ACT Government

Chief Minister and Cabinet

FREEDOM OF INFORMATION ACT 1989

SECTION 7
&
SECTION 8
STATEMENTS

30 June 2011

SECTION 7 STATEMENT

Introduction
Section 7 of the *Freedom of Information Act 1989* (the Act) requires the Directorate to prepare and publish a statement outlining the Directorate's organisation, functions and decision-making powers, the categories of documents available, and facilities available to the public for accessing documents. This statement is current at 30 June 2011.

Organisation, Functions and Decision-making Powers
The Chief Minister and Cabinet Directorate leads the ACT Public Service and provides strategic advice and support to the Chief Minister and the Cabinet on policy development, service delivery and whole of government issues, facilitates the implementation of government priorities and provides high level executive support and policy advice.

The Directorate is responsible for:

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

Following is the list of legislation that the Directorate is responsible for in accordance with the Administrative Arrangements.

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

Minister for Industrial Relations	*Annual Leave Act 1973*, except administration provisions that are the responsibility of the Attorney-General *Dangerous Substances Act 2004*, except administration provisions that are the responsibility of the Attorney-General *Fuels Control Act 1979*, except section 11 *Holidays Act 1958* *Long Service Leave (Portable Schemes) Act 2009* *Long Service Leave Act 1976*, except part 3 administration and enforcement provisions that are the responsibility of the Attorney-General *Machinery Act 1949*, except section 5 and section 6 *Scaffolding and Lifts Act 1912*, except administration provisions that are the responsibility of the Attorney-General *Standard Time and Summer Time Act 1972* *Truck Act 1900* *Work Safety Act 2008*, except administration provisions that are the responsibility of the Attorney-General *Workers Compensation Act 1951*, except administration provisions that are the responsibility of the Attorney-General

Public Participation in Decision-making

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

Categories of Documents

The Directorate holds two basic categories of documents:

- those that are freely available on request and without charge; and
- all other kinds of documents that may be made available under the Act.

Documents available on request and without charge

Documents within this category include publications produced by the Directorate on various aspects of its activities. These are available on request from the Directorate and may also be available on the Directorate's website www.cmd.act.gov.au or on the ACT Government Contracts Register www.procurement.act.gov.au/contracts which lists contracts made by the Territory, over the value of $20,000.

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

- general files including internal and public documents, minutes of meetings of management and other committees, agendas and background papers, policy statements, financial and staffing estimates;
- communications with other Directorates;
- program and policy files,
- diaries;
- photographs, videos and films;
- maps, plans and brochures;
- technical reports and discussion papers;

- financial and accounting records;
- details of contracts;
- records of government including the machinery of government; and
- leases and deeds of agreement.

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

Chief Minister and Cabinet Directorate is located in the Canberra Nara Centre, corner of Constitution Avenue & London Circuit Civic. Several bus stops are close to the Nara Centre in London Circuit. Short-term car parking is located opposite the Centre and a disabled car park space is available in Nangari Street. Information regarding bus routes and timetables can be obtained from ACTION telephone 131710.

FOI requests should be directed to:
Chief Minister and Cabinet Directorate
FOI Coordinator
GPO Box 158
CANBERRA ACT 2601
Telephone: (02) 620 50238
Fax: (02) 620 75886

SECTION 8 STATEMENT

Introduction
This statement has been compiled for Chief Minister and Cabinet Directorate in accordance with section 8 of the *Freedom of Information Act 1989.* Section 8 requires the principal officer to prepare and make available each year a statement listing all publicly accessible documents that are used by the Directorate in making decisions under a legislative scheme. This list is current at 30 June 2011.

All enquiries regarding the inspection of these documents should be directed to the appropriate business units using the contact details provided.

Policy and Cabinet Division

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

The Division includes the Government Information Office, with responsibility for oversight and whole of government policy for strategic information, ICT and Open Government. The Division also has a new role in providing secretariat and policy support to the Strategic Board.

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

Cabinet and Intergovernmental Relations

Function
Cabinet and Intergovernmental Relations:

- provides whole of government coordination and secretariat services to the Chief Minister, and Director-General as Secretary to Cabinet, to support the Cabinet;
- facilitates the passage of Government business in the Legislative Assembly;
- provides advice and coordination for the ACT's intergovernmental relations; and
- administers a number of associated ACT laws.

