office.
- ² These decreases primarily reflect the full year impact of the transfer of functions out of the Directorate to the Environment and Sustainable Development Directorate, the Economic Development Directorate and the Community Services Directorate following the Administrative Arrangements of 17 May 2011.
- ³ The decrease in total expenditure also reflects a transition of membership from the now closed superannuation funds to superannuation fund of choice arrangements as staff leave and other staff are employed by the Directorate, partially offset by transfer of responsibility for the *Ombudsman Act 1989* from the Justice and Community Services Directorate following the Administrative Arrangements of 23 November 2011, and adjustments to employee benefits associated with the enterprise bargaining outcome and a change in the rate used to calculate future long service leave from 92.2% to 106.6%.
- ⁴ The decrease in own source revenue is partially offset by sponsorships received in association with the Centenary of Canberra – ACT Celebratory Program.
- ⁵ The decrease in the net cost of services is for the reasons outlined in footnotes 2-4, above.
- ⁶ The increase in the total assets is largely due to the timing of cash receipts late in the financial year, the timing of recoveries from other directorates associated with rental and operating costs for the Canberra Nara Centre and progression of the Directorate's Injury Prevention and Management Information System and AIMS Replacement Information, Communication and Technology capital works projects.
- ⁷ The increase in total liabilities reflects the net transfer of staff into the Directorate during the year to fill vacancies, adjustments to employee benefits associated with the enterprise bargaining outcome and a change in the rate used to calculate future long service leave from 92.2% to 106.6%, and the receipt of sponsorships in advance associated with C100.
- ⁸ These figures have been 'back-cast' from those reported in last year's Annual Report. Further details are available in Note 3 of the Operating Statement in Volume 2 of the 2011-12 CMCD Annual Report.

	INDICATOR	2010-11 RESULT	2011-12 RESULT	% CHANGE
ENVIRONMENTAL	Transport			
	Total number of fleet vehicles	3	2	-33.33%
	Total transport fuel used (kilolitres)	5.09	4.56	-10.41%
	Total direct greenhouse emissions of the fleet (tonnes of CO ₂ e)	13.04	11.68	-10.43%
	Energy Use			
	Total office energy use (megajoules)	755,188.08	753,624.58	-0.21%
	Office energy use per FTE (megajoules/FTE)	6,375.58	5,924.72	-7.07%
	Office energy use per square metre (megajoules/m ²)	299.23	281.88	-5.80%
	Greenhouse Emissions			
	Total office greenhouse emissions – direct and indirect (tonnes of CO ₂ e)	136.67	133.22	-2.52%
	Total office greenhouse emissions per FTE (tonnes of CO ₂ e/FTE)	1.15	1.05	-8.70%
	Total office greenhouse emissions per square metre (tonnes of CO ₂ e/m ²)	0.05	0.05	0.00%
	Water Consumption			
	Total water use (kilolitres)	1,306.49	1,371.92	5.01%
	Office water use per FTE (kilolitres/FTE)	11.03	10.79	-2.18%
	Office water use per square metre (kilolitres/m ²)	0.52	0.51	-1.92%
	Resource Efficiency and Waste			
	Estimate of co-mingle office waste per FTE (litres)	1,030.1	1,177.48	14.31%
	Estimate of paper recycled (litres)	49,794.1	41,368.37	-16.92%
	Estimate of paper used (by reams) per FTE (litres) ¹	23.3	17.9	-23.2%

Explanation of changes

¹ Reduction in paper usage attributed to the use of electronic documents for Cabinet papers and staff education.

	INDICATOR	2010-11 RESULT	2011-12 RESULT	% CHANGE
SOCIAL	Diversity of our Workforce			
	Women (Female FTEs as a percentage of the total workforce)	63.0%	62.8%	-0.3%
	People with a disability (as a percentage of the total workforce)	5.6%	4.7%	-16.1%
	Aboriginal and Torres Strait Islander people (as a percentage of the total workforce)	0.8%	1.4%	75.0%
	Staff with English as a second language (as a percentage of the total workforce)	5.6%	6.8%	21.4%
	Staff Health and Wellbeing			
	OH&S Incident Reports ¹	7	12	71.4%
	Accepted claims for compensation (as at 31 August 2012)	4	0	-100%
	Staff receiving influenza vaccinations	54	67	24.1%
	Workstation assessments requested ²	33	64	93.9%

Explanation of changes

¹ Increase in OH&S incidents due to increased staff awareness of the need to report near misses. Also one incident was reported by two different individuals.

² Increase in work station assessment requests mainly due to a number of temporary staff relocations because of building works during the reporting period.





SECTION B

CONSULTATION AND SCRUTINY REPORTING

B.1 COMMUNITY ENGAGEMENT

LINE AREA	PROJECT	CONSULTATION PROCESS (TOOLS USED)	GROUPS/INDIVIDUALS CONSULTED	APPROXIMATE NUMBER CONSULTED	OUTCOME
Policy and Cabinet Division	<i>Targeted Assistance Strategy</i>	Web – <i>Time to Talk</i> and CMCD website; Meetings/interviews and forums.	Regional community groups, as well as representatives from the business, community, legal and mental health sectors. A number of forums were also attended by panel members.	Approximately 38 individuals and groups.	The final Targeted Assistance Strategy Report. www.assistance.act.gov.au .
Policy and Cabinet Division	<i>Climate Change Impact Assessment</i>	Chief Minister and Cabinet Directorate website, www.cmd.act.gov.au/policystrategic/sustainability .	Public submissions invited.	One submission received.	Comments received and currently being integrated into the Triple Bottom Line Assessment Framework for consideration by Government.
Policy and Cabinet Division	<i>Climate Change Vulnerability Assessment Framework for Infrastructure</i>	Chief Minister and Cabinet Directorate website, www.cmd.act.gov.au/policystrategic/sustainability .	Public submissions invited.	Nil submissions received.	Framework currently being developed for consideration by Government.
Policy and Cabinet Division	<i>Triple Bottom Line Assessment Framework</i>	Chief Minister and Cabinet Directorate website, www.cmd.act.gov.au/policystrategic/sustainability .	Public submissions invited.	Two submissions received.	Comments received and currently being integrated into a revised framework for consideration by Government.
Public Sector Management	New whistleblowing legislation for the ACT	Discussion paper was issued to accompany exposure draft legislation and the public were given the opportunity to discuss the draft with officials.	Public consultation.	Four submissions received.	New legislation introduced into the Assembly on 7 June 2012.
Continuous Improvement and Workers' Compensation	Amendments to the <i>Workers Compensation Act 1951</i> – Terrorism provisions	The Approved Insurers who underwrite the ACT private sector workers' compensation scheme and the Work Safety Council were consulted on amendments to the legislation.	Approved Insurers and Work Safety Council.	Seven insurers and the 12 members of the Work Safety Council.	Legislation amended March 2012.

LINE AREA	PROJECT	CONSULTATION PROCESS (TOOLS USED)	GROUPS/INDIVIDUALS CONSULTED	APPROXIMATE NUMBER CONSULTED	OUTCOME
Continuous Improvement and Workers' Compensation	Regulation of insurers	Stakeholders were provided the proposal for comment.	Approved Insurers and Work Safety Council.	Seven insurers and the 12 members of the Work Safety Council.	Regulation amendments took effect from September 2011.
Continuous Improvement and Workers' Compensation	Regulation of insurers – protocols	Stakeholders were provided draft protocols for feedback.	Approved Insurers and Work Safety Council.	Seven insurers and the 12 members of the Work Safety Council.	New protocols implemented February 2012.
Industrial Relations Policy	Proposed new portable long service leave scheme for the security industry	Discussion paper released inviting comments on the scheme.	Public consultation – also targeted approach to security industry associations, major employers and relevant unions.	Public consultations, plus direct consultations with three industry associations, six employers and one union.	Amending legislation introduced and passed, due to commence on 1 January 2013.
Culture and Communications	Seek online community feedback on the <i>Open Government</i> website	<i>Time to Talk</i> website	Broad ACT community and registered ' <i>Time to Talk</i> ' users.	Nine ideas and comments were received, suggesting improvements and additions to the site.	No significant issues identified.
Culture and Communications	ACT Government Social Media Guidelines	<i>Time to Talk</i> website	Broad ACT community and registered ' <i>Time to Talk</i> ' users.	Fifteen ideas and comments were received suggesting improvements and additions to the Guidelines.	Some ideas were subsequently used to enhance the Guidelines.

LINE AREA	PROJECT	CONSULTATION PROCESS (TOOLS USED)	GROUPS/INDIVIDUALS CONSULTED	APPROXIMATE NUMBER CONSULTED	OUTCOME
Culture and Communications	How the community would like to commemorate the 10th anniversary of the Canberra fires	<i>Time to Talk</i> website.	Broad ACT community and registered ' <i>Time to Talk</i> ' users.	Eighteen ideas and comments were received in relation to the commemorative activities.	These were provided to the Chief Minister for consideration.
Culture and Communications	Centenary – Youth projects and engagement	Individual meetings.	Meetings were conducted with the C100 Youth Reference Group.	Six meetings were held, averaging ten people per meeting aged between 14-18 years of age.	The C100 Youth Reference Group provided feedback on youth related content in the Centenary program and were familiarised with the Centenary program.
Culture and Communications	Centenary Youth Project – working title “Documentary Making with Young People”	Regular meetings.	Meetings were conducted with Communities at Work, Galilee School, Woden School, Belconnen Community Service and Messengers.	Consultations were conducted with six service organisations and approximately 12 individuals.	Forty-five participants were identified for selection to participate in documentary workshops to be held in late 2012.
Culture and Communications	Centenary – Education engagement	A Centenary School Coordinators' Group was established and regular meetings were conducted to discuss projects of interest to the education sector.	Meetings were attended by ACT primary and secondary schools across all three sectors: independent; Catholic; and public.	Meetings were attended by teachers from 60 primary schools and 25 high schools and colleges.	Schools are in the process of selecting which projects they would like to be involved in.
Culture and Communications	Centenary – Education engagement	A Green Teachers Network was established and regular meetings were conducted.	Schools were consulted about establishing and managing a sustainability program.	Fifteen schools are currently engaged in the program.	Green Teachers' Network will deliver their own grown market day on 21 March 2013 and plan an event for the Children's Festival on 25 October 2013.

LINE AREA	PROJECT	CONSULTATION PROCESS (TOOLS USED)	GROUPS/INDIVIDUALS CONSULTED	APPROXIMATE NUMBER CONSULTED	OUTCOME
Culture and Communications	Centenary – Education engagement	A Music Organisations' Network was established and regular meetings were conducted.	Consultations were undertaken with key stakeholders involved in youth music in the ACT.	Eight representatives are currently involved in the project, plus composer Andrew Schultz.	Representatives have been familiarised with the Centenary Symphony and general music education which will teach young musicians selected parts of the 'Centenary Symphony' to perform throughout 2013.
Culture and Communications	SPIN: Canberra's Weekends on Wheels	Community engagement was undertaken in person, by email and phone.	Community groups invited to actively participate in the development of the project included Live Experience Access Develop, Warehouse Circus, Chopper Schools Program, ACT Council of Motor Club, Motor Trades Association of the ACT, and bicycle groups.	Meetings have been conducted with 18 community organisations, with a collective membership of approximately 6,000 people.	'SPIN' is scheduled for delivery in October 2013. Community organisations have been involved in developing creative content, performances and community activities for the event. Community organisations have also been involved in the creation of bicycles for the 'Canberra Pursuit' project.
Culture and Communications	<i>Portrait of a Nation</i>	A dedicated website has been developed for the project. Meetings were held with community groups to discuss engagement in the project.	Information has been uploaded onto the website by individuals in the community. Consultations were undertaken with community organisations including Scouts ACT, Hackett Community Association, ACT Storytellers Guild, Archdiocese of Canberra & Goulburn, Belconnen Community Council, National Portrait Gallery, National Library of Australia and the High Court of Australia.	There have been approximately 1,657 visits to the website since it was launched in March 2012. Consultations were conducted with approximately eight organisations and 16 individuals.	This project is ongoing until the end of 2013. At the end of the reporting period there have been approximately 150 entries on the website, 26 comments and 133 revisions. The National Portrait Gallery has partnered on the project. The National Portrait Gallery has developed a nation-wide program responding to the suburb names of the nation's capital with a direct connection to the collection at the Gallery and is developing community participation through schools.

LINE AREA	PROJECT	CONSULTATION PROCESS (TOOLS USED)	GROUPS/INDIVIDUALS CONSULTED	APPROXIMATE NUMBER CONSULTED	OUTCOME
Culture and Communications	Parties at the Shop	Community engagement was undertaken in person, email, phone and organised meetings.	The Centenary community engagement team and the local producer met with shop owners to discuss the project, in Yarralumla, Waramanga, Dickson, Hackett, Manuka, Kingston, Hughes, Melba, Lyneham, Ainslie, New Acton and Wanniasa.	Meetings have been conducted with representatives from 12 suburban shopping centres.	This project is ongoing for delivery in 2013. The main point of contact has been established in each of the communities visited. 'Parties at the Shops' will also umbrella Hackett's 50 th Birthday local celebration in September 2013.
Culture and Communications	<i>Dollars for Dili</i>	A dedicated page has been set up on the Centenary website for the project. Presentations have been made to educational organisations and local business.	A callout was made to the general public to engage on an individual basis or as a group. Presentations were made to the Intercontinental Hotel Group (National Convention Centre, Parliament House Catering by IHG, Crowne Plaza) and the Centenary Schools Coordinators' Group.	There have been 1,359 page visits since the website was launched. A presentation was made to three businesses and a separate presentation was made to teachers from 60 primary schools and 25 high schools/colleges (independent, Catholic and public) at the School Coordinators' Group meeting.	By the end of the reporting period a total of \$33,393 has been raised with an additional \$10,000 donated by Rotary International for the construction of the first sanitation and health block at Aimutin Primary School in Dili. Intercontinental Hotel Group donated approximately \$450 in both 2011 and 2012 and has issued a challenge to other businesses in Canberra to donate \$1 for each employee working for their business. There is also interest from primary schools, high schools and colleges to undertake fund raising for the project.
Culture and Communications	Lower Cotter Community Tree Planting Project	A dedicated page has been set up on the Centenary website for the project.	A callout was made to the general public to engage individually and to environmental organisations to engage as groups.	Approximately 180 people attended the third planting event in 2012. The event was also attended by Mary Porter MLA.	The planting day was a successful event with active community participation. A total of 2,800 trees were planted.

LINE AREA	PROJECT	CONSULTATION PROCESS (TOOLS USED)	GROUPS/INDIVIDUALS CONSULTED	APPROXIMATE NUMBER CONSULTED	OUTCOME
Culture and Communications	Centenary community projects – Community Celebration Calendar	A Celebration Calendar was created on the Centenary website for the general community to list their events. An open invitation was initially made to the general community, through the Centenary website and e-newsletter. This opportunity remains open.	Groups informed included recipients of the Community Initiatives Fund and community groups engaged in the Centenary program as ‘umbrella’ events.	To date, the Celebration Calendar has 62 registrations, 30 community events and 12 Community Initiative Fund recipient projects are listed.	Community registrations and events are now listed in one visible portal on the Centenary website. The Celebration Calendar will continue to be populated throughout 2012 and 2013.
Culture and Communications	Centenary community projects – Community Celebration Logo and Celebrations Style Guide	A Centenary Celebration Logo was created for use by the general community to promote ‘umbrella’ events and other community events aligned with the vision and goals of the Centenary celebrations. The general community was informed through the Centenary website and e-newsletter.	Groups informed included recipients of the Community Initiatives Fund and community groups engaged in the Centenary program as ‘umbrella’ events.	There have been 267 hits on the page site dedicated to the information and download of the Celebration Logo and Celebration Style Guide.	To date, there have been 57 Celebration Logo downloads from the Centenary website and approximately 160 Celebration Logos sent directly to groups.
Culture and Communications	Community Centenary Initiatives Fund	A \$1 million Centenary Community Initiatives Fund was established to provide funding to approved community initiatives. The general community was informed through the Centenary website and e-newsletter and through six media releases. Advertisements were placed in The Chronicle and The Canberra Times. A mail out was distributed to groups listed on the Community Interest Register.	Meetings and phone calls were conducted with general interest parties and community groups.	A total of 113 applications were received, to a value of \$3.5 million.	Fifty-one projects with community participation opportunities were approved for a total of \$1.015 million. Details of the projects are included in section C.16 Community Grants/ Assistance/Sponsorships.
Culture and Communications	Centenary planning Canberra 100 e-newsletter	An e-newsletter was used to inform the general public of Centenary updates.	The subscriber list was used to distribute the e-newsletter.	There are currently 2,160 subscribers.	To date, three quarterly e-newsletters have been distributed and one postcard to subscribers.

LINE AREA	PROJECT	CONSULTATION PROCESS (TOOLS USED)	GROUPS/INDIVIDUALS CONSULTED	APPROXIMATE NUMBER CONSULTED	OUTCOME
Culture and Communications	Centenary – Multi-faith	Roundtable Meeting.	Canberra's religious leaders – representing a number of faiths.	Six representatives in attendance.	Identified several activities to ensure Canberra's most disadvantaged are given the opportunity to share in the spirit of the Centenary.
Culture and Communications	Centenary – Indigenous Reference Group	Meetings.	Representatives from the Indigenous community and the Centenary Indigenous Producer.	Approximately ten people at each meeting.	The Indigenous Reference Group provided feedback on proposed Indigenous content and planning.

B.2 INTERNAL AND EXTERNAL SCRUTINY

NATURE OF INQUIRY/ REPORT TITLE	RECOMMENDATIONS/OUTCOME OF INQUIRY	RESPONSE TO THE OUTCOME OF INQUIRY	ACTION TO DATE
Auditor-General's Report No. 5 of 2009 - Administration of employment issues for staff of Members of the Legislative Assembly (August 2009)	<p>Recommendation 3. The Secretariat and the Chief Minister's Department should:</p> <ul style="list-style-type: none"> (i) review the practice of paying termination benefits to MLA's staff at the end of each Assembly term; (ii) clarify the circumstances under which staff employed under the LAMS Act should be eligible for a termination payment; and (iii) incorporate results of the review into these matters when re-negotiating the MLA Staff Collective Agreement (the current Agreement nominally expires on 31 March 2010). 	<p>Supported. Policies and guidelines will be reviewed and amended to clarify the circumstances under which staff employed under the <i>Legislative Assembly (Members' Staff) Act 1989</i> receive a termination payment.</p> <p>The terms of this guidance will be subject to the outcome of upcoming enterprise agreement negotiations at which the Government will seek to clarify the wording of the entitlement of MLA staff to a termination benefit.</p>	<p>Completed. The wording of the entitlement of MLA staff to a termination benefit has been clarified in the ACT Legislative Assembly Members' Staff Enterprise Agreement 2011-2013.</p>
	<p>Recommendation 6. The Secretariat and, if necessary, the Chief Minister's Department, should request Members to certify that volunteers are not performing the work of paid staff, or occupy vacant paid staff positions, as recommended by the Administration and Procedures Committee report of August 2004.</p>	<p>Supported. Although the Government does not currently engage volunteers, the audit findings have been incorporated into relevant policy documents in the event that volunteers are engaged in the future.</p>	<p>Completed. A policy on the engagement of volunteers in Ministers' Offices has been developed and implemented.</p>
	<p>Recommendation 7. (i) MLAs should ensure that volunteer engagement agreements are consistent with templated volunteer agreements that include relevant documents such as a copy of the Assembly's IT usage policy and a statement of the rights and responsibilities of managers and volunteers; and</p> <p>(ii) The Secretariat should prepare guidance to assist MLAs in this issue.</p>	<p>Supported. Although the Government does not currently engage volunteers, the audit findings have been incorporated into relevant policy documents in the event that volunteers are engaged in the future.</p>	<p>Completed. A policy on the engagement of volunteers in Ministers' Offices has been developed and implemented.</p>

NATURE OF INQUIRY/ REPORT TITLE	RECOMMENDATIONS/OUTCOME OF INQUIRY	RESPONSE TO THE OUTCOME OF INQUIRY	ACTION TO DATE
Internal Audit Review of Occupational Health & Safety and Workers' Compensation (March 2011)	<p>Recommendation 1. The electronic and hard copy version of the AIR (Accident/Incident Report) form should be corrected to ensure that they are identical.</p> <p>The process for reporting an incident/accident should be appropriately documented and communicated to all employees, supervisors and managers. Where it is unclear, further training should be provided.</p>	<p>The data requirements of both the electronic and paper-based AIR form are the same – variations are minimal in the wording of sections and sequence – these do not impact on data integrity. The “change in process” was the basis of the initial confusion when the electronic form was initially introduced – this has been resolved. Shared Services Health & Safety also provided training in the use of the online form.</p> <p>CMD Corporate Management will continue to educate staff and regularly communicate with staff regarding Accident & Incident Reporting processes through various forums – particularly through Work Safety Representatives (WSR) regular and ongoing communication with Worker Consultation Units.</p> <p>Recent enhancements to internal processes include:</p> <ul style="list-style-type: none"> the inclusion of Accident and Incident Reporting processes in the induction for new employees conducted by WSRs; and an updated factsheet regarding Accident and Incident Reporting has been published on Business Portal. 	<p>Completed. User education and awareness is ongoing.</p>
	<p>Recommendation 2. Appropriate prioritisation should be in place to ensure that the recommendations from the BGA (Baseline Gap Analysis) report are addressed. Resources should be allocated to the completion of the outstanding action items.</p>	<p>Resources have been allocated to progressing the recommendations from the BGA report. Progress on the implementation of the CMD Improvement Plan, which addresses the BGA recommendations, is well underway.</p> <p>Regular review of progress is conducted at Work Safety Committee meetings and the monthly meetings with Shared Services Health & Safety.</p>	<p>Completed. Implementation of the CMCD Improvement Plan is ongoing.</p>

