

Annual Report (Government Agencies) Notice 2006

Notifiable instrument NI2006-279

made under the

Annual Reports (Government Agencies) Act 2004, s 9 (Annual report direction), s 12 (Declaration of responsible Minister for public authority, s 16 (Declaration of public authority)

1 Name of instrument

This instrument is the Annual Report (Government Agencies) Notice 2006.

2 Commencement

This instrument commences on the day after notification.

3 Annual Report Directions 2006, section 9

I issue the directions set out in Attachment A.

4 Declaration of Minister for a public authority, section 12

I declare that a Minister named in Attachment B, column 1 is the responsible Minister for the public authority named in Attachment B, column 2 opposite the Minister's name.

5 Declaration of public authority, section 16

I declare each entity named in Attachment C to be a public authority for the Act, dictionary, definition of *public authority*.

Jon Stanhope MLA

Chief Minister

30 July 2006



**CHIEF MINISTER'S
ANNUAL REPORT DIRECTIONS
2005-2006**

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Section 1 – Guidelines

1. Introduction

The reporting period is 1 July to 30 June each year, unless varied by direction of the Chief Minister to take account of calendar year operations of specific authorities.

The *Annual Reports (Government Agencies) Act 2004* (the Annual Reports Act) sets the framework for annual reporting across the ACT public sector. This framework identifies which public bodies provide annual reports and outlines the timeframe for provision of reports.

The *Financial Management Act 1996* (FMA) requires departments and public authorities with financial reporting obligations under the FMA to include audited annual financial and performance statements in their annual report. The *Territory Owned Corporations Act 1990* makes similar requirements of Territory Owned Corporations (TOCs).

The *Annual Report Directions* (the Directions) apply consistent public accountability and statutory reporting requirements across the public sector. The Directions apply to all administrative units and those government agencies identified as public authorities. The Directions are to be read in conjunction with reporting obligations arising from an agency's enabling or other relevant legislation. Some TOCs and public authorities will have specific reporting requirements set out in their enabling legislation.

2. Purpose of Annual Reports

Annual reports are key accountability documents as they are:

- the principal way in which agencies account for their performance through Ministers to the Legislative Assembly and the wider community;
- tabled in the Assembly and form a key part of the historical record of government and public administration decisions, actions and outcomes;
- a source of information and reference about the performance of agencies and service providers for stakeholders, educational and research institutions, the media and the public; and
- key reference documents and documents for internal management.

Government Budget Papers and agency Ownership Agreements or Statements of Intent establish core government outcomes and strategic priorities, while setting out performance targets and funding appropriations.

Annual Reports are reports from agency heads to their responsible Minister. They provide information about the achievements, issues, performance, outlook and financial position of the agency at the end of each reporting year.

Annual Reports co-exist with other annual whole-of-government reporting to present an aggregated view of the performance of the ACT public sector as a whole.

3. Chief Executive Responsibilities

Under the Annual Reports Act, the responsibility for annual reporting rests with Chief Executives, Chief Executive Officers or relevant statutory office holders or appointees with governance responsibility who make independent reports.

Chief Executives (including appointees with governance responsibility) are required to:

- identify all relevant statutory and public accountability reporting requirements for the agency;
- report for the full year on all agencies under their control at the end of the reporting period;
- include prescribed annexed and subsumed reports;
- indicate changes to administrative arrangements;
- sign the transmittal certificate; and
- provide copies of annual reports to their Minister/s.

Where the Chief Executive is responsible for more than one reporting entity, the decision to publish separate or consolidated annual reports rests with the Chief Executive in consultation with the appropriate Minister(s).



4. Reporting Entities

The Annual Reports Act refers to two main kinds of reporting entities. Administrative units defined under Administrative Arrangement Orders made under the *Public Sector Management Act 1994* and public authorities. For the purposes of the Act, public authorities fall into three categories:

- those providing reports to a Minister;
- those providing reports to a Chief Executive for attachment to an administrative unit report (annexed reports); and
- those providing information to a Chief Executive for inclusion in an administrative unit report (subsumed reports).

Attachment 1 details Departments (including their responsibility for annexed and subsumed reports).

Attachment 2 details Public Authorities and Territory Owned Corporations.

Attachment 3 details reporting entity responsibilities.

5. Compliance

Compliance with the Annual Report Directions is compulsory for all reporting entities. However, not all requirements are relevant or applicable to all entities given the nature of their operations. In circumstances where an entity determines that a reporting requirement is not applicable, an explanation detailing the reasons for the omission, must be included in the annual report. Report omissions and reasons for non compliance should be referenced under the relevant report heading in a table format as an appendix to the annual report.

The Annual Report Directions also reflect the recent changes to agencies' financial and performance reporting resulting from the recent amendments to the *Financial Management Act 1996*. The revised reporting requirements are set out in Part D of the Directions. Enquiries concerning changes to the financial framework and reporting obligations should be directed to Sandra Kennedy, Senior Manager – Accounting Branch, ACT Treasury, Ph 62070299.

6. Characteristics of Effective Annual Reporting

An effective annual report will:

- provide a clear picture of the agency's purpose, priorities, outputs and achievements;
- focus on results and outcomes – communicate the success or otherwise, including shortfalls, of the agency's activities in achieving government policy outcomes in the reporting year, while accounting for the resources used in the process;
- discuss results against expectations - provide sufficient information and analysis for the Assembly and community to make a fully informed judgement on agency performance
- clearly identify any changes to structures or functions of the agency in the reporting period and explain changes in performance over time;
- report on agency financial and operational performance and clearly link with budgeted priorities and financial projections as set out in annual Budget Estimate Papers and the agency Ownership Agreement/ Statement of Intent and Corporate Plan;
- provide performance information that is complete and informative, linking costs and results to provide evidence of value for money;
- discuss risks and environmental factors affecting the agency's ability to achieve objectives including any strategies employed to manage these factors, and forecast future needs and expectations;
- recognise the diverse needs and backgrounds of stakeholder groups and present information in a manner that is responsive to the maximum number of users while maintaining a suitable level of detail;
- comply with any specific legislative reporting requirement; and
- comply with the *Annual Reports (Government Agencies) Act 2004* and the Chief Minister's Annual Report Directions.



7. Format

Reporting entities are required to follow the reporting template (set out in Section 2 of the Directions) when preparing their annual report. This requires each entity to address four key reporting areas and include a transmittal certificate and relevant appendices in their annual report.

Management analysis and discussion on the operations and performance of each entity must be structured under the four reporting areas summarised below.

- The Chief Executive review section provides an understanding of the agency, an overview of the operating environment, a summary of highlights and the outlook for the coming year;
- The Agency Performance section reports on strategic achievements and reporting requirements relating to legislation and whole of government policy initiatives;
- The Management of the Organisation section reports on key accountability measures that cover people management, governance and sustainability and environment; and
- The Analysis of Financial Performance section reports financial results and provides discussion of financial performance, and related items including asset management and capital works management.

To assist the reader to understand the report, the format and layout should be logical and easy to follow so that it guides the reader through the report. An annual report must include:

- a table of contents;
- a list of abbreviations and acronyms;
- a glossary of technical terms;
- an alphabetical index;
- other sources of information if applicable;
- a compliance index of mandatory reporting requirements (refer Attachment 4); and
- a table of reporting omissions (if applicable).

In addition, the agency annual report must provide throughout the body of the report:

- reference to contact officers (with contact details) for reporting purposes; and
- reference to related annual reports.

Where possible the report should also include:

- internal cross referencing between the text and any related appendices, and the relevant part of the financial statements; and
- a website address for the agency and where the report can be accessed, or if the agency does not have a website, where copies can be obtained.

8. Publication

Annual reports should not be designed for promotional, marketing, commercial or morale-building purposes. They should be an objective account, primarily to the Legislative Assembly, of how the entity has performed during the reporting year.

Annual reports should be modest documents. Entities should ensure that they consider the principles of good design and communication to produce a report that is informative and easy to read. The language of the report should be clear, concise, consistent and free from technical jargon. The format and layout should be logical and easy to follow so that it guides the reader through the report. Where appropriate, entities should summarise and simplify information using tables, graphs and comparative data.

Entities are encouraged to minimise the use of elaborate design features to maintain focus on accountability, rather than on the promotion of agency activities. Although presentation can assist in increasing interest and clarifying content, costs of producing annual reports through the use of graphic designers, colourful graphics,



photographs, artwork and expensive paper, should be avoided. Consideration should be taken in the production of annual reports to minimise any environmental impact.

Production standards are set out in branding guidelines, available from your agency's communications unit, or the Government Communications Unit, Chief Minister's Department.

The Standards already provide that:

- The quality of binding should ensure that documents are robust with frequent handling;
- covers must not exceed three colours;
- white, recycled and uncoated paper must be used; and
- multiple colours must be avoided – colour pages may be used to differentiate between sections.

In addition, the following requirements apply to annual reports, unless it is cheaper to use digital technology to produce the report:

- reports should use no more than three print colours. Black or shades of black will be considered a colour;
- it is permissible to use additional colours if required to adequately represent charts and graphics;
- no full colour photography is to be used; and
- the use of photographs generally is to be kept to a minimum and should be used to provide added information rather than as a design feature.

Note: Under newly revised ACT Government branding requirements, all ACT Government agency external communications must carry the Government brand as their primary brand. The revised ACT Government logo should be displayed on the front cover of Annual Reports and be of at least equal size to the agency's logo. The 'Building Our City, Building Our Community' logo is no longer to be used on Annual Report covers. More information on branding requirements can be found at <http://www.scripts.act.gov.au/ACTGOVlogo/index.html>.

CONTACT: Communications Unit, Chief Minister's Department Ph 62076457.

9. Presentation

The Annual Reports Act requires Chief Executives of administrative units, public authorities and the Commissioner for Public Administration to prepare Annual Reports and for the responsible Minister to present the Report to the Legislative Assembly within 3 months after the end of the reporting period.

As there are no sitting days in the last week of September 2006 the provisions relating to out of session distribution and tabling of Annual Reports will apply.