Location:	Level 5, Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, CIVIC ACT 2600
Postal Address:	GPO Box 158 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6205 0232
Fax:	(02) 6207 6200
Website:	http://www.cmd.act.gov.au/policystrategic/cabinet

Documents

- Australian Capital Territory 2008 Election Guidance on Caretaker Conventions – August 2008
- ACT Government Cabinet Handbook – December 2009
- ACT Government Legislation Handbook – September 2009
- Guidelines for Responding to Reports of the Auditor-General – November 2009
- Handbook for ACT Government Officials on Participation in Assembly and Other Inquiries – June 2004
- Boards and Committees Handbook June 2009
- Cabinet Paper Drafting Guide November 2009
- ACT Pandemic Planning Framework December 2007

In addition, available at http://www.cmd.act.gov.au/functions/publications

- a list of accessible ACT Executive documents more than 10 years old made available to the public free of charge under the provisions of the *Executive Documents Release Act 2001;* and
- a list of Intergovernmental Agreements.

Economic, Regional and Planning

Function

The Economic, Regional & Planning Branch's primary role is to provide whole of government policy leadership and advice to the Chief Minister and the Head of Service on issues relating to the economic and spatial development of Canberra and its role as a regional centre in south-eastern NSW. The Branch has a leadership role in:

- managing the relationship with NSW and supporting the ACT Government's engagement with the surrounding region;
- embedding and strengthening the ACT Government's Performance and Accountability Framework;
- monitoring, analysing, developing, and reporting economic, social, and demographic information, including preparing population projections for the ACT and maintaining the *Measuring Our Progress* website; and
- developing and implementing broad ACT Government sustainability policy.

Location:	Level 4, Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, CIVIC ACT 2600
Postal Address:	GPO Box 158 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6205 0740
Fax:	(02) 6207 0025
Website:	http://www.cmd.act.gov.au/policystrategic

Documents

Economic

- Capital Development – Towards Our Second Century – August 2008
- Capital Development – 'at a glance' – August 2008

- ACT and Its Region: Economic Relationships and Key Drivers of Economic Growth – February 2008

Performance and Accountability

- Strengthening Performance and Accountability: A framework for the ACT Government – June2011
- ACT Government Evaluation Policy and Guidelines – December 2010
- Performance and Accountability in the ACT: Towards a New Framework – 2009

Triple Bottom Line Reporting

- Triple Bottom Line Assessment Framework Discussion Paper – June 2011
- Pilot Triple Bottom Line Annual Report 2008-09 – December 2009

Sustainability

- People, Place, Prosperity: the ACT's Sustainability Policy 2009 – December 2009
- Solar Power Plant Feasibility Study – September 2008

Transport

- Memorandum of Understanding between the Australian Capital Territory and Canberra Airport – December 2010
- Assessment of Aircraft Noise in Hackett ACT – July 2010
- Assessment of Aircraft Noise in Hackett ACT (Executive Summary) – July 2010
- ACT Government Submission to the Canberra Airport's 2009 Preliminary Draft Master Plan – May 2009
- ACT Government Submission on the Aviation Policy Green Paper – December 2008
- ACT Government Submission to Aviation Issues Paper – April 2008

Infrastructure

- ACT Government Infrastructure Plan 2011 – July 2011
- 24 March 2011 Community and Industry Roundtable Minutes – March 2011
- 9 November 2011 Community and Industry Roundtable Minutes – November 2010
- 9 November 2011 Community and Industry Roundtable Presentation – November 2010
- ACT Government Infrastructure Plan 2010 – June 2010
- An Infrastructure Plan for the ACT – September 2008
- ACT Infrastructure – Five-Yearly Report to the Council of Australian Governments (COAG)

Demographics

- ACT Estimated Resident Population (Updated Quarterly)
- ACT Population Projections: 2009 to 2059 – June 2011
- ACT Population Projections for Suburbs and districts: 2008 to 2021 – June 2011
- Baby Boomer Retirement and Our Future Workforce – December 2010
- Population Ageing in the ACT: Issues and Analysis – July 2010
- ACT Aboriginal and Torres Strait Islander Population: A Demographic Analysis-July 2010
- A Social Overview of the ACT 2009-10 – June 2010
- Canberra QuickStats: 2009-10 – May 2010
- ACT Population Projections for Suburbs and Districts: 2007-2019 – June 2009
- ACT Population Projections: 2007-2056 – May 2009

- ACT Information Development Plan 2008-2011 – June 2008
- ACT and Region Demographic Trends – October 2007

Social Policy and Implementation

Function

The Social Policy and Implementation Branch is responsible for:

- providing strategic social policy on current and emerging social policy issues and initiatives at the local and national level;
- providing whole of government advice on promoting improved social outcomes;
- undertaking research;
- advising on the implementation of the Canberra Social Plan; and
- providing across government implementation and related policy advice, in particular on the Canberra Plan Framework and other across government strategy.