NATURE OF INQUIRY/ REPORT TITLE	RECOMMENDATIONS/OUTCOME OF INQUIRY	RESPONSE TO THE OUTCOME OF INQUIRY	ACTION TO DATE
	<p>Recommendation 3. CMD Governance WIP has identified how to resolve the reporting discrepancies and is currently working to resolve the errors. Once complete, CMD should ensure that the new processes and new reports are correct and are complete.</p>	<p>The Chief Minister's Department Workplace Injury Prevention Unit (WIP) matches data against Shared Services (SS) data to ensure all CMD incidents are captured. Officers in both SS and CMD-WIP regularly communicate on CMD incidents.</p>	<p>Completed. The CMCD Workplace Injury Prevention Unit (WIP) matches data against Shared Services (SS) data to ensure all CMCD incidents are captured. Officers in both SS and CMCD-WIP regularly communicate on CMCD incidents.</p>
	<p>Recommendation 4. CMD should request a formal meeting with Comcare to discuss their approach to the management of claimants with a request that claims activity be proactive, targeted and aimed at reducing the ongoing workers compensation costs to the department. This should also include a request that open claims be subject to full review, including independent medical examination of injured workers where necessary on an ongoing and timely basis.</p> <p>CMD should request that Shared Services Health & Safety, unless not practicable to do so, formally utilise Sections 36 and 37 of the SRC (Safety, Rehabilitation and Compensation) Act in relation to the rehabilitation of injured workers.</p> <p>CMD should request Comcare when providing information to claimant's ensure that it reflects their employment within the ACT Government as opposed to the Commonwealth Government.</p> <p>CMD should ensure that injured workers are provided with information setting out their rights and responsibilities in relation to rehabilitation.</p> <p>Cases mis-classified as CMD files should be identified and redirected to the appropriate agency.</p>	<p>The Director of Corporate Management has met with Comcare to discuss proactive management of cases, including the full review of open claims where necessary on an ongoing and timely basis, and that injured workers are provided with appropriate information setting out their rights and responsibilities in relation to rehabilitation.</p> <p>Discussions had been held with Shared Services who will, as appropriate, utilise Sections 36 and 37 of the SRC Act in relation to rehabilitate injured workers.</p> <p>Action is underway to redirect one outstanding mis-classified file to the appropriate agency. Data on claims containing quarterly accident and injury reports issued from Governance Division is reconciled to ensure that any future mis-classification is resolved as soon as possible.</p>	<p>Completed.</p>

NATURE OF INQUIRY/ REPORT TITLE	RECOMMENDATIONS/OUTCOME OF INQUIRY	RESPONSE TO THE OUTCOME OF INQUIRY	ACTION TO DATE
Review of the Accident and Injury Database – Internal Audit (November 2011)	<p>Recommendation 1. Directorate progresses the procurement for a new Accident and Injury database, and ensures all potential providers are cognisant of the need for compliance with all security and compliance requirements.</p> <p>In the event of the proposed procurement not progressing, it is recommended that the Directorate conduct a thorough threat and risk assessment to ensure all areas of risk exposure are identified and subsequently managed.</p> <p>Furthermore, it is recommended that, given the private potentially sensitive nature of the details contained, all completed AIRs are assigned a classification and subsequently stored in accordance with the requirements for the allocated classification in accordance with the ACT Protective Security Policy and Guidelines. Appendix C of this report provides some guidance and a matrix for guidance of physical protection of security classified information as required by the Commonwealth's Protective Security Manual.</p>	<p>Agreed - CMCD is progressing the procurement of a new Accident and Injury Database and is currently evaluating tenders to engage an appropriately qualified organisation to commence work on developing this dataset.</p> <p>CMCD currently keep documents under lock and key and electronic documents are stored in a closed network drive.</p>	<p>Continuing. A commercial off-the-shelf incident system has been selected through a tender process. The tender specifications for the new system require that security meets Shared Services ICT policy. Contract negotiations are underway.</p> <p>AIR forms are held in a partially secure area (pass access required to the Division) and are maintained in secured cabinets. All files held on Level 5 have been reclassified to STAFF-IN-CONFIDENCE in accordance with the policy.</p>
	<p>Recommendation 2. It is recommended that the Directorate completes and maintains an end-to-end procedural document to guide staff on their daily activities and the overall management of the database.</p>	<p>Agreed - Work is underway within the Workplace Injury and Performance team to complete all necessary procedural documentation.</p>	<p>Completed. Documentation of all WIP end-to-end procedures (including procedures for management of the database) is complete.</p>
	<p>Recommendation 3. It is recommended that overall governance arrangements be improved through segregating the tasks of coding the manual AIR with a different team member performing an accuracy check before coding the information into the database.</p>	<p>Agreed - It is agreed that the principle of segregation of duties for coding accidents/incidents is better practice and assists in ensuring the validation of codes allocated on the AIR prior to entering them into the database.</p> <p>Where possible and practical, the WIP team are adopting this practice, however, are restricted in many instances due to resourcing availability.</p> <p>On a quarterly basis the WIP team will conduct an audit of a random sample of AIRs to ensure that they are being coded within the database appropriately</p>	<p>Completed. Where possible and practical, one member of the WIP codes the information and another member of the team enters the information. Three types of audits activities are undertaken:</p> <ol style="list-style-type: none"> 1. Archiving - As forms are archived they are cross-checked against the database and errors in entry are corrected. 2. Monthly data match - AIR coding is cross-checked against all Comcare claim coding. 3. Data quality audit - Targeted data quality checks of key incident categories.

NATURE OF INQUIRY/ REPORT TITLE	RECOMMENDATIONS/OUTCOME OF INQUIRY	RESPONSE TO THE OUTCOME OF INQUIRY	ACTION TO DATE
2010-11 Financial Audits Report No. 5 / 2011 Auditor-Generals Report (December 2011)	Recommendation 1 - Agencies should ensure that: <ul style="list-style-type: none"> they resolve audit findings in a timely manner and implement processes for monitoring the status of unresolved audit findings; and audit findings presented in audit management reports are referred to internal audit committees for monitoring and follow-up. 	Audit findings specifically relating to the CMCD and other relevant findings, are included in a register and referred to the Directorate's Audit Committee. The Committee ensures that where the Directorate agrees to address the findings, that resolution to those audit findings are progressed appropriately.	Completed. Audit findings specifically relating to CMCD, and other relevant findings, continue to be included in registers and referred to the Directorate's Audit Committee. The Committee continues to ensure that where the Directorate agrees to address the findings, resolution of those audit findings is progressed appropriately.
	Recommendation 3 - Agencies should improve the quality of their financial statements, giving particular attention to ensuring the information is clear, complete and accurate and complies with any new reporting requirements.	CMCD continues to work towards improving the quality of its financial statements.	Completed. Consistent with usual practice, CMCD has prepared high quality Annual Financial Statements (AFS) for 2011-12.
	Recommendation 4 - Agencies should improve the quality of their statements of performance. Agencies should ensure that: <ul style="list-style-type: none"> the systems used to report results are reliable; there is sufficient explanatory information on each accountability indicator and how it is measured in the budget papers and/or statement of intent and statement of performance; and concise and clear explanations of material variances from planned levels of performance are provided. 	CMCD will continue to prepare comprehensive explanatory information for inclusion in the annual budget papers, and will liaise with the Treasury Directorate to ensure this information can be included in budget papers.	Completed. Explanatory information was prepared for inclusion in the 2012-13 Budget Papers, which describe the accountability indicators. As part of routine processes any material variances from planned levels of performance are included in the 2011-12 Annual Report and have been reviewed by the Audit Committee.
	Recommendation 5 - The legal instruments prepared under section 19D of the <i>Financial Management Act 1996</i> amend the targets for accountability indicators so that they reflect the period that they have responsibilities for the relevant functions. Where necessary, legal advice should be obtained to ensure the instruments have the intended legal effect.	CMCD will work with the Treasury Directorate in the preparation of s 19D Financial Management Act Instruments to ensure that indicator targets reflect the period for which the Directorate was/ will be responsible for them.	Completed. Several s19D Instruments have been used during 2011-12, one of which reflected the transfer of responsibility for delivering an output to another directorate. The actual result for the accountability indicator transferred reflects the period for which the Directorate still had responsibility for the output.
	Recommendation 6 - Agencies should comprehensively review and improve the usefulness of their accountability indicators and the related targets.	CMCD's performance measures will continue to be reviewed each year as part of the budget and outcome reporting process.	Completed. CMCD's performance measures were reviewed during the preparation of the 2012-13 Budget Papers

B.3 LEGISLATIVE ASSEMBLY COMMITTEE INQUIRIES AND REPORTS

REPORT NO	TITLE	DATE PRESENTED
1	Report of the Select Committee on Estimates 2011-12 on the inquiry into the Appropriation Bill 2011-12	Report tabled 21 June 2011, Government response tabled on 28 June 2011

RECOMMENDATION	SUMMARY OF GOVERNMENT REPOSES	DIRECTORATE IMPLEMENTATION
Recommendation 66. The Committee recommends that the ACT Government publish and table a full breakdown of the costs of implementing the Hawke Review recommendations by the last sitting day of December 2011.	Agreed. The 2011-12 Budget funded a number of initiatives to implement the Hawke Review. The Government will undertake to report against these by the last sitting day of December 2011.	Completed. A report on Costs of Implementation of <i>Governing the City State: One ACT Public Service Report</i> was tabled in the Legislative Assembly on 8 December 2011.
Recommendation 67. The Committee recommends with regard to <i>ACTPS Workers' Compensation and Work Safety Improvement Plans</i> that the ACT Government, by the last sitting day in December 2011 and again by the last sitting day in June 2012, table progress reports on the implementation of the improvement plan and the development of underlying policies and procedures, including data collection.	Agreed.	Completed. The <i>ACTPS Workers' Compensation and Work Safety Improvement Plan</i> is designed to strengthen the capability of ACTPS case managers, implement a new case management model across the service, contribute to a healthy and productive ACTPS and over time improve the return to work outcomes for ACTPS injured workers. A progress report was tabled on the last sitting day in December 2011 and the last sitting day in June 2012.

REPORT NO	TITLE	DATE PRESENTED
16	Report On Annual And Financial Reports 2009-10 (Standing Committee On Public Accounts)	Report tabled on May 2011, Government Response tabled on 20 September 2011

RECOMMENDATION	GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>Recommendation 1. The Committee recommends that the requirements for reporting on ecologically sustainable development (ESD), as specified in the <i>Chief Minister's Annual Report Directions</i>, should be expressed with an achievable target over a set timeframe.</p>	<p>Agreed-in-part. The next review of the Chief Minister's Annual Report Directions will include the consideration of ESD targets to monitor public sector progress towards Government ESD strategies. The review will occur in the context of the investment into data and reporting infrastructure to determine the most practical way for reporting against targets and timeframes.</p> <p>However, as the ACT Government moves towards carbon neutrality in 2020 (under the Carbon Neutral ACT Government Framework, to be released in 2011), it is critical that agencies identify targets for resource use over a set timeframe, and monitor their progress in meeting targets.</p> <p>Resource use targets should already be identified in a Directorate's Resource Management Plan (RMP) – all directorates are in the process of implementing a RMP or revising their RMP as a result of the restructure to the ACT Public Service.</p> <p>Annual report ESD data is a key component of an RMP. Each annual report should include references to targets and objectives within the Directorate's RMP, to provide context to the data in the ESD table.</p> <p>The Environment and Sustainable Development Directorate is establishing a Sustainability Data Management System in 2011-12, which will provide directorates with more consistent, complete and accurate resource use data, as well as enable benchmarks to be established at both the site level (buildings) and the directorate level.</p> <p>Targets will be specific to the nature of a directorate's core business, such as office or non-office use of buildings, type of vehicles in the fleet and the nature of their use.</p>	<p>Completed. Since 2009-10, Triple Bottom Line reporting has been incorporated into all directorates' annual reports. Further action is subject to development of the Government's Carbon Neutrality Framework.</p>

RECOMMENDATION	GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>Recommendation 8. The Committee recommends that future whole of government negotiations on Enterprise Bargaining Agreements be conducted in a manner that provides timely payment of salary increases to ACT Public Service (ACTPS) employees.</p>	<p>Agreed in-part - The negotiations are traditionally begun approximately six months prior to the expiry date of agreements. They are conducted in accordance with bargaining parameters set in advance by Government. They are negotiated in good faith and the Government Negotiation Team does everything it can to progress matters in a timely fashion. A schedule of negotiation meetings are agreed in advance with union and non-union bargaining representatives and largely adhered to. For the last two bargaining rounds the Government has also constructed and maintained a website that may be accessed by all recognised bargainiers which can be used to share views and bargaining positions.</p> <p>While the Government always attempts to finalise negotiations before agreements expire, this is not always possible.</p>	<p>Completed. CMCD will continue to coordinate the bargaining processes relating to ACTPS enterprise agreements with the aim of providing timely payment of salary increases to ACTPS employees.</p> <p>To support this aim, ACTPS enterprise agreements contain a term that requires pay rises to be paid “as soon as reasonably possible, but no later than the second pay day following the commencement of this Agreement” – see C2 – Pay Increases – of the Common Terms and Conditions. Also, bargaining for ACTPS enterprise agreements will typically commence approximately six months prior to the nominal expiry dates of ACTPS enterprise agreements.</p> <p>Government bargaining representatives will constructively seek to finalise negotiations before the nominal expiry dates of ACTPS enterprise agreements. However, Government bargaining representatives must abide by the ‘good faith’ bargaining requirements of the <i>Fair Work Act 2009</i> which impose obligations on all bargaining representatives that may impact on the length of the overall bargaining period.</p>
<p>Recommendation 11. The Committee recommends that the Chief Minister’s Department should ensure that the triple bottom line assessment policy tool encompasses more than policy formulation to include policy implementation and delivery.</p>	<p>Agreed-in-principle - Since the Standing Committee discussion in November 25 2010, the policy development of a Triple Bottom Line (TBL) assessment framework has progressed significantly. A TBL discussion paper has been prepared and released. This document outlines a proposed TBL assessment framework for the ACT Government. The framework will be further developed based on public consultation and a pilot study across ACT Government.</p> <p>The approach proposed in this document provides for greater consideration of TBL issues across the entire policy development process. Decisions on wider implementation of formal TBL assessments will be informed by experience in applying the policy assessment framework, including the results of a pilot that is currently underway.</p>	<p>Completed. A Triple Bottom Line (TBL) policy assessment framework, for use as part of Cabinet advice, has been developed. A draft framework, released in 2011, has been piloted. Following evaluation of the pilot, the framework is now finalised for implementation (following training) in 2013.</p>

RECOMMENDATION	GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>Recommendation 23. The Committee recommends that the <i>Chief Minister's Annual Report Directions</i> be amended to require authorities with a governing or advisory board to disclose when board members are appointed/ reappointed and the period of appointment/reappointment.</p>	<p>Agreed-in-part - This information is already publically available, however, consideration will be given to introducing this into Annual Reports as another means of communicating this information.</p>	<p>Completed. At this stage, the requirement has not been included in the Annual Report Directions as annual reports will not be able to provide this information in a timely fashion given they are only published once a year, and some months after the relevant financial year has ended.</p> <p>There will be a full review of the Annual Reports Directions in the lead-up to the 2013-2017 Annual Report Directions being issued (subject to the incoming Government's views); this requirement will be reconsidered during that review.</p>

REPORT NO	TITLE	DATE PRESENTED
17	Review Of Auditor-General's Report No.7 Of 2010: Management Of Feedback And Complaints (Standing Committee on Public Accounts)	Report tabled 17 August 2011, Government response tabled 14 February 2012

RECOMMENDATION	GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
Recommendation 1. The Committee recommends that the ACT Government develop and publish a whole of government policy for the management and feedback of complaints.	Agreed - A whole of government policy has been drafted is being circulated to directorates for their views prior to endorsement by Strategic Board. In researching what to include in the draft policy, it was found that there were several areas within the ACT Public Service that had well-established, appropriate complaints and feedback processes particularly in sensitive high client contact areas (eg Health). The whole of government policy is seeking to underpin those existing processes as well as require and provide guidance for future creation of policies to cover all directorates.	Continuing. A draft, high level policy has been circulated. Based on feedback, further work is being done to identify and/or develop a whole of government database to record and allocate feedback to include as part of the policy. This will have budget implication and will be a matter for the incoming Government.
Recommendation 2. The Committee recommends that the ACT Government provide the Standing Committee on Public Accounts with a written response to each of the ten recommendations made by the ACT Ombudsman as detailed in the Ombudsman's proposed ten-point plan to improve ACT Government service delivery- Room for improvement.	Agreed - A written response against each of the former Ombudsman's recommendations was done as part of framing the draft whole of government feedback and complaints policy and is included as an attachment.	Completed. This was provided to the Committee with the Government response.
Recommendation 4. The Committee recommends that the ACT Government ensure that all directorates and agencies make sure that recommendations of the Auditor-General are appropriately monitored and addressed under the new ACTPS Directorate Structure and 'One ACT Public Service' identity.	Agreed - Current arrangements already provide for cross-directorate implementation of Auditor-General report recommendations where required. Agencies will continue to report on progress with implementing the Government's response to reports by the Auditor-General in their annual reports to ensure transparency and accountability.	Completed. This requirement has been included in the 2012 Annual Report Directions.

REPORT NO	TITLE	DATE PRESENTED
18	Report on Auditor-General's Report No. 1 2010:Performance Reporting (Standing Committee on Public Accounts)	Report tabled 25 August 2011, Government response tabled 6 December 2011

RECOMMENDATION	GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
Recommendation 1. The Committee recommends that the ACT Government ensure that all directorates and agencies make sure that recommendations of the Auditor-General are appropriately monitored and addressed under the new ACT Public Service Directorate Structure and 'One ACT Public Service' identity.	Agreed - The Government has an established protocol for monitoring the implementation of agreed recommendations of the Auditor-General, which will continue under the new ACTPS Directorate Structure and 'One Act Public Service' identity. Reporting against Auditor-General reports is presented in the Annual Report of the directorate with primary or lead responsibility.	Completed. The Annual Report Directions contain the requirement to respond to all Auditor-General recommendations.
Recommendation 2. The Committee recommends that the ACT Government ensure the continuity and completeness of performance reporting for all new and discontinued entities under the new ACT Public Service Directorate Structure and 'One ACT Public Service' identity.	Agreed - The ACT Government will continue to provide consistent and complete presentation of performance reporting through the budget and annual reports whenever changes to administrative arrangements occur.	Completed. The Annual Report Directions ensure that there are no gaps in performance reporting for all new and discontinued entities.
Recommendation 3. The Committee recommends that the requirements for reporting on Ecologically Sustainable Development (ESD), as specified in the Chief Minister's Annual Report Directions, should be expressed with an achievable target over a set timeframe.	Agreed in Principle - The Environment and Sustainable Development Directorate will work with CMCD to review the reporting requirements in the Chief Minister's Annual Report Directions before the 2012-13 annual report period. This will include aligning the Directions with the ACT Government Carbon Neutral Framework. The Government is currently considering the Framework, including the question of targets.	Continuing. A review of the Annual Report Directions is scheduled to take place by June 2013.

RECOMMENDATION	GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>Recommendation 5. The Committee recommends that the ACT Government report to the ACT Legislative Assembly, by the last sitting day in October 2011, on the progress and effectiveness of the Government's implementation of the recommendations, made in Auditor-General's Report No. 3 of 2005: Reporting on Ecologically Sustainable Development, that were accepted either in-whole or in-part.</p>	<p>Agreed-In-Part - The Chief Minister's Department Annual Report 2005-06 provided a response to the Auditor-General's Report No.3 of 2005: Reporting on Ecologically Sustainable Development. Annual reports are the mechanism by which actions taken by agencies to implement agreed recommendations of the Auditor-General are monitored and reported. It is therefore not proposed that a separate report be tabled in the Legislative Assembly.</p> <p>The Chief Minister's Annual Report Directions have incorporated the recommendations of the Auditor-General's Report No.3 of 2005 on Ecologically Sustainable Development as recommended in the report. Measures of progress in ESD are contained in annual reports of directorates.</p> <p>The ACT Government has made considerable progress since 2005 in development of ESD reporting requirements. This includes Triple Bottom Line reporting in directorate annual reports and refinement of ESD annual report indicators.</p>	<p>Completed. The Annual Report Directions contain the requirement to respond to all Auditor-General recommendations.</p>
<p>Recommendation 6. The Committee recommends that the ACT Government report to the ACT Legislative Assembly, by the last sitting day in October 2011, on the progress and effectiveness of the Government's implementation of the recommendations, made in Auditor-General's Report No. 1 of 2010: Performance Reporting, that have been accepted either in-whole or in-part.</p> <p>This should include: (i) a summary of action to date, either completed or in progress (including milestones completed); and (ii) the proposed action (including timetable), for implementing recommendations, where action has not yet commenced.</p>	<p>Agreed-In-Part - The progress of implementation and current status of recommendations are provided in the CMCD Annual Report 2009-10. This has been provided at Attachment A. Annual reports are the mechanism by which actions taken by agencies to implement agreed recommendations of the Auditor-General are monitored and reported. It is therefore not proposed that a separate report be tabled in the Legislative Assembly.</p>	<p>Completed. The Annual Report Directions contain the requirement to respond to all Auditor-General recommendations.</p>

REPORT NO	TITLE	DATE PRESENTED
6	Report on Annual and Financial Reports 2009-10 (Standing Committee on Health, Community and Social Services)	Report tabled 5 May 2011, Government response tabled 20 September 2011

RECOMMENDATION	GOVERNMENT RESPONSE	DIRECTORATE IMPLEMENTATION
<p>Recommendation 6. The Committee recommends that the <i>Chief Minister's Annual Report Directions</i> be amended to require agencies to report on their progress against the relevant strategic directions set out in the <i>ACT Strategic Plan for Positive Ageing 2010–2014</i>.</p>	<p>Agreed - C.24 <i>ACT Strategic Plan for Positive Ageing 2010-2014</i> of the Annual Report Directions 2010-11 includes requirements to report on the ACT Government's goal for a coordinated approach across government and the community to support positive ageing and an age-friendly city where older people are respected, valued and supported to actively participate. Directorates must report against key focus areas, namely, information and communication, health and wellbeing, respect, valuing and safety, housing and accommodation, support services, transport and mobility, work and retirement. A review of the Annual Report Directions would consider how well directorates have complied with these directions.</p>	<p>Completed. This requirement has been included in the 2012 Annual Report Directions.</p>

REPORT NO	TITLE	DATE PRESENTED
15	Inquiry into the ACT <i>Auditor-General Act 1996</i> (Standing Committee on Public Accounts)	Report tabled on 17 February 2011; Government response tabled on 16 August 2011.