This process will require the following action:

Out of Session Arrangements:

- All entities must provide reports to their Minister by 22 September 2006;
- All entities must provide 20 copies of annual reports to the Speakers Office on, or preferably before, 29 September 2006 for distribution to members of the Legislative Assembly;
- The annual reports must be accompanied by a covering letter signed by the responsible Minister requesting the Speaker to arrange for distribution of annual reports to the Assembly in accordance with Sec 13 of the *Annual Reports (Government Agencies) Act 2004*;
- The Speaker's office will arrange for a copy of the report to be given to each Member of the Legislative Assembly on the day of receipt;
- Note that annual reports are publically available from this date and must be placed on ACT Government Internet sites on the same day of distribution to Assembly members (refer to item 10 Access and Distribution of electronic copies);
- In the case of entities using DUS publishing services, the Cabinet Office (Kas Paul, Assembly Liaison, Chief Minister's Department) will coordinate the receipt of annual reports by the Speaker's office in conjunction with Assembly Secretariat;



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- Reporting entities using an external publishing provider should arrange for the relevant DLO in the Minister's office to coordinate arrangements regarding receipt of annual reports by the Speaker's office.

Tabling Arrangements:

- Annual reports must be tabled in the Legislative Assembly by the responsible Minister on 17 October 2006;
- The Cabinet Office will seek government business for the October sitting week at the end of September 2006. Agencies need to include in their returns to the Cabinet Office the tabling of annual reports, including responsibility for those authorities listed under each portfolio Minister in the Administrative Arrangement Orders;
- All entities will need to provide 20 copies of their annual report to the Cabinet Office (Kas Paul, Assembly Liaison, Chief Minister's Department) for tabling in the Assembly;
- Note that annual reports tabled on 17 October 2006 must be exactly the same as those distributed out of session by the Speaker, otherwise 40 amended copies will be required and marked 'Revised'.

CONTACT: Public Sector Management Chief Minister's Department Ph 62072008.

CONTACT: Cabinet Office Chief Minister's Department Ph 62050543.

10. Access and Distribution

Electronic Copies

All annual reports must be placed on ACT Government Internet sites and provided for listing on a central site on the same day that reports are provided by the Speaker to Members of the Assembly. **This means that all annual reports must be electronically available on the day of distribution to Members.** The Auditor General's Office will monitor compliance with this requirement.

Annual reports coordinated by Publishing Services will be automatically added to the central site from the catalogue. Reporting entities undertaking their own publishing must notify publications.act@act.gov.au so the report can be added to the catalogue.

All entities must provide reports either in an electronically published format that can be read by translation software used by people with disabilities (Adobe Acrobat version 6 or above) or provide an additional report as a MS Word document (marked as a non-official version).

Reports should be generated as consolidated electronic documents with the number of volumes kept to a minimum. (This permits a separate document for financial statements if necessary). Electronically published reports must comply with the Annual Report Directions and be subject to appropriate version control processes.

Hard Copies

As a minimum, all entities should produce 43 copies of their annual report for distribution as follows:

- Twenty hard copies must be provided for out of session distribution to Members of the Legislative Assembly (refer item 9 Presentation);
- Twenty hard copies must be provided for tabling in the Assembly on 17 October 2006 (refer item 9 Presentation);
- Two hard copies must be sent to the Public Sector Management Group, Chief Minister's Department; and
- One hard copy of the annual report must also be sent to the National Library of Australia within one month of presentation to the Minister in accordance with *section 201* of the *Copyright Act 1968* (Cth).

CONTACT: Publishing Services Department of Urban Services Ph 62050552.



11. Corrections

Should a correction be required to an annual report (following its presentation to the Legislative Assembly), a reporting entity must prepare a corrigendum for tabling. The corrigendum must:

- contain the new correct material; and
- make reference to the page number(s)/sections of the original report that it replaces.

Advice on the format of the corrigendum can be obtained from Public Sector Management. Enquiries relating to tabling of corrections should be directed to the Cabinet Office.

CONTACT: Public Sector Management Chief Minister's Department Ph 62072008.

CONTACT: Cabinet Office Chief Minister's Department Ph 62050543.

12. Feedback

It is useful for reporting entities to obtain periodic feedback on the effectiveness of their annual reports. This can be accomplished by:

- enclosing a short questionnaire with the annual report; and/or
- having their annual report considered for Awards such as the IPAA (ACT) Division Awards.

Each year the ACT Division of the Institute of Public Administration Australia presents awards for excellence in annual reporting which is open to ACT public sector organisations. Information concerning the awards, including the judging criteria, can be found at www.act.ipaa.org.au. In summary organisations are required to pay an entry fee (including GST) of \$99.00 for agencies with up to 100 staff and \$330.00 for agencies with 100 or more staff, complete a self assessment form and send 10 copies of their annual report to IPAA (ACT Division) following tabling in the Legislative Assembly.

Strategic HR, Chief Minister's Department also conducts a review of all annual reports. At the conclusion of this process, all entities are provided with feedback.



Section 2 – Annual Report Format

Transmittal Certificate

All reports must include a transmittal certificate on agency letterhead signed by the Chief Executive, Chief Executive Officer or the statutory office holder producing the report. Reports for agencies with a governing board must have a transmittal certificate signed by both the Chair of the board and the Chief Executive Officer.

The transmittal certificate must:

- state that the report has been prepared under, in the case of administrative units, section 5(1) or, in the case of public authorities making independent reports, section 6(1) of the *Annual Reports (Government Agencies) Act 2004* (Annual Reports Act);
- certify that fraud prevention has been managed in accordance with Public Sector Management Standard 1, Part 4;
- state that the report is in accordance with requirements of the Annual Report Directions and the report is an honest and accurate account, containing all material information for the reporting period;
- state that the report meets requirements of any other relevant legislative requirements; and
- that the report must be presented to the Legislative Assembly by the Minister within 3 months of the end of the financial year in accordance with section 13 of the Annual Reports Act.

Minimum Requirement

The following is a minimum requirement:

This Report has been prepared under section 5(1) [reference for administrative units] section 6(1) [reference for public authorities making independent reports] of the *Annual Reports (Government Agencies) Act 2004* and in accordance with the requirements referred to in the Chief Minister's Annual Report Directions. It has been prepared in conformity with other legislation applicable to the preparation of the Annual Report by the [Name of Agency].

I hereby certify that the attached Annual Report is an honest and accurate account and that all material information on the operations of [Name of Agency] during the period has been included and that it complies with the Chief Minister's Annual Report Directions.

I also hereby certify that fraud prevention has been managed in accordance with Public Sector Management Standard 1, Part 4.

Section 13 of the *Annual Reports (Government Agencies) Act 2004* requires that you cause a copy of the Report to be laid before the Legislative Assembly within 3 months of the end of the financial year.

Signed and dated by[Chief Executive, Chief Executive Officer and/or Chair or Statutory Officer Holder]



PART A: Chief Executive Review

In this section, the Chief Executive¹ should provide an understanding of the agency, an overview of the operating environment, a summary of highlights and the outlook for the coming year.

A.1 The Organisation

This part should include:

- the role of the agency, including functions and service provided;
- the mission and values of the agency;
- the structure of the agency; and
- the agency's clients and stakeholders.

A.2 Overview

This part should include:

- a strategic (summary) assessment of agency performance setting the context for more detailed information in subsequent parts of the report;
- a description of the planning framework and direction setting mechanisms for the agency;
- the organisational environment, including relationship to other agencies within the Minister's area of responsibility;
- identification and response to significant organisational change and/or the revision to administrative arrangements;
- the agency's role in administration of legislation or other regulatory activities including an outline of legislation, statutory powers and functions; and
- where relevant, information about subsidiaries, joint ventures or partnerships.

A.3 Highlights

This part should include a synopsis of:

- noteworthy operational achievements;
- major challenges; and
- progress against key strategic outputs and service delivery priorities i.e early intervention services.

A.4 Outlook

This part should:

- identify future priorities;
- describe likely trends and changes in the operating environment; and
- assess significant risks and issues facing the agency in the immediate future.

¹ This term includes appointees with governance responsibility, statutory office holder and/or Board Chair



PART B: Agency performance

B.1 Analysis of Agency Performance

REPORT DESCRIPTOR

The Chief Executive should provide a narrative assessment explaining how well the agency performed during the relevant reporting period in meeting its objectives, not just stating what it did. This explanation should be supported by information on trends, evaluation results, targets and other points of reference and comparison of results against plans.

This should include the use of accurate, consistent and complementary information which presents a balanced and coherent snapshot of an agency's achievements within a strategic context. Analysis should provide a coherent picture of performance that demonstrates consistency between years and links where appropriate to:

- performance measurement framework detailed in budget papers and performance statements;
- reporting requirements detailed in Ownership Agreements/Statements of Intent;
- strategic priorities and actions detailed in the Canberra Plan framework²; and
- performance of statutory functions or duties.

Analysis of performance should, where appropriate, also include reference to:

- the achievement of organisational objectives through greater efficiency (i.e. through delivery of a higher level of outputs, an improved operating result or greater focus on core business);
- benchmarking or other comparisons that support trend analysis and management discussion;
- explanation of significant variances and performance shortfalls including the reasons for the result and what the agency plans to do in response, to the extent that the situation is within their control; and
- key management issues and organisational change that occurred during the reporting period.

B.2 Human Rights Act

BASIS OF REQUIREMENT

The *Human Rights Act 2004* is part of the Government's commitment to build a human rights culture in the ACT and ensure that Territory managers are working within a human rights framework.

The HRA requires the Attorney-General and the Standing Committee on Legal Affairs to alert the Legislative Assembly about the human rights implications of proposed legislation; enables Territory courts and tribunals to issue a declaration of incompatibility if it finds it impossible to interpret a law consistently with human rights; and establishes the Office of the Human Rights Commissioner to review the effect of Territory laws on human rights, to provide human rights education, and to advise the Attorney-General on anything relevant to the HRA.

RELATIONSHIP TO CANBERRA PLAN FRAMEWORK

The Canberra Social Plan: The Government will enact and implement a Human Rights Act for the ACT and build a human rights culture within the ACT community.

REPORT DESCRIPTOR

The *Human Rights Act 2004* (HRA) commenced operation on 1 July 2004. From that date all public officials have a duty to interpret legislation under which they operate consistently with human rights unless the Territory law clearly authorises otherwise. All Government agencies are required to include in their annual reports information about the measures they have taken to 'respect, protect and promote human rights'.

Agencies must report on implementation strategies and progress in incorporating human rights standards into their operations, with reference to:

- education and training of agency staff on human rights principles;
- internal dissemination of information to agency staff on the legislative scrutiny process;

² Canberra Plan Framework is comprised of the Social and Spatial Plans and the Economic White Paper

- liaison with Bill of Rights Unit on human rights principles and/or the legislative scrutiny process; and
- audits or preparations for audits of existing legislation for compatibility with the HRA.

CONTACT: Diane Spooner, Policy and Regulatory Division, Dept Justice & Community Safety Ph 62070522.