Location:	Level 4, Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, CIVIC ACT 2600
Postal Address:	GPO Box 158 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6207 9043
Fax:	(02) 6207 0025
Website:	http://www.cmd.act.gov.au/policystrategic http://www.cmd.act.gov.au/policystrategic/community_inclusion/home http://www.cmd.act.gov.au/canberraplan/

Documents

The Canberra Plan

- The Canberra Plan – Towards our Second Century – August 2008
  http://www.cmd.act.gov.au/policystrategic/canberraplan
- Annual Reports on the Implementation of *The Canberra Plan – Towards Our Second Century* – http://www.cmd.act.gov.au/policystrategic/canberraplan/annualreports

The Canberra Social Plan

- Canberra Social Plan 2011 http://www.cmd.act.gov.au/policystrategic/socialplan
- Canberra Social Plan progress reports 2005, 2007, 2009

Developing the Canberra Social Plan 2011

- Building our Community – The next steps
- Summary of responses to Building our Community – The next steps
- What makes Canberra a liveable community?
- The Business of Building Community Inclusion
- Priorities for the Future
- Priorities for the Future: What you told us
- Participation in Bang the Table online forums
  http://www.cmd.act.gov.au/policystrategic/socialplan/development_of_the_canberra_plan_2011

- Canberra Social Plan 2004 - http://www.cmd.act.gov.au/policystrategic/socialplan/socialplan2004

Community Inclusion – Research and Engagement

- Social Inclusion Initiatives: the effect of 'joined up' approaches
- Learnings for Inclusion
- The Business of Building Community Inclusion
- Investing in Early Intervention for Young People
- A Place Based Approach to Long Term Unemployment
- Long-Term Unemployment in the ACT
- Social Impacts of Climate Change in the ACT
- What Works? A Research-Based Policy Approach to Working with Aboriginal and Torres Strait Islander Communities
- Development of a Poverty Impact Analysis approach in the ACT
- Report on the Community Inclusion Board Sponsored Workshop on Locational Disadvantage in the ACT
- Board Response to Report Recommendations
- Project Report to Community Inclusion Board
- Project Report to Community Inclusion Board Appendices
- Piloting lateral responses to decrease financial disadvantage and increase inclusion
- Neighbourhood and Belonging – Living in the communities of Canberra
- Community Wellbeing Indicators: Ideas and Reflections from a Community Seminar and Workshop Convened by the ACT Community Inclusion Board
- Community Well-being Indicators
- Inclusive Practices: ACT Prisoners and their Families seminar report http://www.cmd.act.gov.au/policystrategic/socialplan/research

Citizen Centred Governance and Community Engagement

- Citizen Centred Governance July 2008
- Citizen Centred Governance – Summary Report of Submissions February 2009
- Preferred methods of engagement Report: Improving Community Engagement http://www.cmd.act.gov.au/policystrategic/citizenengagement

Boarding Style Accommodation Review

- Issues and Option for the Regulation of Boarding Style Accommodation in the ACT.
- Summary of Key Points made in Submissions http://www.cmd.act.gov.au/policystrategic/boardingaccommodationreview

Indigenous Expenditure Report

- Indigenous Expenditure Report – Questions and Answers (March 2011) http://www.cmd.act.gov.au/policystrategic/ier

Strategic Finance

Function

Strategic Finance supports the business of the Directorate through:

- budget strategy and development;
- financial management through monthly and annual financial reporting and monitoring; and
- delivery of the internal audit function and maintenance of the financial control framework.

Location:	Level 4, Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, CIVIC ACT 2600
Postal Address:	GPO Box 158 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6207 9114
Fax:	(02) 6207 0025

Documents:

- Director-General Financial Instructions, including financial delegations and factsheets.

Default Insurance Fund

Function

The Default Insurance Fund (DI Fund) commenced on 1 July 2006 under amendments made to the *ACT Workers Compensation Act 1951* which combined the previous functions of the Workers' Compensation Supplementation Fund and the Nominal Insurer. The DI Fund provides access to benefits for injured workers in the private sector where:

- an employer did not hold a compulsory workers' compensation policy; or
- an insurer collapses or is unable to meet the costs of claims against the workers' compensation policies.