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSES	DEPARTMENTAL IMPLEMENTATION
Recommendation 1. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to designate the Auditor-General as an Officer of Parliament.	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 5. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to require the Auditor-General to consult with the Standing Committee on Public Accounts regarding its annual performance audit program.	Agreed, although only in the context that the amendment does not blur independence of the office, or impact on the provisions that the Auditor-General is not subject to direction.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 11. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to provide for power to suspend the Auditor-General in certain circumstances. The process for suspending the Auditor-General should mirror the process for removal of the Auditor-General under Schedule 1 of the Act which requires a resolution to be passed by the Legislative Assembly.	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 12. The Committee recommends that the admission of an oath or affirmation of Office be referred to the Legislative Assembly's Standing Committee on Administration and Procedure.	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 13. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to include a provision which prevents the Auditor-General from holding other forms of remunerative employment while in the position.	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 14. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to require the Auditor-General to provide the Speaker of the ACT Legislative Assembly with a declaration of interests within one month of appointment to the Office.	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 15. The Committee recommends that section 9 of the <i>Auditor-General Act 1996</i> be expanded to recognise that the Auditor-General is not subject to direction by 'any person'.	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSES	DEPARTMENTAL IMPLEMENTATION
Recommendation 18. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to provide a fixed timeframe between section 29 audits of the Audit Office. Specifically, a section 29 audit should take place once in each Legislative Assembly term with the timing of the review to be at the discretion of the Standing Committee on Public Accounts.	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 19. The Committee recommends that section 29 of the <i>Auditor-General Act 1996</i> be amended to extend the terms of 'performance audit' to include strategic reviews, or other reviews, of the Office to provide more flexibility for the Standing Committee on Public Accounts in deciding which form of external review would be most appropriate at the time a review is requested.	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 21. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to prescribe that a performance audit of the operations of the Auditor-General and Audit Office, under section 29 of the Act, can only occur if the Standing Committee on Public Accounts has formally initiated such a review.	Agreed-in-principle , to the extent that amendments to clarify the intent are considered necessary by the Parliamentary Counsel.	Completed. The Auditor-General Amendment Bill 2012, introduced in May 2012, sets out the process for initiation of a performance audit/review of the Auditor-General.
Recommendation 22. The Committee recommends that Part 5 of the <i>Auditor-General Act 1996</i> be amended to prescribe minimum qualifications for the appointment of the independent auditors to conduct the financial and performance audits.	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 27. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to remove redundant references to the <i>Financial Management Act 1996</i> in sections 22 and 22A of the <i>Auditor-General Act 1996</i> respectively.	Agreed.	Completed. Clause 3.15 of the Government's <i>Statute Law Amendment Act 2001</i> (No. 3), as notified on 28 November 2011, updated the outdated cross references to the <i>Financial Management Act 1996</i> in the <i>Auditor-General Act 1996</i> .
Recommendation 28. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to recognise that staff assisting the Auditor-General are not subject to direction of any person other than the Auditor-General, or a person authorised by the Auditor-General, in relation to matters dealing with audit functions and duties performed pursuant to the <i>Auditor-General Act 1996</i> .	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSES	DEPARTMENTAL IMPLEMENTATION
<p>Recommendation 30. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to provide the Auditor-General with an express authority to audit outsourced activities of the Government. This should provide the Auditor-General with authority to:</p> <ol style="list-style-type: none"> 1. access documents of a recipient of public money; and 2. audit a recipient organisation itself or the service(s) it provides. 	<p>Agreed-in-principle, subject to further examination of the legal and accountability ramifications, and the ability to appropriately define the extent and the application of the Auditor-General's authority in relation to external organisations.</p>	<p>Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.</p>
<p>Recommendation 31. The Committee recommends that any other legislation, as necessary be amended to permit performance audits of organisations that receive funding from the ACT Government only in respect of those activities funded by the ACT Government.</p>	<p>Agreed-in-principle, subject to the considerations and provisos set out in the Government response to Recommendation 30.</p>	<p>Completed. No other legislative amendments were considered necessary.</p>
<p>Recommendation 32. The Committee recommends that the <i>Auditor-General Act 1996</i> be amended to include a provision that the Auditor-General may take into consideration relevant professional standards and practices including auditing standards issued by the AUASB and other professional standards to the extent relevant. This provision should not in any way be seen as limiting the matters that the Auditor-General may have regard to in conducting any audits including those under the <i>Commonwealth's Corporations Act 2001</i>.</p>	<p>Agreed.</p>	<p>Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.</p>
<p>Recommendation 34. The Committee recommends that section 18 of the <i>Auditor-General Act 1996</i> be amended to reflect section 19(3) of the <i>Commonwealth Auditor-General Act 1997</i>.</p>	<p>Agreed.</p>	<p>Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.</p>
<p>Recommendation 36. The Committee recommends that the ACT Government seek advice on the effect of section 13 of the Auditor-General Act 1996 on the powers of the Auditor-General.</p>	<p>Agreed.</p>	<p>Completed. Legal advice was taken into account in drafting the Auditor-General Amendment Bill 2012.</p>
<p>Recommendation 37. The Committee recommends that the ACT Government clarify its definition of the term 'controlling interest' in all applicable legislation and amend any, or all, Acts as required.</p>	<p>Agreed.</p>	<p>Completed. Legal advice was taken into account in drafting the Auditor-General Amendment Bill 2012.</p>

REPORT NO.	TITLE	DATE PRESENTED
4	Standing Committee on Administration and Procedure: Inquiry into the feasibility of establishing the position of Officer of the Parliament	Report tabled on 29 March 2012; Government response tabled on 7 June 2012.

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSES	DEPARTMENTAL IMPLEMENTATION
Recommendation 1. The Committee recommends that statutory office holders who meet established criteria be made Officers of the Parliament.	Agreed-in-principle. Criteria would be useful, but any decision to designate a statutory office holder as an Officer of the Parliament requires a balancing of a range of issues that should be informed by criteria, rather than determined by criteria.	Completed. The Government's response to the Committee's inquiry suggested criteria.
Recommendation 2. The Committee recommends that a two-tiered test be established for determining whether a statutory office is appropriate to be considered for Officer of the Parliament status.	Agreed-in-principle, though the Government considered the test proposed in the Committee's report was too complicated.	Completed. The Government proposed an alternative test in its response to the Committee's report.
Recommendation 3. The Committee recommends that the Auditor-General become an Officer of the Parliament	Agreed.	Completed. Included in the Auditor-General Amendment Bill 2012, introduced in May 2012.
Recommendation 4. The Committee recommends that the position of Ombudsman be made an Officer of the Parliament, but that this not take effect until the ACT establishes its own Ombudsman or similar changes are made to the Commonwealth Ombudsman.	Agreed-in-part, the Government agrees that any consideration of the Ombudsman as an Officer of the Parliament should not take place until the ACT establishes its own Ombudsman. More generally, the Government expressed concerns about designating the Ombudsman and an Officer of the Parliament.	Completed. No action required.

RECOMMENDATION	SUMMARY OF GOVERNMENT REPOSES	DEPARTMENTAL IMPLEMENTATION
<p>Recommendation 6. The Committee recommends that a template be developed for use in the legislation that establishes Officers of the Parliament (for example, the Auditor-General Act) so that for each Office the Act prescribes:</p> <ul style="list-style-type: none"> • the establishment of the Offices; • the functions of the Office; • the appointment process; • the length of the appointment; • suspension and termination of appointment; • how remuneration and conditions of employment are determined; • staffing arrangements; • budget arrangements • reporting arrangements; and • if the Office is subject to direction, and in what circumstances. 	<p>Agreed, although any statutory template must reflect the constitutional framework of the ACT.</p>	<p>Completed. The <i>Auditor-General Act 1996</i> and Auditor-General Amendment Bill 2012 already reflect these parameters and provide an appropriate template for the future.</p>
<p>Recommendation 7. The Committee recommends that should more than one Officer of the Parliament be created, the Standing Committee on Administration and Procedure be the Committee to oversight and administer Officers of the Parliament in relation to:</p> <ul style="list-style-type: none"> • funding and budget; • reporting requirements; • recruitment. 	<p>Agreed-in-principle, subject to the proviso that any oversight and administration role must reflect the constitutional context of the ACT. Potential duplication or conflict with the Public Accounts Committee's role in relation to the Auditor-General would need to be resolved.</p>	<p>Completed. No further action necessary.</p>
<p>Recommendation 8. The Committee recommends that where there is more than one Officer of Parliament appointed, after consultation with the Officer of the Parliament, the Standing Committee on Administration and Procedure advise the Treasurer of the appropriation the Committee considers should be made for the Officer of the Parliament for the financial year, and recommend to the Treasurer a draft budget for the Officer of the Parliament for the financial year.</p>	<p>Agreed, this reflects an existing provision in relation to the Public Accounts Committee in the <i>Auditor-General Act 1996</i>. Any new process should align with the Public Accounts Committee process.</p>	<p>Completed. No further action necessary.</p>

RECOMMENDATION	SUMMARY OF GOVERNMENT RESPONSES	DEPARTMENTAL IMPLEMENTATION
Recommendation 11. The Committee recommends that where more than one Officer of the Parliament is appointed, Officers of the Parliament be given full autonomy with the development of their work plan but that they be required to submit the plan to the Standing Committee on Administration and Procedure.	Agreed in relation to the Auditor-General, noting potential duplication or conflict with the role of the Public Accounts Committee. It is not clear how this work plan consultation requirement would be relevant to complaint based statutory roles. The Electoral Commissioner must be free from influence from both the Executive and the Legislative Assembly.	Completed. No further action necessary.
Recommendation 12. The Committee recommends that merit based selection be legislated for all Officers of the Parliament.	Agreed.	Continuing. This will be progressed in 2012-13.
Recommendation 14. The Committee recommends that where reappointment to an Office of the Parliament is an option, reappointment not take place without a merit based selection process.	Agreed.	Completed. The Auditor-General is the only Officer of the Legislative Assembly to be created (via the Auditor-General Amendment Bill 2012, as introduced by the Government in May 2012). Given that reappointment of the Auditor-General is not possible, no further action is required.
Recommendation 15. The Committee recommends that tenure for an Officer of the Parliament be determined by legislation on a case by case basis, with an appropriate term length to ensure independence.	Agreed.	Completed. The Auditor-General Amendment Bill 2012 provides for the Auditor-General's appointment.
Recommendation 16. The Committee recommends that where more than one Officer of the Parliament is appointed, Officers of the Parliament be appointed by the Executive, but that the Standing Committee on Administration and Procedure have a veto power (similar to that now exercised by the Standing Committee on Public Accounts in relation to the appointment of the Auditor-General).	Agreed.	Completed. The Auditor-General Amendment Bill 2012 provides the process for the Auditor-General's appointment.
Recommendation 18. The Committee recommends that where more than one Officer of Parliament is appointed, staffing arrangements for Officers of the Parliament reflect the current arrangements for the Auditor-General, namely staff are employed under the <i>Public Sector Management Act 1994</i> and the Officer of the Parliament has all the powers of the Head of the Service and Directors-General in relation to the staff.	Agreed, although this approach has risks around the additional costs to maintain separate staffing arrangements.	Completed. No further action required at this time.

B.4 LEGISLATION REPORT

Below is a list of legislation which falls under the responsibility of the Chief Minister and Cabinet Directorate.

Chief Minister

- *Annual Reports (Government Agencies) Act 2004*¹
- *Auditor-General Act 1996*¹
- *Australian Capital Territory (Self-Government) Act 1988* (Cwlth)
- *City of Canberra Arms Act 1932*
- *Government Agencies (Campaign Advertising) Act 2009*¹
- *Inquiries Act 1991*¹
- *Legislative Assembly (Broadcasting) Act 2001*
- *Legislative Assembly (Members' Staff) Act 1989*¹
- *Legislative Assembly Precincts Act 2001*
- *Ombudsman Act 1989*¹ (from November 2011)
- *Public Interest Disclosure Act 1994*
- *Public Sector Management Act 1994*^{1, 2}
- *Remuneration Tribunal Act 1995*¹
- *Royal Commissions Act 1991*¹
- *Territory Records Act 2002*, part 3A

Minister for Industrial Relations

- *Annual Leave Act 1973*¹, except administration provisions that are the responsibility of the Attorney-General
- *Dangerous Substances Act 2004*^{1, 4}, except administration provisions that are the responsibility of the Attorney-General
- *Fuels Control Act 1979*¹, except section 11
- *Holidays Act 1958*
- *Long Service Leave (Portable Schemes) Act 2009*^{1, 3}
- *Long Service Leave Act 1976*¹, except part 3 administration and enforcement provisions that are the responsibility of the Attorney-General
- *Machinery Act 1949*¹, except sections 5 and 6
- *Scaffolding and Lifts Act 1912*, except administration provisions that are the responsibility of the Attorney-General
- *Standard Time and Summer Time Act 1972*
- *Truck Act 1900*
- *Work Health and Safety Act 2011*⁵, except administration provisions that are the responsibility of the Attorney-General
- *Workers Compensation Act 1951*^{1, 4, 6}, except administration provisions that are the responsibility of the Attorney-General

¹ Minor amendments were made to these Acts by the *Administrative (One ACT Public Service Miscellaneous Amendments) Act 2011* to reflect changes largely relating to nomenclature changes to the *Public Sector Management Act 1994* establishing the single ACTPS organisation structure.

² The *Public Sector Management Act 1994* was amended by the *Public Sector Management (One ACT Public Service) Act 2011*, to establish the single ACTPS organisation structure.

³ The *Long Service Leave (Portable Schemes) (Security Industry) Amendment Act 2012* amended the *Long Service Leave (Portable Schemes) Act 2009* to extend the portable long service leave scheme under to the security industry.

⁴ The *Work Safety Act 2008* was repealed by the *Work Health and Safety (Consequential Amendments) Act 2011*. With the commencement of the *Work Health and Safety Act 2011* on 1 January 2012, the *Work Health and Safety (Consequential Amendments) Act 2011* repealed redundant legislation and amended other legislation that referenced the previous *Work Safety Act 2008*.

⁵ The *Work Health and Safety (Bullying) Amendment Act 2012* amended the *Work Health and Safety Act 2011* to improve the ACT's ability to respond, take preventative action, and implement best practice and innovative laws and procedures in relation to workplace bullying and psychosocial hazards.

⁶ The *Workers Compensation (Terrorism) Amendment Act 2012* amended the *Workers Compensation Act 1951* by removing any time-based limitation on the operation of the Temporary Reinsurance Fund provisions - providing Government with a mechanism establish a temporary reinsurance fund following an act or acts of terrorism which occur now and into the future.

Further Information can be obtained from

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

LEGISLATIVE AND POLICY BASED REPORTING

C.1 RISK MANAGEMENT AND INTERNAL AUDIT

Risk Management

In accordance with the requirements of the ACT Government Enterprise-Wide Risk Management Framework, and as part of its overall governance framework, the Directorate has in place:

- an overarching *Risk Management Policy* setting the context for integrating risk management into all aspects of the Directorate's activities and processes;
- a *Risk Management Framework* that outlines risk management practices and responsibilities for risk management implementation, business continuity processes and fraud and corruption prevention across the Directorate; and
- a *Risk Analysis and Treatment Strategies* document that identifies the key Directorate risks, their sources, impacts and current mitigation strategies.

These documents are reviewed annually to assess the effect of changes to the Directorate's structure, responsibilities and operating environment.

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

Business units include applicable risks and treatments from the *Risk Analysis and Treatment Strategies* in their annual Business Plans. Quarterly progress reports are prepared for consideration by the Director-General and the Executive Management Group.

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

Further information can be obtained from:

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

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

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

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

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

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

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

Internal Audits completed during the year include reviews of:

- Occupational Health and Safety and Workers' Compensation; and
- the Accident and Injury Database.

Internal Audits commenced during the year, but not complete as at 30 June 2012, include reviews of:

- the Classification and Storage of Records – Official Paper Records and Electronic Records;
- the Centenary of Canberra – High Level Review of Project Management;
- Credit Cards; and
- Travel/CabCharge.

The Audit Committee held 12 meetings during the year. The number of meetings attended by committee members and observers is as follows:

NAME OF MEMBER	POSITION	DURATION	MEETINGS ATTENDED
Mr John Gordon	Independent Chair	July 2011 to June 2012	12/12
Mr Andrew Kefford	CMCD Member	July 2011 to June 2012	12/12
Ms Sue Hall	CMCD Member	July 2011 to June 2012	6/7
Ms Kirsten Thompson	TD Member	July to August 2011	5/5
Ms Lisa Holmes	TD Member	August 2011 to June 2012	6/7
Ms Marsha Guthrie	TD Member	July 2011 to June 2012	8/9
Mr Chris Cole	CMCD Alternate Member	July 2011 to June 2012	4/5
Mr Glenn Bain	TD Alternate Member	June to August 2011	2/3
Mr Paul Ogden	Observer (CMCD CFO)	July 2011 to June 2012	10/12
Ms Lisa Holmes	Observer (TD CFO)	July to August 2011	1/2
Ms Anita Hargreaves	Observer (TD A/g CFO)	July to August 2011	3/3
Mr Scott Brown	Observer (TD CFO)	March to June 2012	3/3
Representative from the Auditor-General's Office	Observer	July 2011 to June 2012	5/11

Further information can be obtained from:

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

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

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

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

A number of areas have been identified where there is a need to implement additional controls, and to ensure that the current controls are acting effectively in reducing the likelihood of fraud. For each of these areas strategies have been identified to improve the internal control structure. These strategies are included in the Fraud Risk Register.

The Directorate also provides guidance on the level of conduct and work performance required of the Directorate's staff.

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

A fraud and ethics workshop was held for staff during the year.

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

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

Further information can be obtained from:

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

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

- who can make a disclosure;
- who can receive a disclosure;
- how to make a disclosure;
- what protection is available if a disclosure is made;
- what agencies must do under the *Public Interest Disclosure Act 1994*; and
- contact details to obtain further information on making a disclosure.

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

The Directorate did not receive any public interest disclosures during 2011-12.

The Commissioner for Public Administration received one disclosure, further details are provided in the Commissioner's Annual Report.

Further information can be obtained from:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.4 FREEDOM OF INFORMATION

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

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

Section 7 Statement

Section 7 of the FOI Act requires the Directorate to prepare and publish a statement outlining the Directorate's organisation, functions and decision-making powers, the categories of documents available and facilities available to the public for accessing the documents. This statement is current at 30 June 2012.

Organisation, Function and Decision-Making Powers

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

The Directorate is responsible for:

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

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

Public Participation in Decision-Making

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

Categories of Documents

The Directorate holds two basic categories of documents:

1. *Documents available on request and without charge*

Documents within this category include publications produced by the Directorate on various aspects of its activities. These are available on request from the Directorate and may also be available on the Directorate's website www.cmd.act.gov.au or on the ACT Government Contracts Register www.procurement.act.gov.au/contracts which lists contracts made by the Territory, over the value of \$25,000.

2. *Documents of other kinds that may be available under the FOI Act*

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

Facilities for Access

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

CMCD is located in the Canberra Nara Centre, corner of Constitution Avenue and London Circuit, Canberra City. Several bus stops are close to the Nara Centre in London Circuit. Short-term car parking is located opposite the Centre and a disabled car park space is available on Nangari Street. Information regarding bus routes and timetables can be obtained from ACTION (www.action.act.gov.au/routes_timetables.html) or telephone 13 17 10).

FOI requests should be directed to:

FOI Coordinator

Chief Minister and Cabinet Directorate

GPO Box 158
CANBERRA ACT 2601

Email cmd.foi@act.gov.au

Telephone (02) 6205 0238

Fax (02) 6207 5886

Section 8 Statement

Section 8 of the FOI Act requires directorates to prepare an index of documents that are used in making a decision or recommendation under an enactment or scheme. The statement is based on the Administrative Arrangements as at 30 June 2012. The statement is available from the Directorate's FOI Coordinator or the Directorate's website at www.cmd.act.gov.au/functions/publications.

Section 79 Statement

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

In 2011-12 the Directorate received a total of thirty-eight new requests, and carried over three requests from 2010-11. The Directorate also carried over one internal review from 2010-11, and received two internal review requests in 2011-12.

Of the total of forty-one FOI requests:

- twenty-two had decisions completed during the year;
- two were withdrawn by the applicant;
- three were transferred to other directorates;
- three were ongoing as at 30 June 2012; and
- the Directorate was waiting for responses from applicants for eleven requests where it had requested a revision/clarification of the scope of the requests, or where it had advised that processing charges would be imposed.

The three internal reviews were completed during the year.

Comparative Statistics on FOI Requests from 1 July 2009 to 30 June 2012

Applicant Type

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

APPLICANT TYPE	2011-12		2010-11		2009-10	
	NO.	%	NO.	%	NO.	%
ACT LEGISLATIVE ASSEMBLY MEMBER	23	61%	15	44%	34	74%
MEMBER OF THE PUBLIC	8	21%	8	23%	2	4%
LEGAL	1	3%	4	12%	6	13%
COMPANY	0	0%	2	6%	0	0
MEDIA	4	10%	4	12%	4	9%
ORGANISATION/ASSOCIATION	2	5%	1	3%	0	0
TOTAL	38	100%	34	100%	46	100%

Outcomes of FOI Requests

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

	2011-12		2010-11		2009-10	
DECISION	DECISION NUMBERS	%	DECISION NUMBERS	%	DECISION NUMBERS	%
FULL RELEASE	4	17%	5	15%	3	7%
PARTIAL RELEASE	13	54%	21	64%	30	70%
FULL EXEMPTION	0	0%	1	3%	4	9%
TECHNICAL REFUSAL (NO DOCUMENTS EXIST)	5	21%	4	12%	3	7%
WITHDRAWN	2	8%	2	6%	3	7%
TOTAL	24	100%	33	100%	43	100%
TRANSFER TO ANOTHER AGENCY ¹	3		2		0	
REQUESTS CARRIED OVER INTO THE NEXT YEAR	3		4		3	
AWAITING RESPONSE FROM APPLICANT ON SCOPE REVISION/CLARIFICATION OR IMPOSED CHARGES	11					

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

Request Response Times (excludes withdrawn and transferred requests)

YEAR	0 – 30 DAYS	31 – 45 DAYS	46 – 60 DAYS	61 – 90 DAYS	90+ DAYS
2011-12	9 (41%)	6 (27%) ¹	3 (14%)	1 (4%) ¹	3 (14%)
2010-11	13 (42%) ¹	3 (10%)	5 (16%) ³	3 (10%) ¹	7 (23%) ³
2009-10	11 (27.5%)	2 (5%)	9 (22.5%) ¹	11 (27.5%) ⁴	7 (17.5%) ¹

¹ Included consultation period for one request.

² Included consultation period for two requests.

³ Included consultation period for four requests.