B.3 Access to Government Strategy

BASIS OF REQUIREMENT

In 2003, the ACT Government agreed that all ACT Government Agencies would implement and report on the Access to Government Strategy.

RELATIONSHIP TO CANBERRA PLAN FRAMEWORK

The Canberra Social Plan: The Government will build community and ACT agency support for the statement of Vision and Values for people with a disability, and implement the Access to Government strategy for people with a disability.

REPORT DESCRIPTOR

Each Agency has conducted a disability access audit of their programs, policies and facilities. These audits are the basis for the development of Action Plans designed to reduce any barriers that may limit or restrict the accessibility for people with a disability. All ACT Government agencies were provided with the 'Access to Government: An Information Kit' to assist them to meet their responsibilities.

The key objectives of the Strategy are to:

- Identify access issues within each ACT Government agency and actively address these issues through a detailed Action Plan that spans a number of years, identifying key targets for immediate, medium-term and future action; and
- Establish a culture within the ACT Government of continuous improvement in the service delivery to people with disabilities in the ACT - using analysis and audit techniques to identify barriers and to prioritise areas of action to achieve improvement.

Agencies are required to report on the implementation of the Action Plans and progress on implementation of the performance targets in each annual reporting year.

CONTACT: Pam Jenkins, Manager Policy and Planning, Disability ACT, Department of Disability, Housing and Community Services Ph 62077752

B.4 Community Engagement

BASIS OF REQUIREMENT

Community Engagement Initiative

RELATIONSHIP TO CANBERRA PLAN FRAMEWORK

Under the Building a stronger community framework of the Canberra Social Plan: Develop a community engagement initiative to build a stronger, more cohesive relationship between the ACT Government and the Canberra community.

REPORT DESCRIPTOR

Agencies must include the following community engagement information:

- details of major community consultation undertaken during the year;
- tools used to engage with the community, eg community engagement link on the DHCS website, forums, workshops, focus groups, advertisements in the paper;
- diversity of stakeholders that were consulted;
- details on how the consultation enhanced the deliverables of the agency;
- details on how community engagement principles and practices are included in all ACT Government agencies strategic plans for 2005/06 onwards; and
- details on whether agencies have identified experts in their respective agency to act as a first point of contact for queries on specific community engagement activities.

B.5 Multicultural Framework

BASIS OF REQUIREMENT

The Framework for a Multicultural ACT 2001-2005

REPORT DESCRIPTOR

Agencies must report on their progress against the relevant strategic areas for action detailed in the Framework for a Multicultural ACT and any other steps taken towards meeting the goals of the Framework detailed below:

- embracing cultural and linguistic diversity;
- valuing cultural and linguistic diversity; and
- utilising cultural and linguistic diversity.

The Framework for a Multicultural ACT 2001-2005 can be accessed at :

<http://www.dhcs.act.gov.au/community/mau/pubs/Multicultural%20Framework.pdf>

CONTACT: Kate Scandrett, ACT Office of Multicultural Affairs, Multicultural Affairs and Community Development Branch, Department of Disability, Housing and Community Services Ph 62076014.

B.6 Aboriginal and Torres Strait Islander Reporting

BASIS OF REQUIREMENT

Supporting whole of government approach to Indigenous policy.

RELATIONSHIP TO CANBERRA PLAN FRAMEWORK

The Canberra Social Plan: The Overcoming Indigenous Disadvantage Report - Key Indicators, will be utilised as the framework for measuring Indigenous outcomes in the ACT.

REPORT DESCRIPTOR

Agencies must report on their progress against the relevant strategic areas for action and change indicators detailed in the ACT Whole of Government Indigenous Reporting Framework.

Whole of government Indigenous policy framework link: (to be advised)

CONTACT: Office of Aboriginal & Torres Strait Islander Affairs Chief Minister's Department Ph 62078708

B.7 ACT Women's Plan

BASIS OF REQUIREMENT

To report on the ACT Government's vision for working with the community to improve the status of all women and girls. The ACT Women's Plan provides a shared approach for working towards this vision across ACT Government agencies. The Plan identifies six key objectives for agencies to work towards and an annual Action Plan outlining specific actions by agencies to progress the objectives.

RELATIONSHIP TO CANBERRA PLAN FRAMEWORK

The Canberra Social Plan: The Government, will still in the future, develop and support an across-agency approach to meeting the needs of women through a shared Strategic Plan for Women.

REPORT DESCRIPTOR

Agencies must report on their contribution to the achievement of the Women's Plan with reference to the supporting 2005-06 Women's Action Plan. Agencies should use the following format as the basis for their reports.



Objective one: Representation and recognition

- Actions undertaken (as identified in the 2005-06 Womens action plan)
- Outcomes achieved for each of the specific actions undertaken
- Future planned actions for addressing this objective

Objective two: Good health and wellbeing

- Actions undertaken (as identified in the 2005-06 Womens action plan)
- Outcomes achieved for each of the specific actions undertaken
- Future planned actions for addressing this objective

Objective three: Responsive housing

- Actions undertaken (as identified in the 2005-06 Womens action plan)
- Outcomes achieved for each of the specific actions undertaken
- Future planned actions for addressing this objective

Objective four: Safe, inclusive communities (*Justice, Options and Prevention* policy framework)

Protection and Justice: Women have a right to access a justice system that provides protection, support and advocacy.

- Actions undertaken (as identified in the 2005-06 Womens action plan)
- Outcomes achieved for each of the specific actions undertaken
- Future planned actions for addressing this objective

Options for Women: Assistance provided to women is appropriate, accessible and responsive.

- Actions undertaken (as identified in the 2005-06 Womens action plan)
- Outcomes achieved for each of the specific actions undertaken
- Future planned actions for addressing this objective

Prevention of Violence: Understanding, acceptance and acknowledgement of the right of women to live their lives free from violence.

- Actions undertaken (as identified in the 2005-06 Womens action plan)
- Outcomes achieved for each of the specific actions undertaken
- Future planned actions for addressing this objective

Objective five: Economic security and opportunities

- Actions undertaken (as identified in the 2005-06 Womens action plan)
- Outcomes achieved for each of the specific actions undertaken
- Future planned actions for addressing this objective

Objective six: Flexible education and training

- Actions undertaken (as identified in the 2005-06 Womens action plan)
- Outcomes achieved for each of the specific actions undertaken
- Future planned actions for addressing this objective

The ACT Women's Plan link: the Action Plan 2005-06 can be accessed at www.women.act.gov.au.

CONTACT: ACT Office for Women Chief Minister's Department Ph 62050685



PART C: Management of the Organisation

C.1 Managing Our People

C.1.1 HR Performance

REPORT DESCRIPTOR

Analysis of Human Resource (HR) performance during the reporting year should relate to outcomes and indicators contained in the *ACT Public Service People Strategy*, an agency's Human Resource Strategy and/or Ownership Agreement.

Agencies must describe their approach to HR management and workforce planning within the agency, including how the workforce profile is aligned and managed to meet agency objectives. Agencies should include in their analysis progress on workforce forecasting, identification of key capability areas, attraction and retention strategies and the implementation of specific employment strategies (including People with a Disability and the Graduate Program as a minimum).

CONTACT: Jan Weir, Senior Manager, Strategic HR, Chief Minister's Department Ph 62076502.

C 1.2 Staffing Profile

REPORT DESCRIPTOR

Agencies are required to provide staffing information and show the total number of employees, including the Executives, utilising workforce data centrally generated by Chief Ministers Department.

Staffing profile reports must contain the following information and include a breakdown of the numbers of men and women under each category.

- classification;
- category of employment;
- average length of service;
- age profile expressed in five year increments.

CONTACT: Jan Weir, Senior Manager, Strategic HR, Chief Minister's Department Ph 62076502.

C.1.3 Culture and Values

BASIS OF REQUIREMENT

Public Sector Management Act 1994

REPORT DESCRIPTOR

Agencies must describe their policies and practices on the establishment and maintenance of appropriate ethical standards including:

- processes to enhance staff awareness of agency values and ACTPS Code of Conduct; and
- processes to receive and handle allegations of potential breaches of the Code of Conduct.

CONTACT: Jan Weir, Senior Manager, Strategic HR, Chief Minister's Department Ph 62076502.



C.1.4 Workplace Diversity

BASIS OF REQUIREMENT

Public Sector Management Act 1994

REPORT DESCRIPTOR

Agencies must report on policies and practices in the reporting year that optimise the diverse skills, talents and background of its people.

Agencies that employ staff under the *Public Sector Management Act 1994* must report on:

- the status of agency equity and diversity planning against the ACT Public Service Equity and Diversity Framework key principles. These include:
 - ⇒ Leaders value and promote equity and diversity;
 - ⇒ Strategic and operational plans incorporate equity and diversity strategies;
 - ⇒ Attracting and retaining a diverse ACT Public Service;
 - ⇒ Equity in employment practice; and
 - ⇒ Work and life balance.
- progress and achievements against agency specific equity and diversity initiatives in the reporting year;
- strategies and initiatives for the forthcoming year; and
- relevant statistical tables on representation of EEO group members as numbers of total staff by employment groups.

CONTACT: Jan Weir, Senior Manager, Strategic HR, Chief Minister's Department Ph 62076502.

C.1.5 Workplace Health and Safety

BASIS OF REQUIREMENT

Section 209A of the *Occupational Health and Safety Act 1989* (the OH&S Act), as modified by the *Public Sector Management Act 1994*.

REPORT DESCRIPTOR

1. Section 209A of the *Occupational Health and Safety Act 1989* (the OH&S Act), as modified by the *Public Sector Management Act 1994* (PSMA), requires administrative units and Territory Instrumentalities (see PSMA definition and exceptions) to report on the following:

- the OH&S policy of the agency during the financial year, including details of:
 - ⇒ any agreements with employees about occupational health and safety;
 - ⇒ the establishment of occupational health and safety committees; and
 - ⇒ the selection of health and safety representatives;
- measures taken during the year to ensure the health, safety and welfare at work of all staff;
- statistics about accidents or dangerous occurrences that required the giving of notices under section 204 of the OH&S Act;
- any investigations conducted during the year, including details of all:
 - tests conducted on any plant, substance or thing in the course of such investigations;
 - notices given to the relevant agency under sections 146, 155 and 212 of the OH&S Act;
 - compliance agreements (s140) and enforceable undertakings (s169) involving the agency under section 140 and section 169 of the OH&S Act. Statistical reports of accidents/ dangerous occurrences are available from the Workplace Injury Prevention team; and
- details of injury prevention programs initiated or implemented during the year.