The Fund manages and meets the cost of the workers' compensation claims, including rehabilitation, medical expenses, compensation settlements and any common law judgements or settlements in such circumstances.

Location:	Default Insurance Fund, Level 3, Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, CIVIC ACT 2600
Postal Address:	GPO Box 158 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6207 0723
Fax:	(02) 6207 0301

Documents

Several information bulletins are available through the Fund's website:

http://www.treasury.act.gov.au/actia/difund.htm

Workforce Capability and Governance Division

Workforce Capability and Governance Division:

- supports good governance in the public sector by developing effective policy, legislative and industrial frameworks and by providing workforce planning and strategic support to public sector agencies; and
- is responsible for strategic advice to the ACT Government on industrial relations, work safety and workers' compensation.

Public Sector Management

Function

Public Sector Management:

- provides a central agency policy and advisory role for ACT public sector employment. Areas of responsibility cover service-wide employment, industrial relations, human resources, accountability and learning and development issues; and
- provides support to the statutory office of the Commissioner for Public Administration, the ACT Remuneration Tribunal, the ACT Joint Council and the People and Performance Council.

Location:	Level 5, Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, CIVIC ACT 2600
Postal Address:	GPO Box 158 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6205 0358
Fax:	(02) 6207 5376
Website:	http://www.cmd.act.gov.au/governance
Email:	psm@act.gov.au

Documents

2000 Advices

- 2-2000 Confidential Medical and Personal Statements (CMAPS)
- 6-2000 ACT Government Travel Arrangements

2003 Advices

- 1–2003 Bushfire Recovery Arrangements

2005 Advices

- 2–2005 Leave for Public Servants wishing to perform volunteer work
- 3–2005 Granting leave for participating in union campaign activity
- 4-2005 Further advice - granting leave for participating in union activity
- 5-2005 Further advice no. 2 - granting leave for participating in union activity
- 6A-2005 Use of section 58(4) of the Public Sector Management Act 1994 (PSM Act)
- 8-2005 Leave Management

2006 Advices

- 1-2006 Appointment of New Zealand Citizens to the ACT Public Service
- 4-2006 Insurance Requirements for Private Vehicles used for Official Purposes
- 5-2006 Tender Process to Elect a New Superannuation Default Fund

- 7-2006 Extension of Full Superannuation Choice Arrangement to ACT Public Service Staff
- 9-2006 Superannuation Employer Contribution Arrangements for ACT Public Service Staff.
- 11-2006 Superannuation Arrangements for ACT Public Service Temporary Staff
- 12a-2006 Update to ACT Public Service Non-executive Vehicle Policy
- 14-2006 Change to Commissioner for Public Administration powers
- 18-2006 Superannuation: Transition to Retirement Arrangements

2007 Advices

- 1-2007 No Union Picnic Day
- 3-2007 Changes to ACTPS Salary Packaging Policy and Procedures

2008 Advices

- 3-2008 Executive Leave Amendments – Interim Arrangements
- 9-2008 Harassment and Bullying
- 11-2008 Use of Section 58(4) of the Public Sector Management Act

2009 Advices

- 1-2009 ANZAC Day 2009
- 3-2009 Implementation of Enhanced Maternity Leave Provisions
- 4-2009 Termination of ACTPS Liability for APS Redundancy Payments
- 6-2009 Workforce Issues in Event of Pandemic Influenza
- 10-2009 Requests for Flexible Working Arrangements (Fair Work Act s65)

2010 Advices

- 2-2010 New Selection Criteria for Executives and Chief Executives

Information Notes

- Forfeiture of Office
- Machinery of Government and Management Initiated Changes
- Mobility between the APS and ACTPS
- Prior Service Recognition
- Salaries, Special Employment Arrangements, Increments and Higher Duties Allowance
- Travel - Domestic and International
- Leave – Leave to do Volunteering Work
- Leave
- Introduction to Grandparental Leave
- Delegations Under the ACT Legislative Employment Framework

Advices listed provide current, up-to-date information. Advices that are no longer current are kept for record keeping purposes, and are also available from http://www.cmd.act.gov.au/governance Where Advices contain information that is no longer correct, these are available by contacting Public Sector Management.