⁴ Included consultation period for seven requests.

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

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

Other reasons for the extended response times were:

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

Requests for Internal Review

REQUESTS FOR INTERNAL REVIEW (INCLUDING CARRYOVER REQUESTS)	AFFIRMED	PARTIAL RELEASE	OVERTURNED	ONGOING
3	2	1		

Applications to the ACT Civil and Administrative Tribunal (ACAT) for Review

REQUESTS TO ACAT	AFFIRMED	OVERTURNED	ONGOING	WITHDRAWN
1				1

Fees and Charges

In accordance with section 28 of the FOI Act and the *Attorney General (Fees) Determination 2011*, the Directorate may decide an applicant is liable to pay a charge in respect of a FOI request.

No charges were collected by the Directorate during 2011-12.

Requests to Amend Personal Records (section 48)

No applications were made to amend personal records.

Further information can be obtained from:

FOI Coordination Area	(02) 6205 0238	cmcd.foi@act.gov.au
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C.5 INTERNAL ACCOUNTABILITY

There have been no major structural changes to the Directorate during the reporting period. An organisation chart showing the Directorate structure as at 30 June 2012 is provided in section A.1 of this Annual Report. Details are provided below on responsibilities of each area within the Directorate. Information on specific work undertaken during the year for each area is provided in section A.9 Analysis of Agency Performance.

Senior Executive Structure as at 30 June 2012

Director-General and Head of Service – Mr Andrew Cappie-Wood

The Director-General is responsible for the efficient administration of the Directorate and its strategic direction. The Director-General of CMCD is also the Head of Service and in this role chairs the Strategic Board which provides whole of government leadership and strategic direction to the ACTPS.

Deputy Director-General, Policy and Cabinet (Output 1.1) – Ms Pam Davoren

Policy and Cabinet provides advice and direction across the ACTPS on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, spatial planning, regional policy and strategy, government information and ICT strategy. The Division also provides policy coordination and advice to support Cabinet and the Strategic Board.

Policy and Cabinet also supports the Chief Minister and represents the ACT at intergovernmental forums, notably the Council of Australian Governments and the Council for the Australian Federation.

Director, Cabinet and Intergovernmental Relations (Output 1.1) – Mr Dave Pepper

Cabinet and Intergovernmental Relations provides policy coordination and advice, and secretariat services to support Cabinet. The Branch also provides secretariat services to the ACT Public Service Strategic Board, facilitates the passage of Government business in the ACT Legislative Assembly and provides coordination and advice on the ACT's intergovernmental relations.

Director, Economic, Regional and Planning (Output 1.1) – Mr Brook Dixon

The Economic, Regional and Planning Branch's role is to provide whole of government strategy and policy coordination and advice for the Chief Minister and the Director-General on a range of issues. Areas of involvement include strategic planning, performance and accountability arrangements, economic policy, environmental policy, spatial development of the Territory, sustainability projects, and Canberra's role as a regional centre in south-eastern NSW. The Branch has a particular leadership role in supporting the relationship with NSW under a new regional collaboration agreement and working with the Regional Development Australia (ACT) committee to progress regional initiatives.

Director, Social Policy and Implementation (Output 1.1) – Mr Geoffrey Rutledge

The Social Policy and Implementation Branch provides strategic social policy on current and emerging social policy issues and initiatives at the local and national level, providing whole of government advice on promoting improved social outcomes, and undertaking research. The Branch provides across government implementation and related policy advice.

Executive Director, Government Information Office (Output 1.1) – Mr Mick Chisnall

The Government Information Office develops and implements across government high level strategic ICT priority setting, supports senior governance arrangements to oversee the ICT Strategy and enables improved prioritisation of the Government's investment in ICT.

Chief Finance Officer, Strategic Finance – Mr Paul Ogden

Strategic Finance provides a range of financial services to the Directorate, including budgeting and financial reporting.

Deputy Director-General, Workforce Capability and Governance and Commissioner for Public Administration (Outputs 1.2 and 1.3) – Mr Andrew Kefford

Workforce Capability and Governance provides strategic advice to the ACT Government on industrial relations, work safety and workers' compensation. It supports good governance in the public sector by developing effective policy, legislative and industrial frameworks and provides workforce planning and strategic support to public sector agencies.

As Commissioner for Public Administration, this position advises the Chief Minister on the management of the ACTPS and performs the functions conferred on the Commissioner under the *Public Sector Management Act 1994*.

Director, Public Sector Management (Output 1.2) – Ms Liesl Centenera

Public Sector Management provides a central agency policy and advisory role for ACT public sector employment, including, human resources, accountability and learning and development issues. The Branch also provides support to the Commissioner for Public Administration, the ACT Remuneration Tribunal and the People and Performance Council.

Director, Office of Industrial Relations (Output 1.2 and 1.3) – Ms Fiona Barbaro

The Office of Industrial Relations develops policy and legislation over a number of areas that primarily involve a relationship between both public sector and private sector employers and workers. The Office provides support for the ACT's contribution to the national harmonisation of work health and safety provides support for the ACT's participation in the Workplace Relations Ministers' Council, along with secretariat support to the ACT Work Safety Council, the ACT Joint Council and to the Territory's representatives on the Safe Work Australia Council and its sub-committees.

Director, Continuous Improvement and Workers' Compensation (Output 1.2 and 1.3) – Ms Carolyn O'Neil (Acting)

Continuous Improvement and Workers' Compensation is responsible for the management of the ACT private sector workers' compensation scheme, including policy, legislation and the supervision of the ACT Default Insurance Fund. The Branch is also responsible for the management and prevention of workplace injuries in the ACT Public Sector.

The Branch also provides support for the ACT's contribution to the national harmonisation workers' compensation laws and to the Territory's representatives on the Safe Work Australia Council and its sub-committees.

Director, Corporate Management – Ms Sue Hall

Corporate Management provides and supports an effective management framework for a range of planning, administrative and human resource functions. It also coordinates responses to FOI requests made of the Directorate.

Executive Director, Culture and Communications (Output 1.4) – Mr Jeremy Lasek

Culture and Communications is responsible for Directorate and whole of government communications, branding and the provision of public affairs advice and planning and coordination of the Centenary of Canberra celebrations in 2013. It also provides support to the members of the Executive and their staff.

Director, Centenary of Canberra (Output 1.4) – Ms Sarah Hitchcock

The Centenary of Canberra Unit plans and coordinates activities relating to the celebration of the Centenary of Canberra in 2013.

Executive Remuneration

All executives employed by the Directorate are paid in accordance with Determinations of the ACT Remuneration Tribunal and relevant laws and instruments, including the *Public Sector Management Act 1994* and the *Public Sector Management Standards 2006*.

Senior Management Committees

NAME OF COMMITTEE	ROLE OF COMMITTEE	MEMBERSHIP
ACTPS Strategic Board	ACTPS Strategic Board provides whole of government leadership and strategic direction to the ACTPS.	Head of Service/Director-General CMCD (Chair), Directors-General of Treasury Directorate, Health Directorate, Economic Development Directorate, Education and Training Directorate, Justice and Community Safety Directorate, Environment and Sustainable Development Directorate, Territory and Municipal Services Directorate and Community Services Directorate. Commissioner for Public Administration and Deputy Director-General Policy and Cabinet CMCD (Secretary) also attend.
CMCD Executive Management Group	The Executive Management Group meets quarterly to review corporate governance matters. This is in addition to a weekly meeting of the full CMCD Executive team to consider both across government and directorate specific matters.	Director-General; Deputy Director-General Policy and Cabinet; Deputy Director-General Workforce Capability and Governance; Executive Director, Culture and Communications; Director, Corporate Management; and the Chief Finance Officer.
Audit Committee (Further details are available in C.1 Risk Management and Internal Audit)	The Directors-General of CMCD and the Treasury Directorate established a joint Audit Committee to assist them in fulfilling their oversight and governance responsibilities. The Committee's functions are governed by an Audit Committee Charter.	Membership includes appointees from the two Directorates and an independent Chair. Observers and a representative from the ACT Auditor-General's Office also regularly attend meetings.
Health and Safety Committee	The Committee provides a way for management and workers to meet regularly and discuss workplace health, safety and wellbeing matters. In accordance with Division 5.4 Section 77 of the <i>Work Health and Safety Act 2011</i> the functions of the Committee are: <ul style="list-style-type: none"> to facilitate cooperation between the person conducting a business or undertaking and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work; to assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace and; any other functions prescribed by regulation or agreed between the person conducting the business or undertaking and the Committee. 	The Committee consists of employee and management representatives, and an agreed Chairperson. Corporate Management provides secretariat support. Members represent Work Groups which are located at: <ul style="list-style-type: none"> Level 2 South - Canberra Nara Centre; Level 4 - Canberra Nara Centre and the Legislative Assembly; Level 5 - Canberra Nara Centre.

NAME OF COMMITTEE	ROLE OF COMMITTEE	MEMBERSHIP
Workplace Consultative Committee (WCC)	<p>The <i>Chief Minister and Cabinet Directorate Enterprise Agreement 2011-2013</i> provides for the establishment of a WCC.</p> <p>Key objectives of the WCC are to:</p> <ul style="list-style-type: none"> • monitor the operation and implementation of the Agreement; • consider any proposed new or significant changes to Directorate policy statements and guidelines that relate to the provisions of the Agreement; • exchange information about workplace issues affecting employees; and • consult on any existing performance management schemes, and on the development of any new performance management schemes, in the Directorate. 	<p>The WCC consists of employee and management representatives. Corporate Management provides secretariat support.</p> <p>The role of Chairperson alternates between CMCD management representatives and the Union as agreed by the WCC.</p>
ICT Committee	<p>The Committee formulates and seeks Executive Management Group endorsement of policies, strategies, standards and plans that are consistent with and support the implementation of, and compliance with, Government-wide ICT policies, strategies, plans and standards.</p> <p>The role of the committee is to provide a Directorate forum to:</p> <ul style="list-style-type: none"> • engage in discussions on ICT matters; • ensure the management of ICT governance across CMCD; • develop and endorse CMCD ICT specific policies and processes; and • engage with Shared Services ICT at a strategic level on CMCD specific matters. 	<ul style="list-style-type: none"> • Chair: Director, Corporate Management; • Senior representation from all divisions; • Representation from Shared Services ICT; • Secretariat: Corporate Management.

Key Corporate Plans

Chief Minister and Cabinet Directorate Corporate Plan 2011-12

The Corporate Plan 2011-12 details the Directorate's purpose, vision, values, stakeholders, strategic objectives, planning framework, organisational environment, governance framework and priorities for 2011-12. The Plan provides an internal framework for subordinate divisional business plans. The Plan is reviewed and updated annually.

Division Business Plans

Each Division prepared annual Business Plans, based on the Directorate's key priorities, detailing their activities, timeframes, resourcing and outcomes. Business units reported quarterly to the Director-General on their progress against their Plan.

Individuals' Performance and Development Plans link into the activities outlined in the Division Business Plans.

Chief Minister and Cabinet Directorate Fraud and Corruption Prevention Plan 2011-13

The objective of the *CMCD Fraud and Corruption Prevention Plan* is to provide the basis of CMCD's actions to control fraud and to identify those key activities performed by CMCD that require the implementation of additional controls to reduce the likelihood of fraud occurring against the program. The plan provides an

overview of the fraud control framework, the role and functions performed by CMCD, including its purpose, objectives and goals; organisational arrangements; and its resources utilisation.

Against this background, the Plan analyses the exposure of CMCD to fraud and, using a control self-assessment framework, assesses the existing controls implemented to minimise fraudulent activity.

Further information is included in section C.2 Fraud Prevention.

Business Continuity Plan

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

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

Audit Program

The Directorate has a three-year audit program that is prepared on a risk analysis basis and identifies areas of high, medium and low risk. The Audit Committee oversees the audit function, approving the work program and reviewing all internal audit reports and annual financial statements. Further information on the audit functions is provided in section C.1 Risk Management and Internal Audit.

Chief Minister and Cabinet Directorate People Plan 2012-2014

The aim of the Plan is to sustain a creative, engaged and capable workforce, and care for our people by supporting them with a positive working environment. To achieve this, three themes: Workforce Planning, Health and Safety, and Performance and Capabilities have been identified.

An annual Action Plan is developed for each of the three theme areas. Quarterly reports on People Plan priorities are provided to the Workplace Consultative Committee, Health and Safety Committee and the Executive Management Group for review.

Chief Minister and Cabinet Directorate 2010-2014 ICT Strategic Plan

The *2010-2014 ICT Strategic Plan* supports the Directorate in utilising ICT to achieve the priorities identified in the CMCD Corporate Plan. It provides guidance on areas for focus to enable the Directorate to better respond to changing business and community needs in the digital world.

A CMCD ICT Committee oversees the implementation of the *2010-2014 ICT Strategic Plan* and provides regular reporting to the Executive Management Group. This includes reviewing progress and the identification of priorities for inclusion in the annual Action Plan.

Chief Minister and Cabinet Directorate Information Management Framework

The development of an Information Management Framework was identified as an outcome in the *CMCD 2010-14 ICT Strategic Plan*. The Framework aims to assist the Directorate to better align to government strategies and assist in mapping out where improvements are required in the creation, dissemination control, retention and destruction of information. The ICT Committee monitors the implementation of actions in the Framework.

Chief Minister and Cabinet Directorate Resource Management Plan 2012-14

The *Resource Management Plan* provides guidance for addressing sustainability issues in the Directorate with the aim of improving our environmental resource efficiency, and incorporating sustainability into day to day operations.

The Plan and associated annual Action Plan focus on strategies to better measure and improve our resource management in the key areas of: energy and water consumption; waste and recycling; reduction initiatives; office products; and staff engagement in resource management issues.

Further Information can be obtained from:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.6 HR PERFORMANCE

During 2011-12 the Directorate's priorities for strategic human resources were guided by the Directorate's Corporate and People Plans with the aim to:

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

The Directorate continues to build organisational capacity to ensure we have a professional, innovative and experienced workforce with the agility and capacity to respond to future needs. People risks are incorporated into the Directorate's *Risk Management Plan* and service wide frameworks drawn on to improve the Directorate's workforce planning, performance management and learning and development. Work is continuing on improving information and reporting available to management.

The Directorate has continued to actively participate in across government groups at all levels, through service wide learning programs and cross agency teams working on key policies and projects. In 2011-12, this has included Building Supervisor Capability with the Ill and Injured Workers Pilot Program, Whole of Government Performance Management Co-development Group, Community of Proactive Policy Group and the Disability Confidence Pilot Training Program.

The Directorate is implementing and actively promoting the ACTPS Respect, Equity and Diversity (RED) Framework and its complementary employment strategies. The network of RED Contact Officers was expanded with five additional recruits during the reporting period. Quarterly surveys are conducted with RED Contact Officers to enable identification of any emerging issues or trends for intervention and follow up.

As part of RED implementation, internally coordinated learning and development opportunities have focussed on building disability confidence and raising awareness of obligations under *Disability Discrimination Act 1992 (Cwlth)*, the *Discrimination Act 1991* and *Human Rights Act 2004*. Regular staff education and awareness initiatives also continued, promoting RED, Contact Officers, Respect at Work and Open Door Policies and the Preventing Work Bullying Guidelines.

Organisational resilience is an important part of ensuring the workplace culture provides safe working environments for a highly committed, motivated and productive public service. The Directorate has in place a number of strategies to assist in achieving this including a performance management and development framework, linked to training and guidance for managers, supervisors and staff. Excellence in performance by individual staff and teams continued to be recognised and celebrated through the formal Directorate Staff Awards program.

Health and safety within the workplace is also important in promoting organisational resilience. The Directorate is continuing to implement a number of health and wellbeing initiatives from our Health and Wellbeing Strategy, along with promoting ownership of health and safety across the Directorate and the management of effective, efficient and consistent injury management processes integrated into the Health and Safety Management System. Further details are included in section C9 of this report.

The Directorate's Agency Consultative Committee, Workplace Consultative Committee and Health and Safety Committee continued to meet quarterly. These committees are active in improving consultation and communication processes between staff, management and unions, in promoting the sharing of information

across the Directorate; and in encouraging greater productivity and job satisfaction through staff participation and input into decision making processes.

The Directorate's Social Committee has played an important role in promoting positive morale and providing networking opportunities across the Directorate. Similarly, forums, committees and working groups, such as the Managers' Forum, provide further opportunities for collaboration and across Directorate partnering. The Directorate's Induction program was reviewed and enhanced to provide further guidance and support for managers with on-boarding of new and returning staff.

Building skills and capabilities is important to meet current and future workforce requirements and strengthen the capacity of leaders to deliver organisational outcomes. To help achieve this, the Directorate has implemented a Learning and Development program that supports targeted skill and capacity development. The Directorate has supported agency specific development initiatives as well as participation in service wide programs. Further details regarding the programs are provided in C.8 Learning and Development.

Further Information can be obtained from:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.7 STAFFING PROFILE

The staff numbers provided below are as at the last payday in 2011-12. The figures exclude board members and people on leave without pay. Staff members who had separated from the Directorate, but received a payment in June 2012 have been included, as have staff who are working in other directorates, and whose costs are recovered.

FTE and Headcount

	FEMALE	MALE
FTE BY GENDER	87.4	53.8
HEADCOUNT BY GENDER	93	55
% OF WORKFORCE	63%	37%

Classifications

CLASSIFICATION GROUP	FEMALE	MALE	TOTAL
ADMINISTRATION OFFICERS	45	13	58
EXECUTIVES	6	8	14
SENIOR OFFICERS	42	34	76
TOTAL	93	55	148

Employment Category by Gender

EMPLOYMENT CATEGORY	FEMALE	MALE	TOTAL
CASUAL	0	0	0
PERMANENT FULL-TIME	58	39	97
PERMANENT PART-TIME	13	1	14
TEMPORARY FULL-TIME	20	13	33
TEMPORARY PART-TIME	2	2	4
TOTAL	93	55	148

Average Length of Service by Age Group and Gender

AVERAGE LENGTH OF SERVICE (YEARS)	BABY BOOMERS		GENERATION X		GENERATION Y		TOTAL	
GENDER	Female	Male	Female	Male	Female	Male	Female	Male
0-2	6	2	7	6	19	2	32	10
2-4	1	1	6	3	6	4	13	8
4-6	1	4	9	2	2	1	12	7
6-8	2	0	3	3	1	1	6	4
8-10	2	2	3	2	1	0	6	4
10-12	3	1	3	4	1	0	7	5
12-14	3	4	4	0	0	0	7	4
14 + YEARS	6	8	4	5	0	0	10	13

CMCD has no Pre Baby Boomer (born prior to 1946) staff.

GENERATION	BIRTH YEARS COVERED
Baby Boomer	1946 to 1964 inclusive
Generation X	1965 to 1979 inclusive
Generation Y	From 1980

Total Average Length of Service by Gender (Years)

GENDER	AVERAGE LENGTH OF SERVICE
FEMALE	6.4
MALE	10.5
TOTAL	7.9

Age Profile

AGE GROUP	FEMALE	MALE	TOTAL
<20	0	0	0
20-24	5	2	7
25-29	16	3	19
30-34	19	4	23
35-39	13	13	26
40-44	11	6	17
45-49	12	8	20
50-54	7	5	12
55-59	10	10	20
60-64	0	4	4
65-69	0	0	0
70+	0	0	0

Agency Profile

BUSINESS UNIT	FTE	HEADCOUNT
CORPORATE MANAGEMENT	10.8	12
CULTURE AND COMMUNICATIONS	33.7	36
DEFAULT INSURANCE FUND	2.0	2
GRADUATE PROGRAM	3.0	3
OFFICE OF THE DIRECTOR-GENERAL	4.0	4
POLICY AND CABINET	36.0	37
STRATEGIC FINANCE	4.9	5
WORKFORCE CAPABILITY AND GOVERNANCE DIVISION	46.8	49
TOTAL	141.2	148

Agency Profile by Employment Type

BUSINESS UNIT	PERMANENT	TEMPORARY
CORPORATE MANAGEMENT	10	2
CULTURE AND COMMUNICATIONS	21	15
DEFAULT INSURANCE FUND	2	0
GRADUATE PROGRAM	3	0
OFFICE OF THE DIRECTOR-GENERAL	2	2
POLICY AND CABINET	31	6
STRATEGIC FINANCE	4	1
WORKFORCE CAPABILITY AND GOVERNANCE DIVISION	38	11
TOTAL	111	37

CMCD had no casual staff as at the last payday of 2011-12.

Equity and Workplace Diversity

	CATEGORY A	CATEGORY B	CATEGORY C	EMPLOYEES WHO IDENTIFY IN A, B OR C	WOMEN
	ABORIGINAL AND/OR TORRES STRAIT ISLANDER	CULTURALLY AND LINGUISTICALLY DIVERSE	PEOPLE WITH DISABILITY		
HEADCOUNT	2	10	7	19	93
% OF TOTAL STAFF	1.4%	6.8%	4.7%	12.8%	62.8%

Further Information can be obtained from:

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

The Directorate's learning and development program plays an important role in strengthening workforce and organisational capability, retention and performance. The Directorate's learning and development program was informed by legislative requirements, whole of government initiatives, and Directorate priorities as well by individual staff development plans.

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

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

These learning and development activities included:

Human Rights in the ACTPS seminar delivered by the ACT Human Rights Commission explained the *Human Rights Act 2004*, employee obligations and practical advice about how to consider Human Rights in daily work, future planning and decision making.

Disability Inclusion and Awareness interactive workshops presented by Advocacy for Inclusion explored the opportunities for developing expertise and confidence to successfully attract, develop and retain people with disability in the workforce.

Introduction to Privacy seminar presented by the Australian Government Solicitor aimed to increase participant's knowledge of the *Privacy Act 1988* (Commonwealth) sufficient for them to be able to judge whether their handling of personal information was consistent with the Act, and to be aware of the issues that arise in the debate about information privacy and the use and disclosure of personal information.

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

Dealing with Misconduct and Inappropriate Behaviour workshop facilitated by Employee Relations Advisors from Shared Services provided attendees with information to support them to recognise and deal with misconduct and inappropriate behaviour in the workplace.

Fraud and Ethics Awareness seminar presented by Interaction Consulting Group focussed on enhancing staff awareness and understanding of obligations and issues relating to fraud and ethics in the ACTPS.

Dealing with Difficult Behaviour workshop conducted by Learn4Results looked at the role Emotional Intelligence plays in delivering productive client service, effective active listening and questioning techniques and practical strategies to manage difficult interactions and defuse situations early.