Statistical reports of accidents/ dangerous occurrences are available from the Workplace Injury Performance team at the Chief Minister's Department.



2. Agencies that pay a first-tier workers' compensation premium and have 500 or more full time equivalent employees (fte's) are also required to report on their performance against the following four improvement targets:

- incidence of workplace injuries (no. of workers' compensation claims with 5 or more days time off work per 1000 employees) compared to the target of a 40% reduction in this indicator over the period 2002 to 2012.
- incidence of work-related fatalities compared to the target of zero fatalities by 2012.
- average lost-time rate (average no. of weeks time off work for workers' compensation per 1000 employees) compared to the target of a 40% reduction in this indicator over the period 2002 to 2012.
- average time taken for rehabilitation intervention (average time taken from Date of Injury to Date of Rehabilitation Assessment) compared to the target of a 90% reduction in this indicator over the period 2002 to 2012.

Agencies should include advice of any activities undertaken to enable the agency to improve their performance against any of the above indicators.

3. Agencies should frame their Workplace Health and Safety section along the lines of the ACT Public Sector Workplace Health Strategic Plan (available from the Workplace Injury Performance team at the Chief Minister's Department).

CONTACT: Mark McCabe, Manager Workplace Injury Performance Unit, Office of Industrial Relations, Chief Minister's Department Ph 62050349 Fax 62076775 Email: mark.mccabe@act.gov.au

C.1.6 Learning and Development

REPORT DESCRIPTOR

Agencies must report on how their learning and development programs and activities during the reporting year have ensured skills and knowledge are retained and enhanced within the agency.

Agencies must report on:

- status of maturity of agency Learning and Development planning against the ACT Public Service Learning and Development Framework;
- brief outline of learning and development programs delivered to enhance staff capabilities in key output areas including participation rates and budget commitments;
- commitment to whole of government learning and development initiatives, for example participation in Take the Lead and Graduate programs; and
- status of Performance Management policy and practice across all work levels within the agency.

CONTACT: Jan Weir, Senior Manager, Strategic HR, Chief Minister's Department Ph 62076502.

C.1.7 Workplace Relations

BASIS OF REQUIREMENT

Government policy regarding remuneration arrangements through Special Employment Agreements. Reporting on Special Employment Agreements (SEA's) is compulsory for reporting entities who have SEA's included in their industrial instruments (Certified Agreements).

REPORT DESCRIPTOR

Agencies must report on their workplace relation arrangements for the reporting year and should include any other relevant information and reporting that may be required under their Agency Certified Agreement.

Agencies must also report on:

- total number of staff covered by Special Employment Arrangements (SEAs);
- number of SEAs entered into;
- number of SEAs currently being negotiated;
- the remuneration payable in the classifications for collective and individual SEAs;



- the number of SEAs providing for privately plated vehicles;
- number of SEAs for employees who have transferred from Australian Workplace Agreements (AWAs);
- total number of staff covered by Australian Workplace Agreement (AWAs);
- number of AWAs terminated/lapsed (including formal terminations and those that have lapsed due to staff departures);
- duration of the AWA; and
- the range of remuneration payable in the classifications for collective and individual AWAs.

CONTACT: Warren Foster, Senior Manager, Employment Policy and Workplace Relations, Chief Minister's Department Ph 62076207.

C.2 Governance

C.2.1 Internal Accountability

REPORT DESCRIPTOR

Agencies must report on the following:

- the names of the senior executive and their responsibilities reconciled against agency's organisational and output structure;
- senior management committees, their roles and membership;
- how remuneration for senior executives is determined (noting this will be a standard entry referring to the Remuneration Tribunal);
- the names of significant committees of the agency, and details of membership;
- provide an organisational structure chart:
 - ⇒ highlighting senior management structure and organisational units;
 - ⇒ identifying any substantial organisational changes in the reporting year; and
- corporate and operational plans and associated performance reporting, monitoring and review.

For Authorities with a governing or advisory board that provides advice to the Minister, details must include:

- board composition including the mix of executive and non-executive board members, the criteria for membership, procedures for appointing board members, and the personal details of each board member including qualifications and experience;
- frequency of and members' attendance at meetings;
- policies relating to the appointment and retirement of board members;
- the main procedures for establishing and reviewing remuneration arrangements for the Chief Executive Officer and non-executive board members;
- a description of major issues and/or legislation the advisory board was consulted on;
- the oversight of the preparation of the entity's financial statements and internal controls, including the composition and responsibilities of audit committees;
- audit arrangements including the approach adopted to identify areas of significant risk and arrangements in place to manage and monitor them;
- policies on the establishment and maintenance of appropriate ethical standards, including whether a code of ethics or code of conduct has been established;
- the resources that are made available to board members to assist them to carry out their duties, including access to independent professional or legal advice;
- names of significant committees of the entity;
- membership of those committees;
- titles of senior offices within the entity;
- an organisational chart indicating functional responsibilities; and
- corporate and operational plans and associated performance reporting, monitoring and review.

CONTACT: Jan Weir, Senior Manager, Strategic HR, Chief Minister's Department Ph 62076502.



C.2.2 Fraud Prevention

REPORT DESCRIPTOR

Agencies must report on their fraud control and prevention policies and practices; including:

Prevention strategies

- details of risk assessments conducted;
- fraud control plans prepared (or revised);
- other fraud prevention strategies adopted; and
- fraud awareness training.

Detection strategies

- the number of reports or allegations of fraud or corruption received and investigated during the year; and
- action taken and outcomes of any investigations.

CONTACT: Jan Weir, Senior Manager, Strategic HR, Chief Minister's Department Ph 62076502.

C.2.3 Risk Management and Internal Audit

BASIS OF REQUIREMENT

- Annual Report Directions
- ACT Government Internal Audit Framework,
[\[http://www.treasury.act.gov.au/accounting/html/guidelines.htm#d\]](http://www.treasury.act.gov.au/accounting/html/guidelines.htm#d)
- Australian Capital Territory Insurance Authority – Risk Management
[\[http://www.treasury.act.gov.au/actia/RISK.htm#d\]](http://www.treasury.act.gov.au/actia/RISK.htm#d)

REPORT DESCRIPTOR

Entities must report on their risk management and internal audit policies and practices. The report should include the following information:

- membership of the internal Audit Committee, with details of
 - ⇒ the number of meetings held by the committee; and
 - ⇒ the number of meetings attended by committee members.
- internal audit arrangements, including Audit Committee charter and operations, and links with risk review processes;
- process of developing the entity's risk management plan;
- approach adopted to identifying areas of significant operational or financial risk at entity and business unit level;
- arrangements in place to manage and monitor those risks; and
- process for identifying and responding to emerging risks.

CONTACT

Accounting Branch, ACT Treasury [Internal Audit Framework] Ph 62076141;
Peter Mathews, General Manager, ACT Insurance Authority (Risk Management) Ph 62070268.

C.2.4 External Scrutiny

REPORT DESCRIPTOR

The agency must report on the most significant developments in external scrutiny of the agency and the agency's response, including particulars of Legislative Assembly committee reports.

CONTACT: Jan Weir, Senior Manager, Strategic HR, Chief Minister's Department Ph 62076502.



Freedom of Information

BASIS OF REQUIREMENT

Under Sections 7, 8 and 79 of the *Freedom of Information Act 1989* (the FOI Act) agencies must report on the FOI requests they receive and handle during the reporting year.

REPORT DESCRIPTOR

Section 7 Statement

Section 7 Statement must include the following information:

- functions and operations of the agency including information about the decision making powers of the agency along with any other powers that may affect members of the public;
- how members of the public can participate in the work of the agency, such as in the formulation of policy or in the administration of a scheme. This will include methods for public consultation as well as other ways members of the public can make representations to the agency;
- categories of documents that are in the possession of the agency and maintained by the agency; and
- facilities provided by the agency for enabling members of the public to obtain physical access to the documents of the agency (for example, the availability of public transport, wheelchair access etc.).

Where an agency does not have annual reporting obligations, it must publish a section 7 statement in the annual report of an agency to which its functions relate.

Section 8 Statement

A section 8 Statement must include an index of documents that are used by, or provided by, the agency for the purpose of making a decision or recommendation under an enactment or scheme, including:

- manuals or guides containing interpretations, rules, guidelines, practices or precedents;
- documents containing particulars of schemes/enactments;
- documents containing statements/outlines the manner (or intended manner) for the administration/enforcement of a scheme/enactment; and
- documents describing procedures to be followed in investigating breaches or evasions (or the possibility of) of an enactment or the law relating to a scheme.

Such documents may be in the form of departmental or agency administrative policies, operational policies, guidelines in relation to industry practices or protocols, codes of conduct, information guides in respect of legislation or schemes, brochures and pamphlets. Please note that anything published in the statement should be made available to the public on request.

It may not be practical to publish the statement in the annual report, however agencies should make a statement as to the availability of the section 8 Statement, and methods for accessing a copy of the statement, in its annual report. Agencies that do not have any annual reporting obligations should make a statement in the annual report of an agency to which its functions relate.

Section 79 Statement

Section 79 report must include the following information:

- number of applications made during the reporting year to access documents (initial requests). The report must specify the number of requests where:
 - ⇒ full access to the documents was granted;
 - ⇒ access was refused to all documents; and
 - ⇒ partial access to the documents was granted.
- number of applications made during the reporting year for the review of decisions under section 59 and particulars of the results of such reviews;



- number of applications made during the reporting year to the Tribunal for the review of decisions and particulars of the results of such reviews;
- particulars of the total charges and application fees collected during the reporting year in dealing with requests and other applications whenever received; and
- the number of requests received during the reporting year to amend records under section 48 and particulars of the results of such requests.

Agencies that do not have any annual reporting obligations should make a section 79 (2) statement in the annual report of an agency to which its functions relate.

Please note that the Public Law Group in the Department of Justice and Community Safety requires additional information relating to the operation of the FOI Act in order to meet its reporting obligations under section 79 (1) of the FOI Act. This information includes the number of requests received by each agency during the financial year for:

- access to documents (initial requests only); and
- amendment of personal records.

The number of requests must be sorted into the following categories

- where a decision was notified in less than 31 days after the request was received;
- where a decision was notified not less than 31 days and not more than 45 days after the request was received;
- where a decision was notified not less than 46 days and not more than 60 days after the request was received;
- where a decision was notified not less than 61 days and not more than 90 days after the request was received; and
- where a decision was notified more than 90 days after the request was received.