Employment Policy

- Arrangements for Employing Persons in the ACT Public Service
- Commissioner Powers & Functions
- Recruitment in the ACT Public Service

- The Executive Handbook
- ACT Public Service Executive Capabilities
- ACTPS Non-Executive Passenger and Light Commercial Vehicle Management Guidelines 2010
- Guidelines for the Management and Use of Executive Vehicles 2010
- The current Remuneration Tribunal's Statements and Determinations on Executives
- The current Remuneration Tribunal's Statements and Determinations on Full-time holders of public office
- The current Remuneration Tribunal's Statements and Determinations on Part -time holders of public office
- The current Remuneration Tribunal's Statements and Determinations on Members of the Legislative Assembly
- The current Remuneration Tribunal's Statements and Determinations on the Judiciary
- Tables of Executive Remuneration
- Guidelines for Independent Reviewers and Appeal Panels 2010
- Head of Service – Powers and functions
- ACTPS Code of Ethics 2010
- Guidance on obligations of ACTPS staff during Pre-Election Period

Strategic Human Resources

- ACTPS Attraction & Retention Framework
- ACTPS Respect Equity and Diversity Framework
- ACTPS Employment Strategy for People with Disability
- ACTPS Employment Strategy for Aboriginal and Torres Strait Islander People
- ACTPS Disability Toolkit
- Annual Report Directions 2010-11
- ACT Public Service People Strategy 2005-2007
- ACTPS Integrity Policy
- Integrity – Suggested Training Presentation
- Integrity – Workbook for Model Training Packages
- Integrity – Model Integrity Training Workbook
- Integrity – Investigation Standards
- Standards for the conduct of enquiries and investigations for ACT Agencies, June 2004
- ACTPS Learning and Development Framework
- ACTPS Learning and Development Maturity Framework
- ACTPS Learning and Resource Kit
- Performance Management Scheme Guidelines
- Performance Managing and Recognising
- Public Interest Disclosure Procedure Guide
- *Public Interest Disclosure Act 1994,* A Guide to, January 2005
- ACTPS Stress Toolkit
- ACTPS Work - Life Balance Policy 2005
- ACTPS Graduate Program Overview

ACTPS Structure and Statistics

- ACTPS Workforce Profile 2006-07
- ACTPS Workforce Profile 2007-08

- ACTPS Workforce Profile 2008-09
- ACTPS Workforce Profile 2009-10

Administrative Policies

- ACT Public Service Salary Packaging Policy and Procedures
- ACT Public Service Performance Management System Guidelines

Review of the Public Service Act – Publications

- A Review of the *Public Sector Management Act 1994* – Discussion Paper 1 – Introductory Paper and ACT Public Service Ethos
- A Review of the *Public Sector Management Act 1994* – Discussion Paper 2 – Public Service Governance and Structures
- A Review of the *Public Sector Management Act 1994* – Discussion Paper 3 – The Employment Framework
- A Review of the *Public Sector Management Act 1994* – Discussion Paper 4 – Chief Executive and Executive Employment
- A Review of the *Public Sector Management Act 1994* – Discussion Paper 5 - Concluding Paper

ACT Public Service Structure and Statistics

- ACT Public Service – "State of the Service" Report 2004-2005

ACT Remuneration Tribunal

Function

The ACT Remuneration Tribunal sets the remuneration, allowances and entitlements of various public officials including:

- Members of the Legislative Assembly
- Members of the Judiciary
- Head of Service, Directors-General and Executives in the ACT Public Service
- Statutory Office Holders, and
- other holders of public office such as members of government boards and committees.

The Tribunal is independent to ensure public confidence in the remuneration and other entitlements paid to public officials and members of different arms of government. Formal decisions made by the Tribunal are called determinations.

The Tribunal receives secretariat support from Public Sector Management, in Workforce Capability and Governance Division.

Postal Address:	PO Box 964 CIVIC SQUARE ACT 2608
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6207 5995
Fax:	(02) 6205 0334
Website:	http://www.cmd.act.gov.au/governance/remtrib/
Email:	remtrib@act.gov.au

Documents

Current Determinations are listed below; earlier Determinations are available by request or on the Remuneration Tribunal website http://www.cmd.act.gov.au/governance/remtrib/