A range of short **Workplace Wellbeing and Performance Seminars** were presented by Davidson Trahaire Corpsych and included *How to Relax and Stop Worrying*, *Building and Maintaining Effective Workplace Relationships*, *Achieving Peak Performance under Pressure* and *Your Next Performance Review: Preparing and Managing*.

The learning and development opportunities offered through the Shared Services Training Calendar were actively promoted and targeted at individual and organisational need areas. This included participation by approximately 40 staff at an estimate cost of \$13,000. Participation was across the following broad course types:

- Information and Communications Technology;
- Writing for Government;
- Records Management;
- Freedom of Information Awareness; and
- Working in an Organisation.

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

The Directorate continued to support the Graduate Administrative Assistant Program sponsoring three graduates in the 2012 program. The graduates who commenced in 2011, successfully completed the program in 2012 and were permanently placed within the Directorate.

The Directorate continued its commitment to the whole of government learning and development programs sponsoring participants in the future leaders and executive development programs. In addition to these programs, a number of staff were supported in Australian and New Zealand School of Government (ANZSOG) public sector executive education programs.

The Directorate continued support for staff through the Studies Assistance program. The program has continued to provide assistance in the form of paid and unpaid leave and payment of course costs to staff undertaking tertiary studies. For the reporting period, the Directorate supported twelve staff and contributed approximately \$17,000 towards course fees.

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

Further Information can be obtained from:

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

Workplace health and safety is managed in accordance with the statutory provisions of the *Work Safety Act 2011*. Management acknowledges the importance of maintaining the health, safety and welfare of its workers and commits to minimising the human and financial costs of injury and illness through active prevention strategies. During the reporting period the Directorate did not receive any notices regarding serious injury, illness or dangerous incidents that required notification to the regulator in accordance with Part 3 Section 38 under the *Work Safety Act 2011*.

Leadership

The Directorate is committed to maintaining and continuously improving workplace health, safety and injury management for all employees. The Directorate continued to provide employees with health and safety training, information and education in its ongoing commitment to review and implement improvements as identified in the *Workplace Health and Safety Management Improvement Strategy*. This strategy provides the strategic direction to foster a philosophy of continued improvement in workplace health and safety and build on the existing injury prevention and management initiatives. The associated Action Plan provides practical actions and strategies to promote, maintain and improve safe environments for all employees. A particular focus was placed on reviewing guidelines in accordance with the *Work Safety Act 2011*.

Leadership performance has been enhanced through regular training and information sessions for managers and supervisors regarding their obligations, roles and responsibilities under the *Work Safety Act 2011* and the continued integration of workplace health and safety into the Directorate Performance and Development Program and Business Planning requirements.

A wide range of health and safety seminars and formal training opportunities provided to support continued education and awareness raising included:

- *Work Health and Safety Act 2011* training for all staff;
- *Work Health and Safety Act 2011* panel presentation for managers;
- a building and maintaining effective workplace relationships seminar;
- responsible service of alcohol training; and
- asthma friendly workplace training for first aid officers.

During the year a comprehensive review of the Directorate's approach to identifying, managing and monitoring health and safety risks was conducted. Risk Registers were reviewed and structures established to quickly identify risks, current controls and interventions, as well as improving reporting mechanisms to both management and the Health and Safety Committee.

Active involvement in workplace health and safety matters by all employees has also continued to be a priority for the year. All new and returning employees were provided with information regarding workplace health and safety roles, responsibilities, and Directorate structures. This was complemented by one on one workplace inductions by Health and Safety Representatives (HSRs).

Health and Safety Structures

The Health and Safety Committee continued to meet at regular intervals to: provide a mechanism for consultation and communication between employees, represented unions and management; monitor of the effectiveness of the safety management system, initiatives and programs; and promote the achievement of improved outcomes in workplace health and safety.

Across the Directorate, five HSRs have been selected through election by the staff within the Work Group and undertook the approved training prior to commencing HSR duties. Quarterly HSR Action Plans have continued to target priorities and areas of need. Regular workplace inspections continued to be undertaken by HSRs informing the Directorate's comprehensive Risk Register.

Injury Prevention and Health and Wellbeing

The Directorate continued its commitment to promoting a culture where health, safety and wellbeing are an integral part of everyday business. A range of initiatives supported the early intervention approaches to injury prevention, including:

- improvements with incident and accident reporting and management, specifically targeting intervention activities based on the Directorate's risk profile and incident/claim history;
- a program promoting reducing body stress and proper work station set up which included manual handling, work station set up and back care seminars, self assessment tools and checklists and the Office Gym program;
- Asthma Friendly Workplace Accreditation by the Asthma Foundation ACT;
- influenza vaccinations offered onsite at no cost to staff;
- the establishment and promotion of a Quiet Room for breastfeeding, prayer, meditation or contemplative activities;
- the provision and promotion of professional and confidential counselling service, available to all staff and their families through the Employee Assistance Program (EAP);
- the provision of a range of workplace wellbeing seminars as well as awareness sessions and promotion of the EAP and ManagerAssist services available;
- the continued engagement of rehabilitation providers, for both compensable and non-compensable injuries, to support injured employees early, safe and supported return to the workplace; and
- the participation in the Building Supervisor Capability with Ill and Injured Workers pilot program.

The Directorate was selected as one of five workplace participants in the Healthy@Work pilot between November 2010 and September 2011. ACT Health, with support from the ACT Work Safety Commissioner, conducted a pilot of Workplace Health and Wellbeing initiatives in the ACT.

The Healthy@Work pilot aimed to:

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

The pilot program included voluntary employee surveys, organisational needs assessments and the development of an action plan for the Directorate.

The focus areas of the pilot were smoking, nutrition, alcohol, physical activity and mental health/stress management. Implementation of the action plan occurred during July to September 2011, including health checks and a range of seminars and other health and wellbeing initiatives based on the employee and organisational assessments.

Results from the pilot and other data collected internally within the Directorate have provided an evidence base for informing the revision of strategic plans and investment supporting the Directorate's continued commitment to health, safety and wellbeing priorities.

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

- Health and Wellbeing Reimbursement Initiative supporting the financial reimbursement to employees who undertook, in their own time, health promotion activities;
- eye sight testing and reimbursements continued to support the reimbursement of costs of screening tests and standard prescription lenses and frames or contact lenses for staff who are required to use screen based equipment for more than twenty-five per cent (25%) of their work time;
- the Directorate renewed and enhanced its Breast Feeding Accreditation with the Australian Breastfeeding Association;
- onsite yoga, pilates and exercise classes have continued, where staff have the opportunity to participate in one-hour sessions throughout the week (staff are responsible for payment for the session);
- seated massages provided in-house in fifteen-minute sessions once a week have continued (staff are responsible for payment for the session);
- Workplace Health and Wellness seminars conducted onsite;
- support for staff volunteering as blood donors where the absence from the workplace is without loss of pay;
- the continued provision of facilities including a carers' room, quiet room, staff room, showers, lockers and bike racks; and
- mental health awareness promotion activities.

Further Information can be obtained from:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.10 WORKPLACE RELATIONS

DESCRIPTION	NO. OF INDIVIDUAL SPECIAL EMPLOYMENT ARRANGEMENTS (SEAS)
NUMBER OF SEAS AT 30 JUNE 2012	15
NUMBER OF SEAS ENTERED INTO DURING PERIOD	7
NUMBER OF SEAS TERMINATED DURING PERIOD	1
THE NUMBER OF SEAS PROVIDING FOR PRIVATELY PLATED VEHICLES AS AT 30 JUNE 2012	0
NUMBER OF SEAS FOR EMPLOYEES WHO HAVE TRANSFERRED FROM AWAS DURING PERIOD	0

	CLASSIFICATION RANGE	TOTAL REMUNERATION AS AT 30 JUNE 2012
INDIVIDUAL AND GROUP SEAS	AS06 - SOGA	\$86,575 - \$151,004

During the reporting period no CMCD staff were employed on Group SEAs or covered by an Australian Workplace Agreement.

Further Information can be obtained from:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.11 HUMAN RIGHTS ACT 2004

During the reporting period the Directorate developed a number of new pieces of, or amendments to, legislation.

Implementation of the Government's response to the Standing Committee on Public Accounts' *Inquiry into the Auditor-General Act 1996* included preparation of the Auditor-General Amendment Bill 2012 (the Bill) to progress Government-agreed recommendations.

Preparation of the Bill included liaison with the Human Rights Unit in the Justice and Community Safety Directorate to identify any specific human rights issues that needed to be addressed and incorporated into the Bill. These issues were set out in the Explanatory Statement to the Bill, and related to the Auditor-General's right to privacy in relation to a new requirement to disclose personal and financial interests and the Auditor-General's right to recognition and equality before the law (without discrimination of any kind) in relation to suspension and removal from office provisions.

The Bill was introduced in the Assembly by the Chief Minister on 10 May 2012.

Human Rights compatibility statements were issued for all other legislation developed, with no highlights or points of interest raised.

Human Rights in the ACTPS training was delivered in-house by ACT Human Rights Commission. It explained the *Human Rights Act 2004*, employee obligations and practical advice about how to consider human rights in daily work, future planning and decision making.

C.12 STRATEGIC BUSHFIRE MANAGEMENT PLAN

A directorate that is either a manager of unleased Territory land or the owner of Territory land has reporting requirements under the *Emergencies Act 2004*. CMCD is neither the owner nor manager of Territory land and therefore has no reporting responsibilities.

C.13 STRATEGIC ASSET MANAGEMENT

Assets Managed

The Directorate managed assets with a total value of \$0.4 million as at 30 June 2012.

Assets on hand as at 30 June 2012 include:

- Plant and Equipment \$0.232 million
- Capital Works in Progress \$0.194 million

During 2011-12, no assets were added to the Directorate's asset register as a result of the completion of capital works projects.

Assets Maintenance and Upgrades

No material repairs and maintenance or upgrades were undertaken by the Directorate during 2011-12.

Further Information can be obtained from:

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

CMCD employs 132 staff and nine contractors, occupying 2,480.87m² at the Canberra Nara Centre. The average area occupied is 17.6m².

Nine staff from Chief Minister's Support and Protocol Unit and the Directorate Liaison Officers in the Chief Minister's and the Minister for Industrial Relations' Offices, are based in the ACT Legislative Assembly Building in accommodation provided by the ACT Legislative Assembly, and are not included in the above occupancy figures.

Further Information can be obtained from:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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C.14 CAPITAL WORKS

The Directorate had no projects included in the Capital Works Program for 2011-12.

Further Information can be obtained from:

Paul Ogden	Chief Finance Officer	(02) 6207 9114	paul.ogden@act.gov.au
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C.15 GOVERNMENT CONTRACTING

The Directorate works with Shared Services Procurement to ensure procurement processes comply with the *Government Procurement Act 2001* and the *Government Procurement Regulation 2007*.

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

External contractors and consultants were engaged during the year to perform a range of activities in response to the need for evaluations and audits, requirements for specialist skills, business and process improvement, support services and facilities management.

Corporate Management has continued to reinforce required procurement processes through presentations at branch and divisional meetings and notices on the Directorate's intranet. A range of information on procurement processes is available on the Directorate's intranet.

Centenary of Canberra

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

Two Procurement Officers from Procurement Solutions have been seconded to work directly with the Centenary of Canberra Unit on their procurement requirements.

A Procurement Steering Committee has also been established to provide oversight of procurement, contract management and reporting, risk management, and finance and governance.

Further Information can be obtained from:

Sue Hall	Director, Corporate Management	(02) 6207 0569	sue.hall@act.gov.au
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Details of individual contracts with a value of \$25,000 or greater

Director-General's Office

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Jude Munro & Associates	Review of Strategic Board	\$28,738	Single Select	Director-General's Office	September 2011	Specialist knowledge and experience

Output 1.1 Government Policy and Strategy

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
The Centre for International Economics	Service Planning Principles	\$4,038	Select	Policy and Cabinet Division	April 2011	N/A

Output 1.2 Public Sector Management

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Terry Brosnan	Industrial Relations Advice	\$39,067	Single Select	Office of Industrial Relations	March 2011	Extensive knowledge and experience of ACTPS enterprise agreement negotiations and cost effectiveness
People and Strategy (ACT) Pty Ltd	Graduate Program	\$285,535	Open Tender	Public Sector Management	April 2012	N/A
Black Circle Pty Ltd	ACT Classification Review	\$158,268	Select tender	Office of Industrial Relations	April 2011	N/A
Taylor Fry Pty Ltd T/A Taylor Fry Consulting Actuaries	Provision of Actuarial Services	\$29,825	Single Select	Continuous Improvement & Workers' Compensation	May 2011	The premium devolution model was developed by Taylor Fry Consulting Actuaries for the annual premium devolution process

Output 1.3 Industrial Relations Policy

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Finity Consulting Pty Ltd	Assessment of the performance of the ACT Private Sector Workers' Compensation Scheme	\$95,165	Open Tender	Continuous Improvement & Workers' Compensation	February 2009	N/A
Altis Consulting Pty Ltd	Provision of Specialist ICT Consultancy Services	\$14,567	Open Tender	Continuous Improvement & Workers' Compensation	November 2010	N/A
Manteena Pty Ltd	Project management for asbestos removal	\$53,442	Select tender from panel	Office of Industrial Relations	January 2012	Specialist requirement and urgent timeframe

Output 1.4 Culture and Communications

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Craft ACT	Memorabilia Competition	\$109,000	Single Select	Centenary of Canberra Unit	August 2011	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Andrew Schultz	Andrew Schultz Centenary Symphony Commission	\$19,431	Single Select	Centenary of Canberra Unit	August 2011	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Canberra International Film Festival	Body of Work Canberra International Film Festival	\$37,500	Single Select	Centenary of Canberra Unit	September 2011	Supplier's specialist knowledge

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Jyll Bradley	Jyll Bradley Commission 'City of Trees'	\$38,416	Single Select	Centenary of Canberra Unit	October 2011	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Michael Rikard-Bell	Pontoon Feasibility	\$31,818	Open Tender	Centenary of Canberra Unit	October 2011	N/A
You Are Here Inc.	Creative Producers of You Are Here 2012	\$123,625	Single Select	Centenary of Canberra Unit	November 2011	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
QL2 Centre for Youth Dance Incorporated	Hit the Floor Together	\$22,000	Single Select	Centenary of Canberra Unit	December 2011	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Ausdance	Kick Up Your Heels: 100 Years of Social Dancing Producer	\$20,000	Open Tender	Centenary of Canberra Unit	January 2012	N/A
Hubcap Productions	SPIN Main Event Site Program Director	\$20,000	Single Select	Centenary of Canberra Unit	January 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Halstead Press	Treasures of Canberra Commission	\$30,000	Single Select	Centenary of Canberra Unit	January 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Jon Rose	Pursuit Canberra	\$32,000	Single Select	Centenary of Canberra Unit	January 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Canberra Symphony Orchestra	Canberra Symphony Orchestra Centenary Symphony Commission	\$12,658	Single Select	Centenary of Canberra Unit	February 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Helen Healy (t/a HHO Events)	Indigenous Program Producer	\$100,000	Select Tender	Centenary of Canberra Unit	March 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Helen Healy (t/a HHO Events)	Funding Deed for Program Production	\$163,000	Select Tender	Centenary of Canberra Unit	May 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Shortis & Simpson	Prime Time Production & Presentation	\$7,800	Single Select	Centenary of Canberra Unit	March 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Eleanor Gates-Stuart	Centenary Science Art Commission	\$20,000	Open Tender	Centenary of Canberra Unit	March 2012	N/A

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Polyglot Theatre	We Built This City	\$3,000	Single Select	Centenary of Canberra Unit	April 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Bluebottle Pty. Limited	Birthday Celebrations - Event Director	\$53,636	Single Select	Centenary of Canberra Unit	May 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Lindy Allen	National Program Producer	\$35,867	Select Tender	Centenary of Canberra Unit	May 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Regional Arts Victoria	Auspicings for National Program Producer Lindy Allen	\$50,000	Single Select	Centenary of Canberra Unit	May 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Bighart	Museum of the Long Weekend Production	\$40,000	Single Select	Centenary of Canberra Unit	May 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Thylacine Design and Project Management Pty Ltd	Birthday Celebrations - Word Producer	\$40,140	Open Tender	Centenary of Canberra Unit	June 2012	N/A

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Jyll Bradley	Jyll Bradley City of Trees Stage 3 Exhibition Variation to Agreement	\$8,130	Single Select	Centenary of Canberra Unit	June 2012	Specialist artist or supplier, within the parameters of the Centenary Strategic Procurement Plan
Amy Moon	Parties at the Shops Local Producer	\$10,000	Open Tender	Centenary of Canberra Unit	June 2012	N/A

Note the Centenary of Canberra Unit has a Strategic Procurement Plan, endorsed by the Government Procurement Board, which includes the use of single select procurements to engage artists.

Internal Audit

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
John Gordon	Chair of CMCD/ Treasury Directorate Audit Committee	\$11,000	Select Tender	Strategic Finance	January 2009	N/A

Corporate Management

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Content Group Pty Ltd	Develop Information Management Framework	\$19,610	Quotations	Corporate Management	February 2011	N/A
Cabcharge	Taxi Charge Services	\$23,769 ²	Sole Provider	Business Units	N/A	Sole provider
Corporate Express Australian Limited ¹	Supply and Delivery of Stationery and Office Products	\$1,139 ²	Open Tender	Shared Services Procurement	January 2008	N/A

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET	REASON FOR USE OF SELECT TENDER (WHERE OUTSIDE PROCUREMENT THRESHOLDS)
Koomarri Jobmatch ACT	Employment/ Support for Mail Registry Services	\$24,440	Single Select	Corporate Management	Extended August 2011	Specialist Provider
Living Simply	Plant Supply and Maintenance	\$4,055 ²	Open Tender	Corporate Management	Extended July 2011	N/A
Mercer Australia	Executive Job Sizing and Evaluations	\$40,105	Open Tender	Public Sector Management	December 2008	N/A
MSS Security Pty Limited	Security Services	\$20,602	Open Tender	Corporate Management	April 2012	N/A
OfficeMax Australia Limited ¹	Supply and Delivery of Stationery and Office Products	\$34,871 ²	Open Tender	Shared Services Procurement	June 2011	N/A
Qantas Business Travel Pty Ltd ¹	Travel Services	\$121,888 ²	Open Tender	Shared Services Procurement	September 2008	N/A
RB & R Daintree Pty Ltd	Security Services	\$14,975	Single Select	Corporate Management	Extended July 2011	Technical expertise and experience
Recall Information Management Pty Ltd	Waste Management Services	\$31,933 ²	Open Tender	Corporate Management	Extended July 2011	N/A
SG Fleet Australia Pty Ltd ¹	Leasing and Fleet Management Services	\$104,663 ²	Open Tender	Shared Services Procurement	April 2009	N/A
SITA Environmental Solutions	Waste Management Services	\$3,732 ²	Open Tender	Corporate Management	Extended July 2011	N/A
Sydney Night Patrol and Inquiry Co Pty Ltd	Security Services	\$85,519	Open Tender	Corporate Management	February 2008	N/A
Wamboin Worms	Waste Management Services	\$5,791	Single Select	Corporate Management	Extended July 2011	Specialist Provider

¹ Whole of Government Contract

² Expenditure across business units in the Directorate

Contracts awarded to the same contractor which in total have a value of \$25,000 or greater

Output 1.4 Coordinated Communications and Community Engagement

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET
Zoo Advertising	Design and Artwork C100 Screen	\$600	Whole of Government Panel	Centenary of Canberra Unit	July 2011
Zoo Advertising	Design and Artwork C100 Billboard	\$525	Whole of Government Panel	Centenary of Canberra Unit	July 2011
Zoo Advertising	C100 Banner Reskins	\$3,278	Whole of Government Panel	Centenary of Canberra Unit	July 2011
Zoo Advertising	C100 Logo Updates	\$375	Whole of Government Panel	Centenary of Canberra Unit	July 2011
Zoo Advertising	Design for C100 Brand Guide	\$2,788	Whole of Government Panel	Centenary of Canberra Unit	August 2011
Zoo Advertising	Ad design - Culture Magazine	\$795	Whole of Government Panel	Centenary of Canberra Unit	August 2011
Zoo Advertising	Design - Centenary Brand Guidelines	\$450	Whole of Government Panel	Centenary of Canberra Unit	September 2011
Zoo Advertising	C100 Press Ad design	\$225	Whole of Government Panel	Centenary of Canberra Unit	September 2011
Zoo Advertising	C100 Creative Pitch	\$1,000	Whole of Government Panel	Centenary of Canberra Unit	October 2011
Zoo Advertising	Design press ad 2012 planners guide	\$525	Whole of Government Panel	Centenary of Canberra Unit	November 2011
Zoo Advertising	Holiday Planner C100 Ad Design	\$1,400	Whole of Government Panel	Centenary of Canberra Unit	December 2011
Zoo Advertising	Design ISPS Golf Logo	\$220	Whole of Government Panel	Centenary of Canberra Unit	January 2012
Zoo Advertising	Design and supply two web banner ads	\$680	Whole of Government Panel	Centenary of Canberra Unit	February 2012
Zoo Advertising	DL Brochure re-design	\$225	Whole of Government Panel	Centenary of Canberra Unit	February 2012
Zoo Advertising	C100 supporting logo design and artwork	\$375	Whole of Government Panel	Centenary of Canberra Unit	February 2012

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET
Zoo Advertising	Design and development C100 digital postcard	\$1,695	Whole of Government Panel	Centenary of Canberra Unit	March 2012
Zoo Advertising	Design of Web Button	\$300	Whole of Government Panel	Centenary of Canberra Unit	March 2012
Zoo Advertising	Design of C100 Ad for CIMF Brochure	\$675	Whole of Government Panel	Centenary of Canberra Unit	February 2012
Zoo Advertising	Design of C100 Ad for Canberra Magazine	\$1,238	Whole of Government Panel	Centenary of Canberra Unit	February 2012
Zoo Advertising	C100 Digital Postcard - Design & Delivery	\$1,695	Whole of Government Panel	Centenary of Canberra Unit	March 2012
Zoo Advertising	Design C100 lectern sign	\$225	Whole of Government Panel	Centenary of Canberra Unit	March 2012
Zoo Advertising	Design placemats for NAB Press Club lunch	\$1,275	Whole of Government Panel	Centenary of Canberra Unit	April 2012
Zoo Advertising	Ad design for Portrait of a Nation in CIMF Brochure	\$863	Whole of Government Panel	Centenary of Canberra Unit	April 2012
Zoo Advertising	Sponsor PowerPoint Slide	\$300	Whole of Government Panel	Centenary of Canberra Unit	April 2012
Zoo Advertising	E-card design Cotter Tree Planting Day	\$975	Whole of Government Panel	Centenary of Canberra Unit	April 2012
Zoo Advertising	C100 Style Guide Artwork	\$5,625	Whole of Government Panel	Centenary of Canberra Unit	April 2012
Zoo Advertising	City of Trees Worksheets Artwork	\$675	Whole of Government Panel	Centenary of Canberra Unit	April 2012
Zoo Advertising	Image for City of Trees	\$735	Whole of Government Panel	Centenary of Canberra Unit	April 2012
Zoo Advertising	City of Trees Publication Artwork	\$2,650	Whole of Government Panel	Centenary of Canberra Unit	April 2012
Zoo Advertising	C100 CTC web button design update	\$150	Whole of Government Panel	Centenary of Canberra Unit	April 2012
Zoo Advertising	Design C100 Birth & Marriage Certificates	\$1,050	Whole of Government Panel	Centenary of Canberra Unit	April 2012

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET
Zoo Advertising	Design invitation for Griffin Handover	\$600	Whole of Government Panel	Centenary of Canberra Unit	May 2012
Zoo Advertising	Design update - City of Trees Ed. Resources	\$150	Whole of Government Panel	Centenary of Canberra Unit	May 2012
Zoo Advertising	Design C100 Birth and Marriage Certificates	\$900	Whole of Government Panel	Centenary of Canberra Unit	June 2012

Internal Audit

NAME	DESCRIPTION AND REASON FOR CONTRACT	FINANCIAL YEAR EXPENDITURE \$ (GST EXCL)	PROCUREMENT TYPE	AREA MANAGING CONTRACT	DATE CONTRACT LET
PWC	Provision of Internal Audit Services	\$20,000	Whole of Government Panel	ACT Procurement Solutions	June 2012
PWC	Provision of Internal Audit Services	\$20,000	Whole of Government Panel	ACT Procurement Solutions	June 2012

C.16 COMMUNITY GRANTS/ASSISTANCE/SPONSORSHIP

Output 1.1 Government Policy and Strategy

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
1	Regional Development Australia ACT	Improve the coordination and delivery of regional development initiatives including the development of a regional strategic plan, provision of advice on regional needs, consultation with regional stakeholders and community engagement for the period 1 July 2011 to 30 June 2012.	Annual report on outcomes due from recipient on 31 July 2012.	\$150,000

Output 1.3 Industrial Relations Policy

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
1	UnionsACT	Ongoing funding for a work safety liaison and education officer.	Increased safety education and awareness and information.	\$117,382

Output 1.4 Coordinated Communications and Events

Grants to ACT Community Councils

Grant funding is delivered annually to all Community Councils to assist with administrative costs, such as the promotion and conduct of regular community meetings.