The Department of Justice and Community Safety will forward a request outlining Government expectations in relation to section 79 (1) and 79 (2) reporting.

CONTACT: Nigel Davidson, Public Law Group, Policy and Regulatory Division, Dept of Justice & Community Safety Ph 62070006.

Public Interest Disclosure

BASIS OF REQUIREMENT

Public Interest Disclosure Act 1994

REPORT DESCRIPTOR

Under Section 11 of the *Public Interest Disclosure Act 1994* (PID Act) all agencies with reporting requirements must report on their procedures in place to facilitate the making of disclosures as well as the disclosures they receive and handle.

Each report should include:

1. A description of the procedures maintained by the agency to receive and handle disclosures during the reporting year.
2. Statistics relating to the reporting year:
 - number and type of disclosure received (type of disclosure refers to the conduct as described in section 4(2) of the PID Act);
 - number of disclosures investigated;
 - number of disclosures referred by other agencies;
 - details of disclosures that were referred elsewhere, including:
 - ⇒ the total number referred;
 - ⇒ the identity of the other agency;
 - ⇒ the number and type of disclosures referred to each agency.
 - the number of disclosures on which the agency declined to act under section 17 of the PID Act;

- the number of disclosures substantiated by investigation;
3. Details of remedial action on each substantiated disclosure.
 4. Details of remedial action taken on and/or for Ombudsman recommendations.

CONTACT: Jan Weir, Senior Manager, Strategic HR, Chief Minister's Department Ph 62076502.

Territory Records

BASIS OF REQUIREMENT

Territory Records Act 2002

REPORT DESCRIPTOR

Principal Officers of each Territory agency report on their agency compliance with the *Territory Records Act 2002* including the implementation and operation of their agency Records Management Program which establishes the basis by which an agency makes and keeps full and accurate records of its activities.

Each Report should provide a statement that:

- The agency has an identified Records Management Policy that has been approved by the agency Principal Officer
- Records Management Procedures have been created and implemented throughout the agency
- Appropriate training and resources are available to staff throughout the agency
- The list of approved agency specific Records Disposal Schedules by name and Notifiable Instrument Number
- Arrangements for preserving records containing information that may allow people to establish links with their Aboriginal or Torres Strait Islander heritage.

CONTACT: David Wardle Director of Territory Records Department of Urban Services Ph 62070194.

C.3 Sustainability and Environment

C.3.1 Commissioner for the Environment

BASIS OF REQUIREMENT

Section 23 of the *Commissioner for the Environment Act 1993*.

REPORT DESCRIPTOR

Section 23 of the *Commissioner for the Environment Act 1993* requires agencies to report on the following:

- requests for staff to assist in the preparation of the State of the Environment Report;
- assistance provided in response to such a request;
- investigations carried out by the Commissioner of any activities carried out by the agency; and
- recommendations made by the Commissioner following an investigation of the agency's activities, and any actions taken in response to those recommendations.

CONTACT: Helen Sims, Office of the Commissioner for the Environment, Ph 6207 2627.



C.3.2 Ecologically Sustainable Development

BASIS OF REQUIREMENT

Section 158A of the Environment Protection Act 1997 requires agencies to report on the following in their annual reports:

- how the actions of, and the administration (if any) of legislation by, the reporter during the period accorded with the principles of ecologically sustainable development;
- how the outputs (if any) specified for the reporter in budget papers presented to the Legislative Assembly with an Appropriation Act relating to the period contributed to ecologically sustainable development;
- the effect of the reporter's actions on the environment, including details of the reporter's compliance with relevant environmental laws and standards and any contravention of a particular environmental law or standard;
- identify any measures the reporter is taking to minimise the impact of actions by the reporter on the environment;
- identify the mechanisms (if any) for reviewing and increasing the effectiveness of those measures.

For the purposes of the legislation, the principles of ecologically sustainable development are:

- the precautionary principle, namely, that if there is a threat of serious or irreversible environmental damage, a lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation;
- the inter-generational principle, namely, that the present generation should ensure that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations;
- conservation of biological diversity and ecological integrity;
- improved valuation and pricing of environmental resources.

This requirement is reinforced by the Government's 2003 sustainability policy, *People Place Prosperity*, which emphasises the importance of the ecological dimension of sustainability, along with the social and economic dimensions.

REPORT DESCRIPTOR

The following guidance is provided to assist agencies to meet this statutory reporting requirement:

1. HOW AGENCY ACTIONS AND ADMINISTRATION OF LEGISLATION ACCORDED WITH THE PRINCIPLES OF ESD, AND
2. THE CONTRIBUTION OF AGENCY OUTPUTS TO ESD

Addressing ESD includes the establishment of policies, programs and practices that relate to:

- a) an agency's **core business**; and
- b) an agency's **operation**.

The Government has committed to addressing this in several key policies, which cover:

- waste minimisation (NoWaste 2010);
- greenhouse emission reductions (ACT Greenhouse Strategy);
- water efficiency (Water Resources Strategy); and
- transport efficiency (Sustainable Transport Plan and the Chief Minister's directive for fuel efficiency in the ACT Government fleet).

a) As part of the **core business** of an agency, actions and outputs relating to ESD can include:

- development and implementation of policies, plans, programs;
- enforcement of legislation;
- provision of goods and services;
- provision of funds, eg for community groups or individuals;

- provision of payments or funding under statutory programs; and
- the granting, renewal or denial of permits, licences, approvals, accreditation, under legislation.

These actions and outputs can relate to Government policies described above.

b) As part of their **operation**, agencies are required to report on resource use and waste generation, as follows:

Agencies are required to report quantitative data for their vehicle fleets against the following indicators:

- Total number of vehicles (as at 30 June of the reporting year);
- Total transport fuel used by type (ie litres of petrol, diesel, LPG, CNG) for the reporting year;
- Total greenhouse emissions (tones of CO₂e) of the fleet for the reporting year.

Agencies are also required to report on policies, programs and practices in place to systematically measure and manage the following performance areas relating to their operation:

- energy consumption;
- water consumption;
- paper consumption; and
- waste generation.

3. THE EFFECT OF AGENCY ACTIONS ON THE ENVIRONMENT,
4. IDENTIFICATION OF ANY MEASURES TAKEN TO MINIMISE THE IMPACT OF THESE EFFECTS, AND
5. DESCRIPTION OF MECHANISMS USED FOR REVIEWING AND INCREASING THE EFFECTIVENESS OF THESE MEASURES.

These measures could include:

- requirements for the consideration of environmental impacts prior to decision-making activities;
- formal procedures for environmental impact assessment of proposed activities;
- the use of environment management systems in the organisation, for example ISO14001;
- measures undertaken to reduce the environmental impact of agency actions;
- description of internal evaluation regimes, environmental auditing, benchmarks or targets, which the agency has in place to increase the effectiveness of impact reduction measures; and time series reporting against agreed indicators to enable a review of the effectiveness of measures.

CONTACT: Andrew Lloyd, Office of Sustainability, Chief Minister's Department. Ph: 62050617.

C.3.3 Strategic Bushfire Management Plan

BASIS OF REQUIREMENT

An agency which is either a manager of unleased Territory Land or the owner (ie: lessee or occupier) of Territory Land has reporting requirements under the *Emergencies Act 2004* (Section 85).

REPORT DESCRIPTOR

The annual report must give an account of the operations of the agency in relation to the strategic bushfire management plan (including any bushfire operational plan approved under the plan) for each area of unleased Territory land, or land occupied by the Territory, used by the agency or someone on behalf of the agency.

The account must include the information the Minister directs in writing, and must include particulars of the direction and the measures taken to give effect to it during that year.

CONTACT: Nick Lhuede, Strategic Planning Manager, ACT Emergency Services Authority Ph 62078606.



PART D: Analysis of financial performance

D.1.1 Management Discussion and Analysis

BASIS OF REQUIREMENT

- Management and Discussion and Analysis – Better practice Guideline [<http://www.treasury.act.gov.au/accounting/html/guidelines.htm#a>]

REPORT DESCRIPTOR

The Management Discussion and Analysis (MD&A) provides a high level narrative of the financial results and health of an entity. The MD&A should enhance annual financial reporting, be understandable and useful to a wide audience, including the Legislative Assembly, which predominantly consists of non-accountants. The MD&A also enables Chief Executives of departments and either Chief Executive Officers or Governing Boards to fulfill their respective obligations under sections 31(3), 55(4) or 56(4) of the FMA.

The MD&A should explain the:

- significance of key financial information contained in the annual financial report;
- strategies that led to the results reported; and
- implications of financial trends for future services/operations of the entity.

The MD&A precedes the audited annual financial report, but does not form part of the report and hence is not directly subject to audit. However, the Auditor-General will review the MD&A for consistency with information contained in the financial statements, in line with Audit Standard 212 (*Other Information in Documents Containing Audited Financial Reports*). Consequently, the MD&A should be provided with the certified financial statements presented to the Audit Office in accordance with the Treasury timetable outlined for Annual Financial Statements.

CONTACT

Accounting Branch, ACT Treasury, Ph 620 76141.

D.1.2 Financial Report

BASIS OF REQUIREMENT

- Financial Management Act 1996 (FMA)*;
- Territory Owned Corporations Act 1990 (TOC Act)*;
- ACT Government Accounting Policies [<http://www.treasury.act.gov.au/accounting/html/accounting.htm>];
- Model Financial Report [<http://www.treasury.act.gov.au/accounting/html/statements.htm>].

REPORT DESCRIPTOR

Those entities that must prepare an annual financial report for the year must include it in the relevant annual report. The annual financial report(s) must be accompanied by the respective Auditor-General's independent audit report for the year and together these should be provided in an appendix to the annual report. To improve accessibility, it may also be useful to include an index with the financial report(s).

The annual financial report must be prepared in accordance with:

- the relevant legislation;
- Generally Accepted Accounting Principles (GAAP) including, where relevant, ACT Government Accounting Policies; and
- the timetable set by ACT Treasury.



LEGISLATION

Agencies and Public Authorities

Agencies and certain public authorities must meet the following disclosure requirements under the FMA:

- sections 27-30: departments for the purposes of the FMA; Legislative Assembly; and Auditor-General; and
- section 63-66: public (territory) authorities for the purposes of part 8 of the FMA.

Territory Owned Corporations

Territory Owned corporations must meet the disclosure requirements under section 22 of the TOC Act, and Australian corporations law.

GAAP

All entities that are required to prepare an annual financial report for the year must follow the accounting pronouncements of the Australian Accounting Standards Board.