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
1	Woden Valley Community Council	Grant provided to assist with administration and promotion of Council activities.	More effective engagement between community and councils.	\$12,144
2	Inner South Canberra Community Council	Grant provided to assist with administration and promotion of Council activities.	More effective engagement between community and councils.	\$12,144
3	Belconnen Community Council	Grant provided to assist with administration and promotion of Council activities.	More effective engagement between community and councils.	\$12,144
4	Weston Creek Community Council	Grant provided to assist with administration and promotion of Council activities.	More effective engagement between community and councils.	\$12,144
5	Gungahlin Community Council	Grant provided to assist with administration and promotion of Council activities.	More effective engagement between community and councils.	\$12,144
6	North Canberra Community Council	Grant provided to assist with administration and promotion of Council activities.	More effective engagement between community and councils.	\$12,144
7	Tuggeranong Community Council	Grant provided to assist with administration and promotion of Council activities.	More effective engagement between community and councils.	\$12,144

Chief Minister's Community Initiatives Fund

The Chief Minister's Community Initiatives Fund provides funding to groups organising one-off events, or for initiatives that will benefit specific community groups or have broad appeal to the ACT community. It is a quick-response fund to meet emerging community needs and is used to fund initiatives that do not meet existing ACT Government grants program eligibility requirements.

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
1	YMCA of Canberra	Youth Parliament Program.	Purchase of official T-shirts.	\$1,200
2	United Nations Information Centre	2012 United Nations Day.	Hire of flagpoles	\$909
3	Battle of Britain Committee	2012 Battle of Britain Ceremony.	Contribution towards cost of ceremony.	\$1,000
4	Spiritual Care Australia	Spiritual Care Conference.	Contribution towards cost of Conference.	\$500
5	Royal National Agricultural Society	Royal National Poultry Show.	Sponsorship of 2012 Best Soft & Best Hard Feather awards.	\$455
6	CIC Australia	Crace Naval Memorial.	Grant toward cost of building the Memorial.	\$4,000

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
7	Canberra Pipes and Drums	Remember Them Initiative to raise funds for service men and women past and present.	Donation towards fundraising efforts.	\$2,500
8	Reconciliation Australia	2012 National Reconciliation Week.	Hire of flagpoles.	\$2,195
9	Mix 106.3	2012 Special Children's Christmas Party.	Contribution towards running costs of the Christmas Party.	\$1,000
10	Legs Dance	2012 Tianjin Children's Festival.	Contribution towards troupe visit to China.	\$2,000

Chief Minister's Community Support Fund

The Chief Minister's Community Support Fund provides funding for worthy charitable or community organisations. The Chief Minister receives numerous requests each year to launch a range of appeals and events for charitable or community organisations. When these types of events are launched by the Chief Minister, or another Minister, the Community Support Fund allows for a donation to be made on behalf of the ACT Government.

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
1	Ben Donohoe Run and Walk for Fun	Fund raising event for cancer support groups.	Donation to fundraising.	\$2,000
2	ACT Heart Foundation	Door Knock Appeal.	Donation to appeal.	\$2,000
3	Sudanese Community Event	Flag Raising.	Donation to cost of flag raising.	\$433
4	Rotary Club of Canberra City	City Street Swag Program.	Donation to cost of purchasing street swags.	\$1,000
5	Community Services Directorate	NAIDOC Week 2012.	Funding for NAIDOC week events.	\$27,000
6	Rotary Club of Queanbeyan and Queanbeyan Art Society	Rotary/Art Society Charity Art Show to raise funds for Canberra and Queanbeyan charities through Rotary.	Donation to fundraising.	\$200
7	Wayne Vickery Family Appeal	Appeal for Vickery Family.	Donation to appeal.	\$10,000
8	Australian Red Cross	Red Cross Calling 2012 campaign.	Donation to campaign.	\$10,000
9	The Cancer Council ACT	Cancer Council Relay Motorcycle Ride 2012.	Donation to fundraising.	\$2,000
10	The Salvation Army	2012 Salvation Army Red Shield Appeal.	Donation to appeal.	\$10,000
11	Linda Cox Memorial Fund	Appeal for Cox Family.	Donation to appeal.	\$10,000
12	Canberra Legacy Club	Big Band Sound Concert to raise funds for Defence Force support.	Donation toward cost of running concert.	\$5,000

Centenary Community Initiatives Fund

The Centenary Community Initiatives Fund was created to provide funding to community groups wishing to conduct activities which will enhance the Centenary of Canberra celebratory program in 2013. The Fund supports a range of celebratory activities, initiatives and programs that contribute to the vision and goals of the Centenary. There was an extraordinary response from the community with 113 requests for funding totalling \$3.5 million. In total 51 projects were funded totalling over one million dollars.

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
1	Barbara Van Der Linden – Faces of Canberra	Twenty-five portraits will be painted, over three years, of the people of Canberra who make this city a unique and interesting place to live.	Community engagement and support for enhanced Centenary of Canberra program.	\$4,340
2	Tuggeranong Community Festival – Footsteps to Follow	People and groups who have made significant contributions to Tuggeranong since it was established in 1974 will be recognised with bronze plaques placed in the wall at the entrance to Tuggeranong Town Park.	Community engagement and support for enhanced Centenary of Canberra program.	\$16,963
3	National Trust (ACT) – Centenary of Canberra Rally	The <i>Centenary of Canberra Rally</i> will be a large scale motoring event of historic and modern alternative energy vehicles driving from Jervis Bay to Canberra.	Community engagement and support for enhanced Centenary of Canberra program.	\$63,636
4	Tuggeranong Community Arts – Lakeside	A family fun weekend with temporary sculptures made from recycled materials alongside Lake Tuggeranong with workshops for children, artists' forums, artists' talks and a site specific work for the gallery.	Community engagement and support for enhanced Centenary of Canberra program.	\$10,000
5	Royal National Capital Agricultural Society – Royal Canberra Show	The <i>2013 Canberra Show</i> will showcase the development of agricultural practice over the last 100 years as well as craft, art and entertainment from 'side-show alley' throughout the decades.	Community engagement and support for enhanced Centenary of Canberra program.	\$100,000
6	Artsound – Heritage Preservation Project	To create a detailed catalogue of the deposit of Artsound's recordings and archival material currently contained in the ACT Heritage Library at Woden.	Community engagement and support for enhanced Centenary of Canberra program.	\$9,900
7	Cake Decorators Association of the ACT – Open Day	Open day for the public and cake decorators from around Australia that will include demonstrations of 'sugar art' celebrating Canberra's centenary.	Community engagement and support for enhanced Centenary of Canberra program.	\$1,000
8	National Foundation for Australian Women – From Lady Denham to Katy Gallagher	The project aims to document and publicise the contribution women and women's organisations have made to Canberra through the development of a permanent on-line exhibition on the Australian Women's Register which can be added to over time.	Community engagement and support for enhanced Centenary of Canberra program.	\$35,000
9	Kulture Break – Dance Nation	The <i>Dance Nation</i> project is about celebrating our city's rich multicultural diversity and heritage through dance. It will feature two performances and will attract approximately 1,000 performers.	Community engagement and support for enhanced Centenary of Canberra program.	\$25,000

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
10	Morris Register of NSW – Morris 100 Canberra	The event has two components: a public display of classic cars with a tour of Canberra and two 'Battle Of The Sites' tours to Orange and Dalgety.	Community engagement and support for enhanced Centenary of Canberra program.	\$7,400
11	Scout Association of Australia, ACT Branch – Scouts Air Activities	Scouts ACT purchased a Centenary/ Scouting branded hot air balloon and will deliver a ballooning program to 16-25 year olds resulting in a number of them gaining their pilots license.	Community engagement and support for enhanced Centenary of Canberra program.	\$30,000
12	Fire Brigade Historical Society –Display, Torchlight Parade, Australasian Road Rescue Championships and Fire Brigade Centennial Ball	Celebrate 100 years of fire fighting service to the Canberra community; this will include a display of historical appliances and trucks; a parade down Northbourne Avenue with all emergency services (fire brigade, rural fire service, SES, Police, ESA and TaMS staff) led by a pipe and marching band; three days of championship events concentrating on electric and hybrid vehicles and a celebration ball.	Community engagement and support for enhanced Centenary of Canberra program.	\$23,500
13	The Street Theatre – Capital Jazz Project	<i>Capital Jazz Project</i> is a new music event for the ACT, celebrating all things jazz within a nine-day festival format which will present a mix of international, national and ACT-based artists with participatory activities for artists and audiences.	Community engagement and support for enhanced Centenary of Canberra program.	\$45,000
14	Canberra College of Piping and Drumming – Canberra 2013 Highland Gathering	A traditional Scottish Highland Gathering involving pipe bands, Highland and Irish dancing, folk bands, Scottish and other stalls, clan society tents, Scottish heavy events, static displays and a multitude of children's events.	Community engagement and support for enhanced Centenary of Canberra program.	\$25,000
15	Alliance Francaise – Viva la France in Canberra	A day of free activities involving French art, culture, music, French games, competitions, displays, children's activities and gastronomy that will finish with a Masquerade Ball.	Community engagement and support for enhanced Centenary of Canberra program.	\$10,000
16	Capital Football – Kanga Cup	This project will invite and host a youth football team from Sister Cities Beijing and Nara and Friendship city Dili at the 2013 Kanga Cup. The Kanga Cup is the largest international youth football tournament in the Southern Hemisphere.	Community engagement and support for enhanced Centenary of Canberra program.	\$40,000
17	ANU Research School of Humanities and the Arts – Centenary of Canberra Community Tapestry	This project involves the nation in creating tapestry to celebrate its capital through a major community tapestry made by members of the community in Canberra and small tapestries woven by individuals or groups from around Australia and the world.	Community engagement and support for enhanced Centenary of Canberra program.	\$67,986
18	Mirramu Creative Arts – The Four Elements Arts Festival	A cross arts festival involving artists in residence, a workshop program, a regional schools dance program and culminating in a public event at Mirramu Creative Arts Centre on Lake George.	Community engagement and support for enhanced Centenary of Canberra program.	\$25,000

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
19	Strathnairn Arts Association – Terrain: Mapping Strathnairn	<i>Terrain</i> is a multi-layered event of land art installations and will include a program of activities for community participation to extend the Artist In Residence theme of ‘exploring the environment’.	Community engagement and support for enhanced Centenary of Canberra program.	\$15,000
20	PhotoAccess – 100 Views of Canberra	<i>100 Views of Canberra</i> will seek contemporary images by local photographers to represent the National Capital on the eve of its Centenary for an exhibition and book.	Community engagement and support for enhanced Centenary of Canberra program.	\$30,000
21	See-change – Imagining a Sustainable Canberra in 2020	This project seeks to engage up to 60,000 students and school communities across the ACT to think positively and creatively about Canberra’s next decade and century as we address the social, environmental and economic challenges that now confront the world.	Community engagement and support for enhanced Centenary of Canberra program.	\$30,000
22	Greatvenue – Enable Canberra	<i>EnableCanberra</i> is a social marketing campaign designed to provide information regarding venue accessibility to People with Special Needs seeking to attend the Centenary of Canberra activities to be held during 2013.	Community engagement and support for enhanced Centenary of Canberra program.	\$43,973
23	BMA Magazine – Canberra at Street Level	A free, hands-on exhibition which will include community vox-pops where people can share their memories of the ACT’s music, arts, and entertainment culture.	Community engagement and support for enhanced Centenary of Canberra program.	\$7,000
24	Boundless Canberra – National Children’s Playground	Funding for the design, community consultation and fundraising strategy for the <i>National Children’s Playground</i> - an all-abilities playground where children, young people and adults can play, socialise, be challenged and have lots of fun.	Community engagement and support for enhanced Centenary of Canberra program.	\$50,000
25	Special Olympics ACT – Canberra Centenary Special Olympics National Swim Meet	A three-day swim event for children and adults with an intellectual disability, with participation by all Australian states and territories, along with invitations to teams from our Sister Cities of Beijing and Nara, Friendship City Dili, and a New Zealand team.	Community engagement and support for enhanced Centenary of Canberra program.	\$30,000
26	ACT Showjumping Club – Centennial Cup	An elite competition of Australia’s best showjumpers as part of the ACT Showjumping Cup to showcase the redeveloped Equestrian Park and Canberra as a major equine facility to competitors and spectators.	Community engagement and support for enhanced Centenary of Canberra program.	\$3,000
27	Floral Art Guild of the ACT – Centenary of Floral Art in Canberra	An exhibition based upon the changes in flower arranging/floral art between 1913 and 2013 will be staged at the Canberra Centre.	Community engagement and support for enhanced Centenary of Canberra program.	\$2,500
28	ACT Veteran’s Athletic Club – Australian Masters’ Athletics National Championships 2013	The Australian Masters’ Athletics National Track and Field Championships is the premier masters-level athletics competition in Australia and will be brought to Canberra in 2013.	Community engagement and support for enhanced Centenary of Canberra program.	\$20,000

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
29	Belconnen Arts Centre – WIND AIR WATER, Centenary Kite Festival on Lake Ginninderra	A celebration of World Environment Day featuring the creation of a series of family and community kites including large Centenary kites to be flown on the foreshore of Lake Ginninderra outside Belconnen Arts Centre with accompanying music, local food and refreshments.	Community engagement and support for enhanced Centenary of Canberra program.	\$27,148
30	Friends of the Australian National Botanic Gardens – Bush Capital Celebration	A two-day program that highlights the Australian National Botanic Gardens and the natural assets that it holds for the benefit of all Australians focusing on the local community's maintenance of our 'Bush Capital'.	Community engagement and support for enhanced Centenary of Canberra program.	\$15,000
31	Volunteering ACT – Volunteering – a CAPITAL Experience	Varied public events leading to major volunteering Expo on International Volunteer Day, 5 December 2013, highlighting 100 years of volunteering in Canberra	Community engagement and support for enhanced Centenary of Canberra program.	\$14,578
32	The Cashews – Local Gold	A series of ten <i>Local Gold</i> 'guerrilla gigs' – gigs in public spaces not typically used for musical performance, where audiences receive only one hour's notice on the specific location – by local band The Cashews and special guests.	Community engagement and support for enhanced Centenary of Canberra program.	\$9,955
33	Skate Australia – Skateboarding Australia @ SPIN	Skateboarding Australia will hold ' <i>Battle at Belco</i> ' featuring Australia's best street and transition skaters on Saturday and 'Streetwise' learn-to-skate sessions on Sunday.	Community engagement and support for enhanced Centenary of Canberra program.	\$30,000
34	Walter Burley Griffin Society – Marion Mahoney Griffin Annual Lectures	The fourth and fifth annual <i>Marion Mahoney Griffin Lectures</i> in July/August 2012 and 2013. The 2013 Lecture will occur within the 'Big Issues, Big Talk' Centenary project.	Community engagement and support for enhanced Centenary of Canberra program.	\$3,000
35	Pan Hellenic Games Pty Ltd – 5 th Oceania Pan Hellenic Games Canberra 2013	The Oceania Pan-Hellenic Games, a mini Olympic Games, brings together youth of Hellenic background and promotes the Greek civilisation and cultural legacies to the local society.	Community engagement and support for enhanced Centenary of Canberra program.	\$15,000
36	Canberra Bonsai Society – AABC 2013 National Convention Public Exhibition	A public exhibition of bonsai to coincide with the official opening of the National Bonsai and Penjing Collection of Australia within the National Arboretum Canberra.	Community engagement and support for enhanced Centenary of Canberra program.	\$3,000
37	Rowing ACT – 2013 Rowing Australian Masters Regatta	Lake Burley Griffin's first sporting event was the National Club Rowing Regatta in 1964 and the National Regatta has not returned to the ACT until the Centenary of Canberra Masters Championships in April 2013.	Community engagement and support for enhanced Centenary of Canberra program.	\$15,000
38	Burley Griffin Canoe Club	The Centenary of Canberra 24-Hour Relay Challenge will involve paddlers forming teams and paddling in a relay format non-stop for 24 hours. The aim is to raise money for a nominated charity.	Community engagement and support for enhanced Centenary of Canberra program.	\$1,400
39	ACT-Monaro District Golf Association – ACT Centenary Masters' Golf Tournament	The ACT Centenary Masters' Golf Tournament is open to all male and female golfers over the age of 35 who have an official golf handicap.	Community engagement and support for enhanced Centenary of Canberra program.	\$1,500

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
40	ACTSPORT – Centenary of Canberra National Women's Sporting Congress	The congress will involve an examination of the unique success of women's sport in Canberra and how to transplant aspects of that success to other cities.	Community engagement and support for enhanced Centenary of Canberra program.	\$20,000
41	Little Athletics ACT – Australian Little Athletics Championships	Little Athletics ACT will host the annual athletics championship event with teams of leading little athletes from all states.	Community engagement and support for enhanced Centenary of Canberra program.	\$10,000
42	Judo Federation of Australia (ACT) – Centenary of Canberra 2013 International Open Judo Championships	The Championships will be the first major Judo event in Australia in 2013 and is expected to attract a large number of local, interstate and international participants to Canberra.	Community engagement and support for enhanced Centenary of Canberra program.	\$2,000
43	ACT Equestrian Association – Centenary Ride	The <i>Centenary Ride</i> will be a single day event, traversing Canberra on the Bicentennial National Trail from Hall to Kambah Pony Club via Equestrian Park in Curtin.	Community engagement and support for enhanced Centenary of Canberra program.	\$2,000
44	Bowls ACT – Bowls Centenary Celebration	The Centenary Celebration is a participatory lawn bowls event to be held at 10 clubs throughout Canberra and Queanbeyan, including Canberra's first bowling club. Invited guests and players will wear period costumes.	Community engagement and support for enhanced Centenary of Canberra program.	\$2,287
45	Orienteering ACT – Capital O	Targeting orienteers and tourists, the concept is to produce a map with a series of numbered sites and lettered photographs of obscure features at key cultural and national sites within the Parliamentary Triangle. The activity is for orienteers and tourists to visit each of the photographed sites and match the lettered photographs to the numbered sites.	Community engagement and support for enhanced Centenary of Canberra program.	\$5,000
46	History Teachers Association of the ACT – Vision Splendid: History Teacher's Association of Australia Annual Conference Canberra 2013	The Conference will explore the themes and resources of the national institutions, highlighting the idea of the National Capital, its role and importance to pass on to students around Australia.	Community engagement and support for enhanced Centenary of Canberra program.	\$10,000
47	Fred Smith and the Musicians – Peace in the Pacific	A series of concerts focused on celebrating the involvement of Canberrans in peace monitoring operations in the Pacific, coinciding with the 10 th anniversary of Regional Assistance Mission to Solomon Islands and the completion of the Bougainville Peace Monitoring Group.	Community engagement and support for enhanced Centenary of Canberra program.	\$8,470
48	Squash ACT – Festival of Squash	2013 coincides with the construction of the first squash court in Australia in 1913 at the Melbourne Club in Victoria. This festival celebrates the centenary of squash in Australia and will involve all levels of competition.	Community engagement and support for enhanced Centenary of Canberra program.	\$15,114

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/ PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
49	Canberra Model Shipwrights' Society – Expo 2013	The emphasis of the Canberra Model Shipwrights' Expo 2013 will be placed on vessels which helped to shape the Nation; vessels such as Cook's <i>Endeavour</i> , the first fleet and early Dutch, French and English explorers.	Community engagement and support for enhanced Centenary of Canberra program.	\$4,850
50	Scope Mount Stromlo – Past Present Future	2013 is the ten-year anniversary of the 2003 bushfires that devastated the Mount Stromlo and Weston Creek area on 18 January 2003. The <i>Past, Present, Future</i> exhibition will seek artefacts and works from the Canberra community to recognise and commemorate this anniversary.	Community engagement and support for enhanced Centenary of Canberra program.	\$17,000
51	Sailability ACT – 2013 Asia Pacific and Australian Championships	This international and Australian Championship race series involves competition between sailors both able bodied and with a disability.	Community engagement and support for enhanced Centenary of Canberra program.	\$8,000

Centenary of Canberra Sponsorship

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
1	Victorian Theatre Network/Australia Council	Australian Theatre Forum Production – Sponsorship Funded via the Commonwealth Government contribution to the Centenary, this sponsorship is for one event and will attract between 250 and 300 delegates to Canberra Theatre from 29 to 31 May 2013.	Acknowledgement of the Centenary of Canberra, ACT and Commonwealth Governments and negotiated benefits.	\$50,000
2	Production of SPAA Fringe	Screen Producers Association of Aust – Sponsorship SPAA is the industry peak body that represents Australian independent film and television on all business and creative aspects of screen production. Funded via the Commonwealth Government contribution to the Centenary this sponsorship is for one event. The event will be held in Canberra from 24 to 25 May 2013.	Acknowledgement of the Centenary of Canberra, ACT and Commonwealth Governments and negotiated benefits.	\$30,000
3	25th Anniversary Parliament House Australian Ballet Commission	Australian Ballet – Sponsorship Funded via the Commonwealth Government contribution to the Centenary this sponsorship is for a series of performances. The project is a new work for The Australian Ballet, the choreography and design of which will be created in collaboration with Aldo Giurgola, the architect of Parliament House. On 9 May 2013, Parliament House will celebrate its 25 th anniversary and this new work will celebrate the occasion.	Acknowledgement of the Centenary of Canberra, ACT and Commonwealth Governments and negotiated benefits.	\$120,000

NO	ORGANISATION/ RECIPIENT	PROJECT DESCRIPTION/PROCESS/PERIOD OF TIME ENGAGED	OUTCOMES	AMOUNT
4	Walkley Foundation	Walkley Awards for excellence in journalism and conference 2012 – Sponsorship. The Walkley Foundation is the peak professional body representing Australian journalists. The Foundation's gala function, the <i>Walkley Awards for Excellence in Journalism</i> , is a high profile event that recognises the very best in Australian journalism. The Awards are televised nationally on SBS, and receive significant national and international publicity. The awards were last held in Canberra in 1984. This sponsorship is for the 2012 conference and awards.	Acknowledgement of the Centenary of Canberra and ACT Government and negotiated benefits.	\$80,000

C.17 TERRITORY RECORDS

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

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

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

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

RECORDS DISPOSAL SCHEDULE NAME	EFFECTIVE	YEAR AND NO.
Territory Records (Records Disposal Schedule - Arts and Cultural Development Records) Approval 2004 (No 1)	18 June 2004	Notifiable Instrument No. NI2004-179
Territory Records (Records Disposal Schedule – Disaster Recovery (Human Services) Records) Approval 2005 (No 1)	6 May 2005	Notifiable Instrument No. NI2005-157
Territory Records (Records Disposal Schedule - Inquiries & Commissions Records) Approval 2005 (No 1)	6 May 2005	Notifiable Instrument No. NI2005-155
Territory Records (Records Disposal Schedule - Venue & Event Management Records) Approval 2005 (No 1)	28 October 2005	Notifiable Instrument No. NI2005-402
Territory Records (Records Disposal Schedule – Public Sector Management Records) Approval 2006 (No 1)	3 February 2006	Notifiable Instrument No. NI2006-29
Territory Records (Records Disposal Schedule – Industry Development Records) Approval 2006 (No 1)	26 September 2006	Notifiable Instrument No. NI2006-347
Territory Records (Records Disposal Schedule - Government Coordination Records) Approval 2007 (No 1)	14 September 2007	Notifiable Instrument No. NI2007-280
Territory Records (Records Disposal Schedule – Milk Vending Records) Approval 2007 (No 1)	9 October 2007	Notifiable Instrument No. NI2007-311
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Establishment Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-437

RECORDS DISPOSAL SCHEDULE NAME	EFFECTIVE	YEAR AND NO.
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Legal Services Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-443
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Occupational Health and Safety (OH&S) Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-444
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Publication Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-450
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Strategic Management Records) Approval 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-453
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Technology and Telecommunications Records) Approvals 2009 (No.1)	11 September 2009	Notifiable Instrument No. NI2009-454
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Property Management Records) Approval 2009 (No.2)	11 December 2009	Notifiable Instrument No. NI2009-625
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Community Relations Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-84
Territory Records (Records Disposal Schedule – Environmental Management Records) Approval 2011 (No 1)	25 March 2011	Notifiable Instrument No. NI2011-86
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Government Relations Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-88
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Industrial Relations Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-90
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Information Management Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-92
Territory Records (Records Disposal Schedule – Parks, Reserves and Public Places Records) Approval 2011 (No 1)	8 March 2011	Notifiable Instrument No. NI2011-94
Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Personnel Records) Approval 2011 (No.1)	8 March 2011	Notifiable Instrument No. NI2011-97
Territory Records (Records Disposal Schedule – Financial Management Records) Approval 2011 (No.1)	2 September 2011	Notifiable Instrument No. NI2011-482
Territory Records (Records Disposal Schedule – Compensation Records) Approval 2012 (No.1)	11 April 2012	Notifiable Instrument No. NI2012-183
Territory Records (Records Disposal Schedule – Equipment and Stores Records) Approval 2012 (No.1)	13 April 2012	Notifiable Instrument No. NI2012-186
Territory Records (Records Disposal Schedule – Fleet Management Records) Approval 2012 (No.1)	13 April 2012	Notifiable Instrument No. NI2012-187

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

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

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

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

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

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

Further Information can be obtained from:

Chris Cole	Records Manager	(02) 6207 5883	chris.cole@act.gov.au
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C.18 COMMISSIONER FOR THE ENVIRONMENT

During the year, CMCD did not receive any requests from, nor provide assistance to, the Commissioner for the Environment in the preparation of the State of the Environment Report. The Commissioner did not carry out any investigations or make any recommendations in relation to the Directorate's activities.

C.19 ECOLOGICALLY SUSTAINABLE DEVELOPMENT

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

The focus of the plan is to:

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

Actions the Directorate has already undertaken include:

- participating in the Environment and Sustainable Development Directorate's OfficeSmart sustainability program;

- providing recycling services for paper, cardboard, organic material, comingled recycling, toner cartridges, batteries, mobile phones and cameras; and
- expanding the use of electronic circulation of documents rather than printed copies.

Work is currently underway to investigate the installation of more efficient lighting and the building owner is currently updating a range of building systems to improve overall efficiency.

	INDICATOR AS AT 30 JUNE	UNIT	2010-11		2011-12	
LINE	GENERAL		OFFICE	TOTAL	OFFICE	TOTAL
L1	Occupancy – staff full-time equivalent	Number(FTE)	118.45	118.45	127.2	127.2
L2	Area office space – net lettable area	Square metres (m ²)	2,523.79	2,573.79	2,673.59	2,673.59
	STATIONARY ENERGY		OFFICE	TOTAL	OFFICE	TOTAL
L3	Electricity use	Kilowatt hours	209,774.19	378,017.24	209,340.16	361,398.41
L4	Renewable energy use (greenpower+EDL land fill gases)	Kilowatt hours	81,952.41	81,952.41	84,318.95	84,318.95
L5	Percentage of renewable energy used(L4/L3x 100)	Percentage	39%	22%	40%	23%
L6	Natural gas use	Mega joules	0	579,139.91	0	683,016.62
L7	Total energy use	Mega joules	755,187.08	1,940,001.97	753,624.58	1,984,050.90
L8	Energy intensity per FTE (L7/L1)	Mega joules/ FTE	6,375.58	16,378.24	5,924.72	15,597.88
L9	Energy intensity per square (L7/L2)	Mega joules/ m ²	299.23	768.69	281.88	742.09
	TRANSPORT		OFFICE	TOTAL	OFFICE	TOTAL
L10	Total number of vehicles	Numeric	3	3	2	2
L11	Total vehicle kilometres travelled	Kilometres (km)	52,494	52,494	46,949	46,949
L12	Transport fuel (Petrol)	Kilolitres	5.09	5.09	4.56	4.56
L13	Transport fuel (Diesel)	Kilolitres	0	0	0	0
L14	Transport fuel (LPG)	Kilolitres	0	0	0	0
L15	Transport fuel (CNG)	Kilolitres	0	0	0	0
L16	Total transport energy use	Gigajoules	174.00	174.00	155.95	155.95
	WATER		OFFICE	TOTAL	OFFICE	TOTAL
L17	Water use	Kilolitres	1,306.49	1,306.49	1,371.92	1,371.92
Intensities						
L18	Water use per FTE (L17/L1)	Kilolitres/FTE	11.03	11.03	10.79	10.79
L19	Water use per square metre (L17/L2)	Kilolitres/m ²	0.52	0.52	0.51	0.51

	INDICATOR AS AT 30 JUNE	UNIT	2010-11		2011-12	
	RESOURCE EFFICIENCY AND WASTE		OFFICE	TOTAL	OFFICE	TOTAL
L20	Reams of paper purchased	Reams	2,757	2,757	2,275	2,275
L21	Recycled content of paper purchased	Percentage	27.5% @ 100% recycled 67% @ 50% recycled 5.5% @ 0% recycled	27.5% @ 100% recycled 67% @ 50% recycled 5.5% @ 0% recycled	18.2% @ 100% recycled 19.1% @ 80% recycled 35.8% @ 50% recycled 26.8% @ 0% recycled	18.2% @ 100% recycled 19.1% @ 80% recycled 35.8% @ 50% recycled 26.8% @ 0% recycled
L22	Estimate of general waste (based on bins collected)	Litres	122,017.97	122,017.97	149,774.98	149,774.98
L23	Estimate of commingled material recycled (based on bins collected)	Litres	20,295.49	20,295.49	19,021.08	19,021.08
L24	Estimate of paper recycled (based on bins collected)	Litres	49,794.07	49,794.07	41,368.37	41,368.37
L25	Estimate of organic material recycled (based on bins collected)	Litres	15,864.79	15,864.79	14,511.59	14,511.59
	GREENHOUSE GAS EMISSIONS		OFFICE	TOTAL	OFFICE	TOTAL
L26	Total stationary energy greenhouse gas emissions (All scopes)	Tonnes CO2-e	136.67	316.55	133.22	295.26
L27	Total transport greenhouse gas emissions (All scopes)	Tonnes CO2-e	13.04	13.04	11.68	11.68
Intensities						
L28	Greenhouse gas emissions per person (L26/L1)	Tonnes CO2-e FTE	1.15	2.67	1.05	2.32
L29	Greenhouse gas emissions per square metre (L26/L2)	Tonnes CO2-e	0.05	0.13	0.05	0.11
L30	Transport greenhouse gas emissions per person (L27/L1)	Tonnes CO2-e FTE	0.11	0.11	0.09	0.09

C.20 CLIMATE CHANGE AND GREENHOUSE REDUCTION POLICIES AND PROGRAMS

Policy and Cabinet Division within CMCD progressed a number of initiatives in support of the portfolio's across government role in sustainability policy coordination, including:

- piloting of a *Triple Bottom Line Assessment Framework*, which aims to provide a scalable approach to inclusion of sustainability principles in policy analysis;
- releasing of *Climate Change Impact Assessment* Discussion Paper, that related to impact assessment on all Government Bills and major policy proposals and has been incorporated into the *Triple Bottom Line Assessment Framework*; and
- developing of a draft *Climate Change Vulnerability Assessment Framework for Infrastructure*.

The draft *Triple Bottom Line Assessment Framework*, *Climate Change Impact Framework* and the draft *Climate Change Vulnerability Assessment Framework for Infrastructure* are available at www.cmd.act.gov.au/policystrategic/sustainability.

C.21 ABORIGINAL AND TORRES STRAIT ISLANDER REPORTING

Since the launch of the *ACTPS Employment Strategy for Aboriginal and Torres Strait Islander People* in April 2011, there has been an increase in the number of employees identifying as an Aboriginal or Torres Strait Islander across the service from 0.9% (176) to 1.0% (215). Also during this financial year:

- the ACT Graduate program was promoted to Aboriginal and Torres Strait Islander students;
- cultural awareness training has been developed in consultation with Shared Services and the Canberra Institute of Technology Solutions. This training has been listed on the Shared Services Training calendar; and
- the Department of Education, Employment and Workplace Relations Indigenous Cadetship Support program was investigated and will be promoted to directorates in the coming financial year.

The strategy can be accessed at www.cmd.act.gov.au/governance/public/ES.

In 2011-12, Policy and Cabinet Division in CMCD led or collaborated on a number projects to enhance across government approaches to addressing Indigenous disadvantage, across three broad categories:

Consultation

Policy and Cabinet Division worked across government, particularly with the Community Services Directorate, to finalise the Government Response to the Aboriginal and Torres Strait Islander Elected Body's Second Report to Government 2011. The Response addressed 30 recommendations, 14 of which had significant across government implications or call for CMCD involvement in implementation.

Strategic policy and advice

Policy and Cabinet Division developed the reporting framework and contributed performance information on achievement of the Closing the Gap targets for the *ACT Annual Report on Closing the Gap*. The report was produced for the first time in 2012. As the ACT's measurement capability increases, the report will be used to develop a more sophisticated picture of progress against Closing the Gap and a more strategic approach to addressing Indigenous disadvantage in the ACT.

Intergovernmental relations

Policy and Cabinet Division represented the ACT on the intergovernmental working group to review the performance indicator framework for the National Indigenous Reform Agreement. The purpose of the review was to evaluate the usefulness of the Agreement's indicators as accountability (outcome) or progress indicators, in the context of data limitations. COAG rationalised the number of performance indicators from 27 to an improved, focused 15.

Centenary of Canberra

The Centenary of Canberra will have a significant Indigenous component. In developing the Centenary of Canberra program, an informal Indigenous reference group was established to inform Indigenous programming. The group met three times in the reporting period. The Creative Director provided information about national Indigenous programming, encouraged local community engagement and identified opportunities through these meetings. The Centenary has also appointed a Producer of Indigenous Programming, HHO Events, to contract a range of programming predominantly for the February and July periods.

The 2013 Centenary Indigenous showcase will be staged as part of the National Multicultural festival on 8, 9 and 10 February. Over the three days people will be entertained by traditional and contemporary performances, participate in interactive cultural exchange activities and sample foods from across Indigenous Australia. Throughout 2013 there will be Indigenous arts, culture performances, theatre and master classes.

C.22 ACT MULTICULTURAL STRATEGY 2010-2013

CMCD has undertaken a range of activities aimed at furthering the *ACT Multicultural Strategy 2010-2013*. Details of these activities are provided below against the Focus Areas.

Languages

Through working with national institutions, diplomatic missions and other directorates, the Centenary of Canberra program has developed elements that will showcase, celebrate and increase awareness of the cultural diversity of Canberra. The programs include:

- **Canberra ... in so many words:** A large scale afternoon and evening celebration for Canberra's 100th birthday. Large 'word' sculptures will be erected around Lake Burley Griffin displaying the word 'home' in as many languages as is possible;
- **Windows on the World - Embassy Open Days:** A series of Embassies and High Commissions will open their doors to Canberra locals and visitors over the four weekends of Floriade in 2013;
- **Alliance Française:** Viva La France project celebrating Telopea Park School's 90th and Alliance Française's 70th anniversary (supported through the Community Centenary Initiatives Fund); and
- **Pan Hellenic Games:** The Oceania Pan-Hellenic Games is an initiative of the World Council of Hellenes Abroad Oceania and brings together youth of Hellenic background and promotes the Greek civilisation and cultural legacies to the local community (supported through the Community Centenary Initiatives Fund).

Children & Young People

A range of programs have been developed to engage children and young people of all backgrounds during Canberra's Centenary year. Some of these include:

- **Centenary Education Engagement:** A School Coordinators' Group has been formed to facilitate engagement;
- **C100 Youth:** A group of young people has been formed and actively engaged in Centenary planning and delivery;
- **Pan Hellenic Games:** see above;
- **We Built This City (Polyglot Theatre):** A public construction project, using thousands of cardboard boxes and the ingenuity and enthusiasm of youth and families to build a city in a day, this event will cater for an expected 3,000 people over four days;
- **QL2 Hit the Floor Together:** A new contemporary youth dance work produced by Canberra dance company QL2;
- **Boundless National Children's Playground:** A feasibility study for an accessible playground designed for children of all abilities, to be located at Kings Park on the shores of Lake Burley Griffin (supported through the Community Centenary Initiatives Fund);
- **Tournament of the Minds - National Final:** Tournament of the Minds is a problem solving program for teams of students from both primary and secondary years, with the national final to be held in Canberra in 2013, with theme for the tournament based on the Centenary;

- **Dollars for Dili:** The Centenary of Canberra unit is working with Scouts International on the *Dollars for Dili* appeal which raises funds for capacity building projects for young people in Canberra's Friendship city Dili in Timor-Leste. By the end of the reporting period a total of \$33,393 had been raised with an additional \$10,000 donated by Rotary International for the construction of the first sanitation and health block at Aimutin Primary School in Dili; and
- **Scouts Air Activities:** Scouts ACT launched the Centenary/Scouts branded hot air balloon, and will deliver a ballooning program to 16 – 25 year olds, resulting in a number of them gaining their piloting license (supported through the Community Centenary Initiatives Fund).

Older People & Aged Care

The Centenary Unit has met with the Office for Ageing to discuss Centenary celebrations for older people of all backgrounds. The Centenary of Canberra approved a number of initiatives that will promote opportunities for older people to engage with the Centenary Program.

- **Portrait of a Nation Website:** The website, is an interactive online project, inviting every Canberran to explore the lives of the exceptional Australians acknowledged in the names of the streets, suburbs, parks and other places in the national capital was launched;
- **Australia's Masters' Athletics National Championships:** Approximately 650 – 700 athletes, aged 30 or more, will be involved in the Championships to be held over the Easter long weekend (supported through the Community Centenary Initiatives Fund);
- **2013 Rowing Australia Masters' Regatta:** Lake Burley Griffin's first sporting event was the National Club Rowing Regatta and selection regatta for the Australian team at the Tokyo Olympics in 1964, the year of the lake's completion. The National Regatta has not returned to the ACT since then (supported through the Community Centenary Initiatives Fund); and
- **Centenary of Canberra Community Tapestry:** This is a national project involving the creation of a tapestry to celebrate our capital through two components: the first component will be a major community tapestry designed and produced by the Canberra community and permanently displayed in the ACT Legislative Assembly; and the second component will be small tapestries woven by individuals or groups from around Australia and the world which will be exhibited with the Centenary tapestry in the ACT Legislative Assembly Gallery in 2013 (supported through the Community Centenary Initiatives Fund).

Women

The Centenary of Canberra program has been developed to recognise and celebrate the contribution of women of all backgrounds in building the Australian nation. A particular focus on women has been planned for the month of February 2013. In the reporting period, the Centenary planned:

- **Sporting Women's Congress:** The Congress will bring together some of the nation's leading sports women, administrators, academics and media to examine advances made in Canberra and develop an agenda to raise the profile of women's sport nationally (supported through the Community Centenary Initiatives Fund);
- **National Foundation of Australian Women: *From Lady Denman to Katy Gallagher – A Century of Women's Contributions to Canberra*:** A permanent online exhibition on the Australian Women's Register to document and publicise the contribution women, and women's organisations, have made to Canberra (supported through the Community Centenary Initiatives Fund);
- **Selling Yarns 3: Weaving the Nation's Story:** *Weaving the nation's story* is a conference, workshop, market day and exhibition program that explores the place of Indigenous textile practices in the story of nation building in Australia; and
- **ISPS Handa Women's Australian Golf Open:** This tournament received LPGA status, guaranteeing the finest women golfers from around the world will play at the Royal Canberra Golf Club in February 2013.

Intercultural Harmony and Religious Acceptance

Through work undertaken in the reporting period with national institutions, diplomatic missions and other directorates, the Centenary of Canberra program will include components that showcase, celebrate and increase awareness of the cultural diversity of Canberra. Some of the programs developed in the reporting period include;

- **The 2013 Indigenous Showcase:** The showcase has been developed as part of the National Multicultural Festival;
- **Windows on the World - Embassy Open Days:** A series of Embassies and High Commissions will open their gates to showcase the diverse cultures available to Canberra visitors over the four weekends of Floriade;
- **Alliance Francaise:** Viva La France project celebrating Telopea Park School's 90th and Alliance Francaise's 70th anniversary (supported through the Community Centenary Initiatives Fund);
- **Kanga Cup:** Inviting teams from our Sister and Friendship Cities of Nara Japan, Beijing China, and Dili Timor-Leste (supported through the Community Centenary Initiatives Fund);
- **Canberra College of Piping and Drumming Highland Gathering:** Bringing youth Scottish Pipe bands to Canberra from many countries (supported through the Community Centenary Initiatives Fund); and
- **Dollars for Dili:** See Children and Young People above.

C.23 ACT STRATEGIC PLAN FOR POSITIVE AGEING 2010-2014

During the reporting period CMCD has undertaken a range of activities to support the *ACT Strategic Plan for Positive Ageing 2010-2014*. These include:

Information & Communication

The Communications and Engagement Unit provided advice and assistance with facilitation of the 2011 Older Persons Assembly, as well as information on ACT Government communication and community engagement initiatives.

Communication channels available to the Office of Ageing have been identified as means to effectively provide information to seniors.

Health and Wellbeing

The Centenary of Canberra supported a number of initiatives that promote health and well-being for aged people, including;

- **Australia's Masters Athletics National Championships:** Approximately 650 – 700 athletes aged 30 or more will be involved in the Championships, to be held over Easter long weekend (supported through the Community Centenary Initiatives Fund);
- **2013 Rowing Australia Masters Regatta:** Lake Burley Griffin's first sporting event was the National Club Rowing Regatta and selection regatta for the Australian team at the Tokyo Olympics in 1964, the year of the lake's completion. The National Regatta has not returned to the ACT since then (supported through the Community Centenary Initiatives Fund); and
- **Festival of Squash:** Combined Australian Open, U21, Masters and Juniors squash championships in the Centenary of Australian Squash in Canberra (supported through the Community Centenary Initiatives Fund).