Agencies and Public Authorities

Agencies and public authorities subject to FMA reporting requirements must also prepare their annual financial report in accordance with the:

- Model Financial Report for the year;
- ACT Government Accounting Policies; and
- relevant guidance released through Department of Treasury finance memoranda.

Agencies and relevant public authorities should use the Accounting Policy Papers and Model Financial Report as tools to understand and meet the ACT Government's accounting policy requirements. In particular, the Model Financial Report is designed to assist departments and territory authorities (for the purposes of the FMA) to meet their respective legislative requirements.

TIMETABLE

To meet whole-of-government reporting deadlines, entities must submit their annual financial report to the Auditor-General no later than the dates specified in the timetable issued by ACT Treasury. It is expected that the Treasury timetable will require entities to provide certified annual financial report to the Audit Office no later than **21 July 2006**, or as specified by ACT Treasury. The Audit Office is expected to provide clearance on the financial report no later than **25 August 2006**, with a final audit opinion provided no later than **15 September 2006**.

Early submission of entities' respective annual financial reports, wherever possible, will help ensure that the audit of all financial reports is completed in time to meet the Territory's Whole of Government financial reporting deadlines.

CONTACT

Accounting Branch, ACT Treasury, Ph 620 76141.

D.1.3 Statement of Performance

BASIS OF REQUIREMENT

- *Financial Management Act 1996 (FMA).*

REPORT DESCRIPTOR

Those entities that must prepare an annual statement of performance for the year must include it in the relevant annual report. The annual statement(s) of performance must be accompanied by the respective Auditor-General's report of factual findings for the year and together these should be provided in an appendix to the annual report.



The annual statement of performance must be prepared in accordance with the:

- Financial Management Act 1996; and
- timetable set by ACT Treasury.

FMA REQUIREMENTS

Agencies and certain public authorities must meet the following disclosure requirements under the FMA:

- sections 30A-30D: departments for the purposes of the FMA;
- section 68-71: public (territory) authorities for the purposes of FMA part 8.

Agencies

The statement of the performance for a department (as defined by the FMA) in providing each class of outputs provided during the year must:

- compare the actual annual performance against the projected performance contained in the budget papers for the year;
- provide details of the extent to which the projected performance criteria contained in the budget in relation to the provision of outputs were satisfied.

Public Authorities

The statement of the performance for a territory authority (subject to Part 8 of the FMA) must assess its performance for the year by reporting against the performance criteria and other measures set out in the authority's statement of intent for the year.

Note: For the 2005-06 financial year, no public authority is prescribed to report against outputs. Consequently, the disclosure requirements of FMA section 68 (3) will not apply in this financial year.

TIMETABLE

To meet annual reporting deadlines, entities must submit their annual statement of performance to the Auditor-General no later than the dates specified in the timetable issued by ACT Treasury. It is expected that the Treasury timetable will require entities to provide certified statements of performance to the Audit Office no later than **18 August 2006**, or as specified by ACT Treasury. The Audit Office is expected to provide a report of factual findings by no later than **15 September 2006**.

Early submission of entities' respective statements of performance, wherever possible, will help ensure that the scrutiny of all statements of performance is completed in time to meet the legislated annual reporting deadlines.

CONTACT

Accounting Branch, ACT Treasury, Ph 620 76141.

D.2 Strategic Asset Management

BASIS OF REQUIREMENT

ACT Government Asset Management Strategy, Agency Ownership Agreements and the Financial Management Act.

REPORT DESCRIPTOR

Entities are required to report on the usefulness, practicality and effectiveness of their Asset Management Strategy and address any additional asset management reporting obligations included in Agency Ownership Agreement and other agency documents. Reports should be structured in the following format and include (but are not limited to) the provision of the following information:

1. Assets Managed – Asset managed including information on their value and quantity, new assets, asset disposals and the identification of surplus property.

- The Agency managed assets with a total value of \$xxx,xxx m as at 30 June 2006



- Assets managed include:- show asset grouping and an appropriate measure eg.

Built property assets (by type i.e. school, health, community, depot etc.):	No. of properties
Land:	Area
Transport / vehicles:	No.
Infrastructure (eg roads, bridges, traffic signals):	No./km
Urban parks:	Area
Other	
- During 2005-06 the following significant assets were added to the Agency's asset register.
Insert asset details
- During 2005-06 the following significant assets were removed from the Agency's asset register
Insert asset and reason for disposal
- On 30 June 2006 the agency had 'xx' properties which were not being utilised by the agency or have been identified as potentially surplus. These are:-
Insert asset and action ie leased to non-government organisations, vacant, under evaluation, to be transferred to Property Branch - DUS, being used by other government agencies, awaiting demolition.

2. Assets Maintenance and Upgrade – Assets maintenance and upgrade works including information on major asset upgrades, performance/utilisation, results and implications of condition audits and asbestos materials management procedures and monitoring program.

- Major asset upgrades completed during 2005-06 were:
Insert asset and summary of upgrade
- The Agency conducted 'xx' audits (condition, hazardous materials, building etc.) of its assets in 2005-06. Significant issues identified by these audits include:
Insert asset, audit type, issue and action

3. Office Accommodation – Office accommodation including end of financial year details of office utilisation rates, buildings occupied; area occupied in each building; and number of occupants in each area including accommodation strategies to meet the 15m² per office employee target.

- The Agency employs 'x,xxx' employees occupying 'xx,xxx' m² in 'x' sites. The average area occupied by each employee is 'xx.x' m².
- Strategies planned to be undertaken by the Agency to meet the 15 square metre per employee target include:
Insert text eg. - refurbishment of office areas, relocation to new premises, planned changes to departmental structure.
- A further 'x,xxx' staff (fte) are employed in non-office environments. These include:
'xxx' staff in {insert building/function ie rangers, medical, teaching},
'xxx' staff in etc.

4. Energy Reduction Strategies – Details of energy usage and the Agency's energy reduction management strategy to meet targets set in the *ACT Greenhouse Strategy*.

- In 2005-06 the Agency electricity consumption was 'xx.x' kilowatt hours (kWh) and gas consumption was 'x,xx' megajoules (Mj).
- Strategies to achieve energy reductions, include:
Insert text – for example, installation of energy efficient lighting systems, upgrade to building systems, staff awareness programs, energy efficient vehicles, installation of solar hot water, improved glazing, leasing energy efficient premises.

CONTACT: David Clark – Manager, Strategic Asset Management, Property Branch, Department of Urban Services Ph 6207 6908.



D.3 Capital Works

BASIS OF REQUIREMENT

Annual Report Directions

REPORT DESCRIPTOR

Entities should provide an informed review of their capital works program expenditure, and highlight achievements during the year, particularly from the view of key stakeholders and service delivery.

Reports should be structured in the following format and include:

1. Completed projects:
 - show all projects completed during the year;
 - show final costs versus original estimates; and
 - show completion dates versus original estimates.
2. Works still in progress at year end:
 - show year of approval;
 - show revised completion dates; and
 - show revised total project value.
3. A reconciliation of approved financing, expenditure and the agency's financial statements.
4. The contact details of the relevant capital works officer.

These requirements can be presented in a capital works table format, similar to the quarterly reporting templates agencies are already familiar with:

The Capital Works Table

Projects should be identified individually and split by:

- new works;
- works in progress;
- completed projects; and
- physically but not financially completed projects should be identified.

Projects should also be split by segment or business unit (eg. roads, hospital, division).

Examples of columns for the table that would meet the information requirements:

- Project (purpose of capital works that were not immediately apparent);
- Estimated completion date;
- Actual completion date (for completed projects);
- Original project value;
- Revised project value;
- Prior year expenditure;
- Current year expenditure; and
- Total expenditure to date.

Summarise by new works, works in progress and completed projects.

An additional table of Territorial capital works projects may be relevant.

The Reconciliation Schedules

Agencies need to provide reconciliations of:

- approved current year capital works program financing to capital injection as per cashflow statement;
- current year expenditure to capital injection as per cashflow statement; and
- current year expenditure to purchases of property, plant and equipment as per cash flow statement.

Further assistance in the preparation of these schedules can be obtained from the Treasury contact below.

CONTACT: Paul Ogden, Senior Manager, Budget Strategy and Reporting, ACT Treasury, Ph 620 70176.

D.4 Government Contracting

BASIS OF REQUIREMENT

Government Procurement Act 2001

REPORT DESCRIPTOR

Entities should report on their procurement and contracting activities including compliance with the *Government Procurement Act 2001* and subordinate Guidelines and circulars.

Reports should be structured in the following format and include:

1. Procurement Principles and Processes

Provide a narrative assessment of expenditure on contractors for works or services (ie external sources of labour and services), including strategic partnerships, by theme or type of service, to provide a clearer view to what extent funds are being expended on particular types of services or functions.

Statements to confirm that:

- procurement selection and management processes for all contractors including consultants complied with the *Government Procurement Act 2001* and subordinate Guidelines and circulars. Particular reference is to be given to the management of consultancy type contracts; and,
- procurement processes above \$50,000 have been reviewed by an APU and the Government Procurement Board as required by the *Government Procurement (Approved Procurement Units) Guideline 2002*.

[NOTE: Instances of non-compliance with the above must be individually summarised]

Statements in relation to contractors for works and services to outline measures taken:

- by the agency to ensure compliance with their employee and industrial relations obligations; and,
- by the contractor where procurement audit findings have identified non-compliance with employee and industrial relations obligations.

2. External Sources of Labour and Services

The following contracts for works and services, including consultancy type contracts, must be reported by output category:

- individual contracts which exceed \$20,000; and
- smaller contracts awarded to the same contractor which, in total, exceed \$20,000.

Information to be reported is to include for each contract (or group of contracts):

- area of entity managing the contract;
- description and reason for contract;
- total expenditure (GST exclusive) in the financial year;
- date contract let; and
- reason for use of Select Tender procurement process, if applicable, for contracts of value greater than \$100,000.

Additional information required for Construction Contracts

The following information on contracts for works or services related to construction projects must be reported:

- contracts established with non pre-qualified contractors. [Note Construction contractors must be pre-qualified where a construction project (works) is over \$100,000 and, for services, where a project (fee and construction) value is over \$50,000 or a study value is over \$10,000]; and
- reason for use of non pre-qualified construction contractors.

Agencies should not report on Commonwealth funded projects, projects funded from other agencies, or services provided by another ACT Government agency.

Clarification on the definitions is available on the BASIS Procurement Policy website (www.basis.act.gov.au).



3. Interest Paid on Commercial Accounts

The total amount of interest paid under Part 4 of the *Government Procurement Act 2001* (Procurement Act) and the number of contracts entered into which specifically excluded this provision are to be reported.

Part 4 of the Procurement Act requires interest to be paid on overdue payments to suppliers of goods, services and works.

This requirement can be excluded for contracts of \$10,000 and over, and where it is specified in the contract that Part 4 of the Procurement Act does not apply.

Information to be reported is to include:

- total number of invoices and amounts paid (GST Inclusive); and total amount of interest paid; and
- number of contracts specifically excluding Part 4 and the reasons.

CONTACT: Bob Venables, Procurement Policy, Department of Treasury, Ph 620 76103.

Appendices

1. Legislative Report

Agencies must include a full list of legislation for which the agency is responsible in accordance with the Administrative Arrangements Orders, and highlight any legislation enacted during the reporting period.

2. Legislative Assembly Committee Inquiries and Reports

Agencies must include a list of completed inquiries by Legislative Assembly Committees that relate to the operations of the agency. Agencies should also provide details on the implementation of recommendations of Assembly Committees that have been accepted by the Government of the day in response to Committee reports.

This schedule should indicate, for each Committee report:

- the name of the committee, the report number and title, and the date the report was tabled in the Legislative Assembly;
- details of the recommendations of the report that have been accepted, either in whole or in part, by the Government; and
- a summary of action to date, either completed or in progress (including milestones completed), in implementing these recommendations.



Attachments

1. Administrative Units, including responsibility for Annexed and Subsumed reports

Administrative Unit	2005-06 Reports to be tabled
ACT Health	Ministerial Reports <ul style="list-style-type: none"> ACT Health Promotion Authority Community and Health Services Complaints Commissioner Subsumed and Annexed Reports <p>Chairperson, Chiropractors and Osteopaths Board Chairperson, Dental Board Chairperson, Dental Technicians and Dental Prosthetists Registration Board Chairperson, Medical Board Chairperson, Nurses Board Chairperson, Optometrists Board Chairperson, Pharmacy Board Chairperson, Physiotherapists Board Chairperson, Podiatrists Board Chairperson, Psychologists Board Chairperson, Radiation Council Chairperson, Veterinary Surgeons Board Chief Psychiatrist Human Research Ethics Committee Mental Health ACT Official</p>
ACT Planning & Land Authority	Ministerial Reports <ul style="list-style-type: none"> ACT Land Development Agency Subsumed and Annexed Reports <p>ACT Architects Board Commissioner for Surveys COLA Building Advisory Board COLA Electrical Advisory Board COLA Plumbing Advisory Board Land and Property Joint Ventures</p>
Chief Minister's Department	Ministerial Reports <ul style="list-style-type: none"> Department of Economic Development Commissioner for Public Administration Australian Capital Tourism Corporation Small Business Commissioner ACT Cleaning Industry Long Service Leave Board ACT Construction Long Service Leave Board Cultural Facilities Corporation Subsumed and Annexed Reports <p>Occupational Health and Safety Council Workers Compensation Supplementation</p>
Department of Disability, Housing & Community Services	Subsumed and Annexed Reports <p>Commissioner for Housing Official Visitor – Children and Young People Act 1999</p>



Department of Education & Training	<p>Ministerial Reports</p> <ul style="list-style-type: none"> ▪ Canberra Institute of Technology ▪ Building and Construction Industry Training Fund Board <p>Subsumed and Annexed Reports</p> <p>ACT Accreditation and Registration Council ACT Vocational Education and Training Authority Board of Senior Secondary Studies Government School Education Council Non Government School Education Council</p>
Department of Justice & Community Safety	<p>Ministerial Reports</p> <ul style="list-style-type: none"> ▪ Emergency Services Authority ▪ ACT Public Advocate ▪ ACT Electoral Commission ▪ ACT Ombudsman ▪ Director of Public Prosecutions ▪ Human Rights and Discrimination Commissioner ▪ Independent Competition and Regulatory Commission ▪ Legal Aid Commission ▪ Public Trustee for the ACT ▪ Victims of Crime (Financial Assistance) Act 1983 <p>Subsumed and Annexed Reports</p> <p>Liquor Licensing Board Registrar-General's Office Operations of the <i>Freedom of Information Act 1989</i> ACT Administrative Appeals Tribunal Chief Coroner of the Australian Capital Territory Essential Services Consumer Council Guardianship and Management of Property Tribunal Mental Health Tribunal Official Visitor – Remand Sentence Administration Board Children's Court Australian Capital Territory Credit Tribunal Discrimination Tribunal Residential Tenancies Tribunal Tenancy Tribunal</p>
Department of Territory and Municipal Services	<p>Ministerial Reports</p> <ul style="list-style-type: none"> ▪ Commissioner for the Environment ▪ ACT Public Cemeteries Board ▪ ACTION Authority ▪ Stadiums Authority <p>Subsumed and Annexed Reports</p> <p>Bushfire Fuel Management ACT Heritage Council Agricultural and Veterinary Chemicals Coordination Network Animal Welfare Authority Conservator of Flora and Fauna Environment Protection Authority Territory Records</p>



Department of Treasury	Ministerial Reports <ul style="list-style-type: none"> ▪ ACTEW Corporation ▪ ACT Government Procurement Board ▪ ACT Insurance Authority ▪ ACTTAB Ltd ▪ Australian International Hotel School ▪ Exhibition Park in Canberra ▪ Gambling and Racing Commission ▪ Nominal Defendant ▪ Rhodium Asset Solutions ▪ Subsumed and Annexed Reports ▪ Commissioner for ACT Revenue
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2. Responsible Minister for 2005 – 06 Annual Reports

Column 1	Column 2
Minister for the Arts	Ministerial reports Cultural Facilities Corporation
Attorney General	Ministerial reports <ul style="list-style-type: none"> ▪ ACT Public Advocate ▪ ACT Electoral Commission ▪ ACT Ombudsman ▪ Director of Public Prosecutions ▪ Human Rights and Discrimination Commissioner ▪ Independent Competition and Regulatory Commission ▪ Legal Aid Commission ▪ Public Trustee for the ACT ▪ <i>Victims of Crime (Financial Assistance) Act 1983</i> Subsumed and Annexed reports ACT Administrative Appeals Tribunal Chief Coroner of the Australian Capital Territory Essential Services Consumer Council Guardianship and Management of Property Tribunal Mental Health Tribunal Official Visitor – Remand Sentence Administration Board Children’s Court Australian Capital Territory Credit Tribunal Discrimination Tribunal Residential Tenancies Tribunal Tenancy Tribunal Liquor Licensing Board Registrar-General’s Office Operations of the <i>Freedom of Information Act 1989</i>
Minister for Business and Economic Development	Ministerial reports <ul style="list-style-type: none"> ▪ Business and Economic Development ▪ Small Business Commission



Chief Minister	Ministerial reports <ul style="list-style-type: none"> ▪ Commissioner for Public Administration Subsumed and Annexed reports <ul style="list-style-type: none"> ▪ Workers Compensation Supplementation Fund
Minister for Disability and Community Services	Subsumed and Annexed reports Official Visitor – <i>Children and Young People Act 1999</i>
Minister for Education and Training	Ministerial reports <ul style="list-style-type: none"> ▪ Building and Construction Industry Training Fund Board ▪ Canberra Institute of Technology Subsumed and Annexed reports ACT Accreditation and Registration Council ACT Vocational Education and Training Authority Board of Senior Secondary Studies Government School Education Council Non Government School Education Council
Minister for Health	Ministerial reports <ul style="list-style-type: none"> ▪ ACT Health Promotion Authority ▪ Community and Health Services Complaints Commissioner Subsumed and Annexed reports Chairperson, Chiropractors and Osteopaths Board Chairperson, Dental Board Chairperson, Dental Technicians and Dental Prosthetists Registration Board Chairperson, Medical Board Chairperson, Nurses Board Chairperson, Optometrists Board Chairperson, Pharmacy Board Chairperson, Physiotherapists Board Chairperson, Podiatrists Board Chairperson, Psychologists Board Chairperson, Radiation Council Chairperson, Veterinary Surgeons Board Chief Psychiatrist Human Research Ethics Committee Mental Health ACT Official Visitors
Minister for Housing	Subsumed and Annexed reports Commissioner for Housing
Minister for Industrial Relations	Ministerial reports <ul style="list-style-type: none"> ▪ ACT Cleaning Industry Long Service Leave Board ▪ ACT Construction Industry Long Service Leave Board ▪ Commissioner for Occupational Health and Safety Subsumed and Annexed reports Occupational Health and Safety Council



Minister for Planning	Ministerial reports <ul style="list-style-type: none"> ■ ACT Land Development Agency Subsumed and Annexed reports <p>ACT Architects Board Commissioner for Surveys COLA Building Advisory Board COLA Electrical Advisory Board COLA Plumbing Advisory Board</p>
Minister for Police and Emergency Services	Ministerial reports <ul style="list-style-type: none"> ■ ACT Chief Police Officer ■ ESA
Minister for Territory and Municipal Services	Ministerial reports <ul style="list-style-type: none"> ■ ACT Public Cemeteries Board ■ Commissioner for the Environment ■ ACTION Authority Subsumed and Annexed reports <p>ACT Heritage Council Agricultural and Veterinary Chemicals Coordination Network Animal Welfare Authority Bushfire Fuel Management Conservator of Flora and Fauna Environment Protection Authority Territory Records</p>
Treasurer	Ministerial reports <ul style="list-style-type: none"> ■ ACTEW Corporation ■ ACT Government Procurement Board ■ ACT Insurance Authority ■ ACTTAB Ltd ■ Australian International Hotel School ■ Exhibition Park in Canberra ■ Gambling and Racing Commission ■ Nominal Defendant ■ Rhodium Asset Solutions Subsumed and Annexed reports <p>Commissioner for ACT Revenue Land and Property Joint Ventures</p>
Minister for Tourism, Sport and Recreation	Ministerial reports <ul style="list-style-type: none"> ■ Australian Capital Tourism Corporation ■ Stadiums Authority



3. Reporting Entity Responsibilities

Each of the persons or public authorities specified in the table below is directed under sections 5, 6, and 7 of the Act to provide reports in accordance with the requirements set out in the table.