Respect, Valuing and Safety

The Chief Minister's Canberra Gold Award recognises the unique contribution made by individuals and groups who have chosen to make a long-term commitment to the ACT. Through this award, the ACT Government celebrates this dedication by honouring individuals and groups who have resided or operated in the ACT for fifty years or more. Chief Minister's Canberra Gold Awards are distributed each year as part of Canberra's birthday celebrations. Award recipients receive a certificate.

In 2012, 211 individuals and 11 groups received the Award at a ceremony held at the Hellenic Club in Woden. The 2012 Canberra Citizen of the Year was also presented at the ceremony to Dr Chris Peters AM.

In the reporting period, a number of initiatives have been developed or launched by the Centenary Unit to raise awareness of the contributions made by past and present Australians to the capital.

- **Portrait of a Nation Website:** The website, which is an interactive online project, invites every Canberran to explore the lives of the exceptional Australians acknowledged in the names of the streets, suburbs, parks and other places in the national capital was launched; and
- **National Foundation of Australian Women:** *From Lady Denman to Katy Gallagher – A Century of Women's Contributions to Canberra:* A permanent online exhibition on the Australian Women's Register to document and publicise the contribution women and women's organisations have made to Canberra (supported through the Community Centenary Initiatives Fund).

Work and Retirement

The *ACT Public Service Workforce Profile 2010-11* provides retention rates for Pre-Baby Boomers (those born prior to 1946) and Baby Boomers (those born 1946-1964).

The retention rate for staff classified as Pre-Baby Boomers was 79% while the retention rate for staff classified as Baby Boomers was 91.8%. These retention rates compare with a retention rate of 90% for all staff.

The retention rate is inclusive of all employment categories i.e. casual, temporary and permanent, and is based on nominal occupancy within the service, for staff administered via the Shared Services' chris²¹ payroll system. This includes staff that may change from permanent employment in the ACTPS to a temporary or casual position as part of transitioning to retirement. Retention rate and separation rate cannot be extracted directly from one another as there are staff who commence and end within a duration shorter than twelve months. Administration of casuals may vary over time which would affect comparison of retention rates between years.

C.24 ACT WOMEN'S PLAN 2010-2015

The Directorate continues to work to improve the status of women. Below are details of activities undertaken during 2011-12 against the key priorities (Economic, Social and Environmental) as outlined in the *ACT Women's Plan 2010-2015*.

ECONOMIC

Gender pay equity

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

As at June 2011, the gender pay gap for the ACTPS workforce was three per cent (3.0%), down from three point three per cent (3.3%) in 2009-10, which means that on average for every dollar earned by male employees in the ACTPS, females earned 97.0 cents, up from 96.7 cents in 2009-10.

Executive employment

CMCD supported the Head of Service in exercising his powers around Executive employment. Approximately 40% of the Executive service are women. The proportion has been growing steadily for about 10 years and compares very favourably against other jurisdictions.

Directorate Work Conditions

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

International Women's Day

Chief Minister and Cabinet Directorate hosted an International Women's Day Morning Tea under the 2012 theme supporting women's economic empowerment. In support of local women seeking to enter or re-enter the workforce, staff made donations of clothing, shoes and accessories for the Canberra based organisation Working Wonders.

Social

The Centenary of Canberra program has been developed to recognise and celebrate the contribution of women in building the Australian nation. A particular focus on women has been planned for the month of February 2013. During the reporting period, contracts were completed for:

- **Sporting Women's Congress:** The Congress will bring together some of the nation's leading sports women, administrators, academics and media to examine advances made in Canberra and develop an agenda to raise the profile of women's sport nationally (supported through the Community Centenary Initiatives Fund);
- **National Foundation of Australian Women: *From Lady Denman to Katy Gallagher – A Century of Women's Contributions to Canberra*:** A permanent online exhibition on the Australian Women's Register to document and publicise the contribution women and women's organisations have made to Canberra (supported through the Community Centenary Initiatives Fund); and
- **Selling Yarns 3: Weaving the nation's story:** *Weaving the nation's story* is a conference, workshop, market day and exhibition program that explores the place of Indigenous textile practices in the story of nation building in Australia.

Environmental

Community groups organising events for the Centenary have been encouraged, through the Centenary of Canberra website, to undertake a Women's Safety Audit for their event.

The Directorate provides lockers, change rooms and bike racks to support staff who choose to ride or walk to work. Staff are also able to salary package bus tickets.

C.25 MODEL LITIGANT GUIDELINES

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

1. The Director-General is advised of all legal disputes and is provided with regular updates as necessary.
2. The Directorate's legal services are provided by the ACT Government Solicitor's Office, which reviews the Directorate's instructions to ensure compliance with the Model Litigant Guidelines. The Directorate is able to rely upon the Government Solicitor to identify those matters where a question arises as to compliance with the Model Litigant Guidelines and to address it, or elevate it, within the Directorate as appropriate.
3. All staff involved in litigation are informed of the guidelines and instructed to comply with them, referring any queries to the ACT Government Solicitor's Office.

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

C.26 NOTICES OF NONCOMPLIANCE

During the reporting period CMCD did not commit any offences against the *Dangerous Substances Act 2004*.



ANNEXED REPORTS

ACT EXECUTIVE

Overview

The ACT Executive comprises the Chief Minister and other Ministers and their staff. The ACT Executive has powers under the *Australian Capital Territory (Self Government) Act 1988* to govern the Territory and execute and maintain enactments and laws.

Responsibility for the administration of the budget appropriation for the ACT Executive rests with the Chief Minister and Cabinet Directorate. Governance oversight, including Audit Committee, forms part of the governance structure within the Chief Minister and Cabinet Directorate. The ACT Executive financial results, including asset management, and a Management Discussion and Analysis are reported in Volume 2 of the *2011-12 Chief Minister and Cabinet Directorate Annual Report*.

Gallagher Ministry

Katy Gallagher Chief Minister

Minister for Health

Minister for Territory and Municipal Services

Andrew Barr Deputy Chief Minister

Treasurer

Minister for Economic Development

Minister for Tourism, Sport and Recreation

Simon Corbell Attorney-General

Minister for Police and Emergency Services

Minister for the Environment and Sustainable Development

Joy Burch Minister for Community Services

Minister for Multicultural Affairs

Minister for Ageing

Minister for Women

Minister for the Arts

Chris Bourke ¹ Minister for Education and Training

Minister for Industrial Relations

Minister for Aboriginal and Torres Strait Islander Affairs

¹ Dr Chris Bourke was sworn in as the fifth Minister on 23 November 2011.

Staffing

Staff are employed under the *Legislative Assembly (Members Staff) 1989 Act* (LAMS Act). The 2011-13 LAMS Enterprise Agreement was negotiated during the reporting period. The Agreement covers Executive and non-Executive members staff. Each political party is represented by an elected member of staff in negotiations with management. Negotiations are facilitated by the Workforce Capability and Governance Division, Chief Minister and Cabinet Directorate.

Number of staff employed at 30 June 2012

CLASSIFICATION	NUMBER OF STAFF
Chief of Staff	1.0
Senior Adviser L2	6.6
Senior Adviser L1	12.6
Adviser L2	5.0
Adviser L1(upper)	5.0
Adviser L1(lower)	4.2
TOTAL	34.4

Gender breakdown at 30 June 2012

LAMS – ACT EXECUTIVE	FEMALE	MALE	TOTAL
FTE by gender	19.8	14.6	34.4
Percentage of workforce	57.56	42.44	

Administrative support operations, financial management and associated reporting are provided to the ACT Executive through the Office of the Legislative Assembly, the Chief Minister and Cabinet Directorate, and Shared Services, Treasury Directorate.

Accommodation and building security is controlled by the Office of the Legislative Assembly, who also oversight workplace health and safety and associated risk management, facilities management and workplace environmental management. Reporting on these issues is contained in the *2011-12 ACT Legislative Assembly Secretariat Annual Report*.

Administrative support, including maintenance of records of correspondence to Ministers, protocol matters, awards and events is provided by the Chief Minister's Support and Protocol Unit in the Chief Minister and Cabinet Directorate. Administrative operations are subject to the same governance controls in relation to risk management, fraud prevention and records management as the Chief Minister and Cabinet Directorate, and reporting is included in the relevant sections of the Directorate's Annual Report. This model also applies in relation to the provision of payroll services through Shared Services.

Responses to thirteen requests received by the ACT Executive under the *Freedom of Information Act 1989* are available on the *Open Government* website at www.cmd.act.gov.au/open_government. All of the requests were responded to within thirty days. For five requests all relevant documents were fully released; there was partial release of relevant documents in four requests; and no relevant documents were located for four requests.

The Executive's legal services are provided by the ACT Government Solicitor's Office, which will review any issues to ensure compliance with the Model Litigant Guidelines.

Reporting areas not applicable to the Executive are listed at page 133, of this report.

Further Information can be obtained from:

Sara Lynch	Manager, Chief Minister's Support and Protocol	(02) 6205 0192	sara.lynch@act.gov.au
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DEFAULT INSURANCE FUND

The Organisation

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

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

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

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

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

All claims and administration costs are met from the Fund.

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

A public servant appointed by the Director-General, Chief Minister and Cabinet Directorate, manages the Fund. Mr John Fletcher, General Manager, ACT Insurance Authority, is the current DI Fund Manager. The administrative functions of the DI Fund are undertaken by two staff employed through the Chief Minister and Cabinet Directorate.

Administrative operations are subject to the same governance controls in relation to risk management, fraud prevention and records management as the ACT Insurance Authority, and reporting is included in the relevant sections of the Authority's Annual Report.

The Authority also oversees workplace health and safety and associated risk management, accommodation, facilities management and workplace environmental management. Reporting on these issues is contained in the Authority's Annual Report.

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

The Committee comprises three members appointed by the Minister, the Director, Continuous Improvement and Workers' Compensation Branch (Chair) and the DI Fund Manager. The membership of the DI Fund Advisory Committee is:

- Meg Brighton - Director, Continuous Improvement & Workers' Compensation Branch (Chair);
- Christopher Peters – ACT & Region Chamber of Commerce and Industry (Employer Representative);
- Susie Walford – GIO Insurance (Insurer Representative);
- Dean Hall - CFMEU (Employee Representative); and
- John Fletcher – DI Fund Manager.

The Committee met on three occasions during 2011-12. At each meeting, a report on the status of the DI Fund was provided, and a schedule detailing the status of all open claims was considered. Committee members provided advice in relation to the ongoing management of the remaining open claims, including outstanding case estimates and financial operation of the fund.

Uninsured Employer Fund (UEF)

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

Claims

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

When satisfied that an insurance policy is not in place, the DI Fund acts as the default insurer for the injured worker. The DI Fund arranges and facilitates appropriate rehabilitation and medical treatment for injured workers with the aim of returning an injured worker back to their pre-injury state where possible. Claims are managed within the auspices of the Act, and the DI Fund meets the cost of all legislated entitlements for injured workers including medical expenses, rehabilitation costs, weekly compensation and lump sum settlements.

UNINSURED EMPLOYER FUND - CLAIMS	
Total Claims opened during the reporting period	20
Total Claims closed during the reporting period	16
Current Open Claims	35

Finance

Revenue

In 2009 the Chief Minister and Cabinet Directorate undertook a review of the DI Fund levy revenue model. A funding model was developed and consulted with stakeholders with a view to moving to a fully funded model over a five-year period.

The Workers' Compensation (Insurer Contribution Protocol) Approval 2010 (No 1) was developed.

Section 1.5 of the Protocol and Section 168A of the *Workers Compensation Act 1951* require the Fund Manager to undertake a review of the Uninsured Employer Fund each year to determine the appropriate levy to apply to achieve the above objective.

In considering an appropriate levy for 2011-12, the Fund Manager took into consideration a range of issues including some sensitivity analysis of the volatility of the DI Fund, the potential for an increase in claims costs, and claim numbers in the current and future insurance years.

The Fund Manager imposed contributions from insurers and self insurers equal to 1.7% of the gross written premiums in 2011-12.

A total of \$3.209 million has been collected as levy revenue from insurers and self-insurers. \$82,000 of this revenue has been applied to meet the cost of current year expenses and \$3.127 million has been applied to reduce the UEF's unfunded component identified as current and non-current receivables.

Expenses

The total expenses for 2011-12 were \$665,000.

Balance

The total outstanding claims provision for the UEF as at 30 June is \$10.811 million.

The fund holds \$5.433 million in cash and cash equivalents and total receivables of \$5.446 million as at 30 June 2012.

The following table provides a forecast of levy revenue and liabilities. The forecast anticipates a breakeven point on the funding of claims by 2015.

	ACTUAL		PROJECTIONS		
ITEM	30/06/2011	30/06/2012	30/06/2013	30/06/2014	30/06/2015
Levy for the year ending (\$m)	2.404	3.209	3.326	3.459	3,597
Levy as a % of premium	1.7%	1.7%	2.0%	2.0%	2.0%
Balance of liabilities (\$m)	-7.111	-4.440	-2.505	-324	2.017
Balance of the UEF (\$m)	2.653	5.433	7.943	10.551	13.347

Collapsed Insurer Fund (CIF)

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

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

Claims

When satisfied that an insurer is unable to pay, the DI Fund acts as the default insurer for the injured worker. The DI Fund arranges and facilitates appropriate rehabilitation and medical treatment for injured workers with the aim of returning an injured worker back to their pre-injury state where possible. Claims are managed within the auspices of the Act, and the DI Fund meets the cost of all legislated entitlements for injured workers including, medical expenses, rehabilitation costs, weekly compensation and lump sum settlements.

The liquidators for NEM have completed final statutory and administrative matters and the liquidation is now complete.

As at 30 June 2012 there was 1 open claim against NEM and 6 open claims against HIH.

The liquidation for HIH is continuing. The Fund Manager is the fund representative on the committee of inspection for the HIH liquidation.

COLLAPSED INSURER FUND - CLAIMS	
Total Claims opened during the reporting period	2
Total Claims re-opened during the reporting period	1
Total Claims closed during the reporting period	2
Current Open Claims	7

Finance

Revenue

The fund is not levying insurers and self-insurers for the CIF at present.

The fund has received \$883,000 from third parties and court associated recoveries.

The fund can appropriately and responsibly manage the impact of any future insurance collapses within the workers' compensation industry through the retention of its current reserve and the imposition of a tailored levy on employers in the event of a collapse.

Expenses

When HIH Insurance collapsed in 2001, the Territory estimated the Workers' Compensation Supplementation Fund (now the Collapsed Insurer Component of the Default Insurance Fund) exposure to unpaid workers' compensation claims would reach \$40 million.

At the time of the collapse the fund balance was \$9 million. In response to the collapse, the Territory provided a loan of \$30 million to the Workers' Compensation Supplementation Fund. It was anticipated that the remainder of the loan would be repaid when the balance of claims activity in the fund stabilised.

As at 30 June 2011, the CIF had cash and investments totalling \$24.3 million with an estimated outstanding claims provision of \$2.825 million.

On the 29 February 2012 the Under Treasurer wrote to the Director-General of the Chief Minister and Cabinet Directorate requesting that the DI Fund repay an amount of \$13.7 million loaned to CIF by the Territory.

In March 2012 the CIF repaid the funds requested, this follows an initial repayment of \$5 million which was made in July 2005.

The outstanding loan balance of \$11.3 million will remain in the CIF as a reserve to meet the cost of future claims.

Balance

The fund total equity as at 30 June 2012 is \$9.890 million.

The total outstanding claims provision is \$2.641 million as at 30 June 2012.

The full DI Fund financial statements are reported in Volume 2 of the *2011-12 Chief Minister and Cabinet Directorate Annual Report*.

External Services Providers

The following external service providers support the operation of the DI Fund:

- The operations of the fund are supported by KPMG as the Fund Actuary, who were appointed in May 2011.
- The Fund legal panel comprises Minter Ellison, DLA Piper, and Sparke Helmore who provide advice and representation services.

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

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

NAME	DESCRIPTION AND REASON FOR CONTRACT	2011-12 COST \$ (GST EXCLUSIVE)	2010-11 COST \$ (GST EXCLUSIVE)	DATE CONTRACT COMMENCED	TYPE OF CONTRACT
Sparke Helmore	Legal advice	\$13,902	\$6,885	11 Nov 2010	Open
	Disbursements	\$8,065	\$0		
	Total.	\$21,967	\$6,885		
Minter Ellison	Legal advice	\$192,721	\$203,690	11 Nov 2010	Open
	Disbursements	\$88,545	\$65,048		
	Total	\$281,266	\$268,738		

NAME	DESCRIPTION AND REASON FOR CONTRACT	2011-12 COST \$ (GST EXCLUSIVE)	2010-11 COST \$ (GST EXCLUSIVE)	DATE CONTRACT COMMENCED	TYPE OF CONTRACT
DLA Piper	Legal advice. Disbursements Total	\$19,487 \$9,021 \$28,508	\$225,017 \$127,420 \$352,437	10 Nov 2010	Open
King & Wood, Mallesons	Legal advice. Disbursements Total	\$80,797 \$38,552 \$119,349	\$51,361 \$7,858 \$59,219	1 Dec 2007 Mallesons have 2 matters remaining from their original contract.	Open
Finity Consulting	Actuarial Services	\$0	\$8,236	Nov 2006 to Apr 2011	Select
KPMG	Actuarial Services	\$38,200	\$0	May 2011	Select
Grand Total		\$489,290	\$695,515		

- Disbursements include costs such as medical examinations, investigation reports and counsels' fees.
- The Managing Partner of HWL Ebsworth was retained off panel due to the extensive experience and prior involvement that he had in a particular matter. A total \$28,094 was paid, inclusive of legal fees and disbursements.

The DI Fund did not receive any requests under the *Freedom of Information Act 1989* or any public interest disclosures during 2011-12.

Reporting areas not applicable to the DI Fund are listed at page 133, of this report.

Further Information can be obtained from:

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

The Work Safety Council is established by the *Work Health and Safety Act 2011*, which came into effect on 1 January 2012. The Council previously operated under the (former) *Work Safety Act 2008*.

The Work Safety Council does not receive its own budget appropriation, any funding relating to the Council is included in the Chief Minister and Cabinet Directorate budget appropriation. Reporting on finance related issues is included in the relevant sections of the Directorate's Annual Report.

The Council advises the Minister for Industrial Relations on work safety, workers' compensation, bullying in the workplace and other workplace psychosocial issues and inquires. It also reports on matters referred to it in relation to these issues. The Office of Industrial Relations in the Chief Minister and Cabinet Directorate provides secretariat support to the Council.

The Council is made up of thirteen members, four members representing employees, four members representing employers, four members appointed by the Minister and the ACT Work Safety Commissioner. The Minister appoints members on a part-time basis for up to three years.

During 2011-12 Council membership was as follows:

Mr Robert Knapp	Chair Ministerial Appointee
Mr Michael Baldwin	Employer representative Director, Industrial Relations Master Builders Association
Ms Mandy Green (from April 2012)	Employer representative ACT Council of Social Services
Mr Andrew Kefford	Employer representative ACT Commissioner for Public Administration
Mr Greg Schmidt	Employer representative Director, Workplace Relations ACT & Region Chamber of Commerce & Industry
Mr Bill Book	Employee representative Schools Organiser Australian Education Union
Mr Dean Hall	Employee representative Secretary, ACT Branch Construction Forestry Mining and Energy Union
Mr Damian Kirkwood (from June 2012)	Employee representative Secretary, ACT Branch Communications, Electrical & Plumbing Union, Plumbing Division
Ms Kim Sattler	Employee representative Secretary Unions ACT
Ms Jane Timbrell (until October 2011)	Employee representative Australian Manufacturing Workers Union
Ms Fiona Barbaro (from August 2011)	Ministerial Appointee Office of Industrial Relations Chief Minister and Cabinet Directorate

Dr Andrew Hopkins (until August 2011)	Ministerial Appointee Professor of Sociology, School of Social Sciences Australian National University
Dr Vikki Knott (from June 2012)	Ministerial Appointee Assistant Professor, Centre for Applied Psychology University of Canberra
Mr Alan Reid	Ministerial Appointee Insurance Council of Australia
Mr Mark McCabe	Work Safety Commissioner WorkSafe ACT

The Council met four times during 2011-12. During the year the Council:

- provided advice on the content and implementation of work health and safety laws in the ACT;
- provided advice and feedback on an exposure draft of the Workers Compensation Amendment Bill 2010;
- provided input to the revised Regulatory Framework for Approved Insurers;
- considered the proposed reform of dangerous substances laws in connection with the implementation of national model work health and safety laws;
- considered a legislative amendment to introduce a portable long service leave scheme for the security industry;
- formed an advisory committee to provide advice to Government on measures to address workplace bullying and other psychosocial hazards;
- formed an advisory committee to examine and report on measures to improve safety outcomes in the civil construction industry;
- reviewed the Occupational Health and Safety Liaison Officer position and the arrangements managed through the Office of Industrial Relations;
- discussed options for the extension of the workers' compensation scheme to prevocational trainees; and
- developed and agreed to an information sheet on impairment at work as a work health and safety matter.

The Council has no property or staff of its own. Administrative support, including records management, is provided by the Workforce Capability and Governance Division, Chief Minister and Cabinet Directorate. As such, administrative operations are subject to the governance of the Chief Minister and Cabinet Directorate. Reporting on issues dealing with the activities of the Directorate's staff is covered in the relevant sections of the Directorate's Annual Report.

Other reporting issues which are not applicable to the Work Safety Council are listed at page 133, of this document.

Further Information can be obtained from:

Fiona Barbaro	Director, Office of Industrial Relations	(02) 6207 6003	fiona.barbaro@act.gov.au
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NON-APPLICABLE REPORTING REQUIREMENTS

Due to the nature of their enabling legislation, functions or administrative support, the entities below do not report against the listed sections of the Annual Report Directions.

ACT Executive

Performance and Financial Management Reporting

A.7 - A.8

Consultation and Scrutiny Reporting

B.1 – B.4

Legislative and Policy Based Reporting

C.3; C.11 – C.16; C.18; C.20 - C.24; C.26

Default Insurance Fund

Performance and Financial Management Reporting

A.5; A.7 – A.8

Consultation and Scrutiny Reporting

B.1 – B.4

Legislative and Policy Based Reporting

C.11 – C.14; C.16; C.18; C.20 - C.26

Work Safety Council

Performance and Financial Management Reporting

A.5 - A.8; A.10

Consultation and Scrutiny Reporting

B.1 - B.4

Legislative and Policy Based Reporting

C.1 - C.4; C.6 – C.16; C.18-C.26

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