Person providing Report	Type of Report and person to whom Report is to be provided	Form and content of Report	Date by which Report is to be provided
Commissioner for Public Administration	Report on the management of the public service as a whole during each financial year, to be provided to the Chief Minister.	In accordance with the relevant guidelines contained in the 2006 Annual Report Directions.	22 September 2006
Chief Executive of an administrative unit	Report on the operations of the administrative unit during each financial year, to be provided to the responsible Minister.	In accordance with the relevant guidelines contained in the 2006 Annual Report Directions.	22 September 2006
Public Authority providing an annexed report	Report on the operations of the authority during each financial year, to be provided to the Chief Executives of the appropriate administrative unit.	In accordance with the relevant guidelines contained in the 2006 Annual Report.	25 August 2006
Public Authority making an independent report	Report on the operations of the authority during each financial year, to be provided to the responsible Minister.	In accordance with the relevant guidelines contained in the 2006 Annual Report Directions.	22 September 2006
Public Authority providing a subsumed report	Information about the operations of the authority during each financial year, to be provided to the Chief Executives of the appropriate administrative unit.	In accordance with the relevant guidelines contained in the 2006 Annual Report Directions.	25 August 2006
Canberra Institute of Technology	Report on the operations of the authority during each year, to be provided to the responsible Minister.	In accordance with the relevant guidelines contained in the 2006 Annual Report Directions.	Within 3 months of the end of the reporting period
Nominal Defendant	Report on the operations of the authority during each year, to be provided to the responsible Minister.	In accordance with the relevant guidelines contained in the 2006 Annual Report Directions.	Within 3 months of the end of the reporting period



4. Compliance Index

Section	Page Number
Transmittal Certificate	
PART A: Chief Executive Review	
A.1 The organisation.....	
A.2 Overview.....	
A.3 Highlights.....	
A.4 Outlook.....	
PART B: Agency Performance	
B.1 Analysis of agency performance.....	
B.2 Human Rights Act.....	
B.3 Access to Government Strategy.....	
B.4 Community Engagement.....	
B.5 Multicultural Framework.....	
B.6 Aboriginal and Torres Strait Islander reporting.....	
B.7 ACT Women's Plan.....	
PART C: Management of the organisation	
C.1 Managing our people.....	
C.1.1 HR performance.....	
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C.1.5 Workplace health and safety.....	
C.1.6 Learning and development.....	
C.1.7 Workplace relations.....	
C.2 Governance.....	
C.2.1 Internal accountability.....	
C.2.2 Fraud prevention.....	
C.2.3 Risk management and internal audit.....	
C.2.4 External scrutiny.....	
C.2.5 Reports required by legislation.....	
Freedom of Information.....	
Public Interest Disclosure.....	
Territory records.....	
C.3 Sustainability and Environment.....	
C.3.1 Commissioner for the Environment.....	
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PART D: Analysis of financial performance	
D.1.1 Management discussion and analysis.....	
D.1.2 Financial report.....	
D.1.3 Statement of performance.....	
D.2 Strategic asset management.....	
D.3 Capital works.....	
D.4 Government contracting.....	
Appendix	
1. Legislative report.....	
2. Legislative Assembly Committee Inquiries and Reports	
Annexed and Subsumed reports (List reports and page numbers).....	



Attachment B

Declaration of Minister for Public Authority	
Column 1	Column 2
Minister for the Arts	Ministerial reports Cultural Facilities Corporation
Attorney General	Ministerial reports <ul style="list-style-type: none"> ▪ ACT Public Advocate ▪ ACT Electoral Commission ▪ ACT Ombudsman ▪ Director of Public Prosecutions ▪ Human Rights and Discrimination Commissioner ▪ Independent Competition and Regulatory Commission ▪ Legal Aid Commission ▪ Public Trustee for the ACT ▪ <i>Victims of Crime (Financial Assistance) Act 1983</i> Subsumed and Annexed reports ACT Administrative Appeals Tribunal Chief Coroner of the Australian Capital Territory Essential Services Consumer Council Guardianship and Management of Property Tribunal Mental Health Tribunal Official Visitor – Remand Sentence Administration Board Children’s Court Australian Capital Territory Credit Tribunal Discrimination Tribunal Residential Tenancies Tribunal Tenancy Tribunal Liquor Licensing Board Registrar-General’s Office Operations of the <i>Freedom of Information Act 1989</i>
Minister for Business and Economic Development	Ministerial reports <ul style="list-style-type: none"> ▪ Business and Economic Development ▪ Small Business Commission
Chief Minister	Ministerial reports <ul style="list-style-type: none"> ▪ Commissioner for Public Administration Subsumed and Annexed reports Workers Compensation Supplementation Fund
Minister for Disability and Community Services	Subsumed and Annexed reports Official Visitor – <i>Children and Young People Act 1999</i>
Minister for Education and Training	Ministerial reports <ul style="list-style-type: none"> ▪ Building and Construction Industry Training Fund Board ▪ Canberra Institute of Technology Subsumed and Annexed reports ACT Accreditation and Registration Council ACT Vocational Education and Training Authority Board of Senior Secondary Studies Government School Education Council Non Government School Education Council

Minister for Health	Ministerial reports <ul style="list-style-type: none"> ■ ACT Health Promotion Authority ■ Community and Health Services Complaints Commissioner Subsumed and Annexed reports <p>Chairperson, Chiropractors and Osteopaths Board Chairperson, Dental Board Chairperson, Dental Technicians and Dental Prosthetists Registration Board Chairperson, Medical Board Chairperson, Nurses Board Chairperson, Optometrists Board Chairperson, Pharmacy Board Chairperson, Physiotherapists Board Chairperson, Podiatrists Board Chairperson, Psychologists Board Chairperson, Radiation Council Chairperson, Veterinary Surgeons Board Chief Psychiatrist Human Research Ethics Committee Mental Health ACT Official Visitors</p>
Minister for Housing	Subsumed and Annexed reports <p>Commissioner for Housing</p>
Minister for Industrial Relations	Ministerial reports <ul style="list-style-type: none"> ■ ACT Cleaning Industry Long Service Leave Board ■ ACT Construction Industry Long Service Leave Board ■ Commissioner for Occupational Health and Safety Subsumed and Annexed reports <p>Occupational Health and Safety Council</p>
Minister for Planning	Ministerial reports <ul style="list-style-type: none"> ■ ACT Land Development Agency Subsumed and Annexed reports <p>ACT Architects Board Commissioner for Surveys COLA Building Advisory Board COLA Electrical Advisory Board COLA Plumbing Advisory Board</p>
Minister for Police and Emergency Services	Ministerial reports <ul style="list-style-type: none"> ■ ACT Chief Police Officer ■ ESA
Minister for Territory and Municipal Services	Ministerial reports <ul style="list-style-type: none"> ■ ACT Public Cemeteries Board ■ Commissioner for the Environment ■ ACTION Authority Subsumed and Annexed reports <p>ACT Heritage Council Agricultural and Veterinary Chemicals Coordination Network Animal Welfare Authority Bushfire Fuel Management Conservator of Flora and Fauna Environment Protection Authority Territory Records</p>



Treasurer	Ministerial reports <ul style="list-style-type: none"> ▪ ACTEW Corporation ▪ ACT Government Procurement Board ▪ ACT Insurance Authority ▪ ACTTAB Ltd ▪ Australian International Hotel School ▪ Exhibition Park in Canberra ▪ Gambling and Racing Commission ▪ Nominal Defendant ▪ Rhodium Asset Solutions Subsumed and Annexed reports Commissioner for ACT Revenue Land and Property Joint Ventures
Minister for Tourism, Sport and Recreation	Ministerial reports <ul style="list-style-type: none"> ▪ Australian Capital Tourism Corporation ▪ Stadiums Authority

Attachment C

Declaration of public authorities
ACT Accreditation and Registration Council
ACT Administrative Appeals Tribunal
ACT Architects Board
ACT Auditor General
ACT Chief Police Officer
ACT Cleaning Industry Long Service Leave Board
ACT Construction Industry Long Service Leave Board
ACT Electoral Commission
ACT Government Procurement Board
ACT Health Promotion Authority
ACT Heritage Council
ACT Insurance Authority
ACT Land Development Agency
ACT Ombudsman
ACT Public Advocate
ACT Public Cemeteries Board
ACT Vocational Education and Training Authority
ACTEW Corporation (TOC)
ACTION Authority
ACTTAB Ltd (TOC)
Agricultural and Veterinary Chemicals Coordination Network
Animal Welfare Authority
Australian Capital Territory Credit Tribunal
Australian Capital Tourism Corporation
Australian International Hotel School
Board of Senior Secondary Studies
Building and Construction Industry Training Fund Board
Bushfire Fuel Management
Canberra Institute of Technology
Chairperson, Chiropractors and Osteopaths Board
Chairperson, Dental Board
Chairperson, Dental Technicians and Dental Prosthetists Registration Board
Chairperson, Medical Board
Chairperson, Nurses Board
Chairperson, Optometrists Board
Chairperson, Pharmacy Board
Chairperson, Physiotherapists Board
Chairperson, Podiatrists Board
Chairperson, Psychologists Board



Chairperson, Radiation Council
Chairperson, Veterinary Surgeons Board
Chief Coroner of the Australian Capital Territory
Chief Psychiatrist
Children's Court
COLA Building Advisory Board
COLA Electrical Advisory Board
COLA Plumbing Advisory Board
Commissioner for ACT Revenue
Commissioner for Housing
Commissioner for Occupational Health and Safety
Commissioner for Public Administration
Commissioner for Surveys
Commissioner for the Environment
Community and Health Services Complaints Commissioner
Conservator of Flora and Fauna
Cultural Facilities Corporation
Director of Public Prosecutions
Discrimination Tribunal
Environment Protection Authority
Essential Services Consumer Council
Exhibition Park in Canberra
Gambling and Racing Commission
Government School Education Council
Guardianship and Management of Property Tribunal
Human Research Ethics Committee
Human Rights and Discrimination Commissioner
Independent Competition and Regulatory Commission
Land and Property Joint Ventures
Legal Aid Commission
Liquor Licensing Board
Mental Health ACT Official Visitors
Mental Health Tribunal
Nominal Defendant
Non Government School Education Council
Occupational Health and Safety Council
Official Visitor – <i>Children and Young People Act 1999</i>
Official Visitor – Remand
Operations of the <i>Freedom of Information Act 1989</i>
Public Trustee for the ACT
Registrar-General's Office
Residential Tenancies Tribunal
Rhodium Asset Solutions (TOC)
Sentence Administration Board



Small Business Commissioner
Stadiums Authority
Tenancy Tribunal
Territory Records
<i>Victims of Crime (Financial Assistance) Act 1983</i>
Workers Compensation Supplementation Fund