- Determination 156 – Special Magistrates on Loan
- Determination 15 of 2007 – Members of the Legislative Assembly – Travelling Allowance
- Determination 16 of 2007 – Full-time and Part-time Holders of Public Office – Travelling Allowance
- Determination 7 of 2010 – Acting Judge, Supreme Court
- Determination 8 of 2010 – Chief Justice of the Supreme Court
- Determination 9 of 2010 – President of the Court of Appeal
- Determination 10 of 2010 – Chief Magistrates, Magistrates and Special Magistrates
- Determination 11 of 2010 – Master of the Supreme Curt
- Determination 12 of 2010 – Part-time Holders of Public Office
- Determination 13 of 2010 – Children and Young People Official Visitor
- Determination 1 of 2011 – Victims of Crime Commissioner
- Determination 2 of 2011 – Climate Change Council
- Determination 3 of 2011 – Members of the Legislative Assembly
- Determination 4 of 2011 – Chief Executives and Executives
- Determination 5 of 2011 – Full-time Holders of Public Office
- Determination 6 of 2011 – Clerk of the Legislative Assembly
- Determination 7 of 2011 – ACT Civil and Administrative Tribunal – Part-time Presidential Member
- Determination 8 of 2011 – Special Magistrate
- Determination 9 of 2011 – Teacher Quality Unit Board

Office of Industrial Relations

Function

The Office of Industrial Relations develops policy and legislation regarding industrial relations, work safety including dangerous substances and asbestos regulation and workers' compensation.

Location:	Level 5, Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, CIVIC ACT 2600
Postal Address:	GPO Box 158 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6207 5922
Fax:	(02) 6207 6775

Documents

- Expectant and New Mothers in ACT Workplace

http://www.dhcs.act.gov.au/__data/assets/pdf_file/0018/39060/expectantandnewmothersguidelines.pdf

Industrial Relations Policy

- Daylight Saving Arrangements (http://www.cmd.act.gov.au/holidays)
- Public Holidays Observed in the ACT during 2011 (http://www.cmd.act.gov.au/holidays)
- Public Holidays Observed in the ACT during 2012 (http://www.cmd.act.gov.au/holidays)

- Public Holidays Observed in the ACT during 2013 (http://www.cmd.act.gov.au/holidays)

Work Safety Policy

- Government Response to the Standing Committee Report on Fireworks (www.parliament.act.gov.au/downloads/reports/5th%20LA%2003.pdf)
- ACT Asbestos Management Review – (2010)
- Consultant's Final Report – Research on the ACT's Consumer Fireworks Regime, March 2008.
- Consultant's Final Report – Research on the ACT's Consumer Fireworks Regime, Results from three telephone surveys, August 2008
- Government Response to the ACT Asbestos Management Review (2010)
- Membership of the Work Safety Council
- Occupational Health and Safety Act 1989: Scope and Structure Review
- Work Safety Regulation 2009 Exposure Draft (http://www.legislation/ed/db_34673/20090605-39722/pdf/db_34673.pdf)
- Managing Asbestos: A Guide for Householders
- Managing Asbestos in Commercial Premises
- Managing Asbestos: A Guide for Home Renovators
- Managing Asbestos: A Guide for Tradespeople
- Managing Asbestos Advisory Form
- ACT Asbestos Task Force Community Engagement Report
- Asbestos Management in the ACT: Report by the ACT Asbestos Task Force
- Asbestos Survey Methodology: Extent & Impact
- ACT Asbestos Issues: Final Report on a Pre-campaign Benchmark Study of Awareness and Attitudes to Asbestos-related Issues for the ACT Asbestos Task Force
- ACT Asbestos Issues: Final Report on an Intermediate Monitoring Study of Awareness and Attitudes to Asbestos-related Issues for the ACT Asbestos Task Force
- ACT Asbestos Issues: Final Report on a Campaign Monitoring Study of Awareness and Attitudes to Asbestos-related Issues for the ACT Asbestos Task Force
- Final Report on a Survey of Real Estate Agents for the ACT Asbestos Task Force
- Final Report on a Survey and Recruitment Exercise among Commercial/Industrial Properties for the ACT Asbestos Task Force
- Final Report on Focus Groups Among the General Public, and Tradespeople for the ACT Asbestos Task Force
- Communications Strategy: Awareness of Asbestos and Associated Issues in the Australian Capital Territory
- Report on the Australian Capital Territory 1988-1993 Asbestos Removal Program
- ACT Asbestos Surveys—Health Risk Assessment
- ACT Asbestos Issues: Final Report on Qualitative Research among Owners of Commercial Buildings

Continuous Improvement and Workers Compensation

Function

The Continuous Improvement and Workers Compensation Branch (CIWC) oversees the management and prevention of workplace injuries in the ACT Public Sector and manages the ACT Government accident and incident data repository.

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

Workers' Compensation Policy

- ACT Wages and Earnings Guide -available from- http://cdn.justice.act.gov.au/resources/uploads/Worksafe/Publications/Handbooks/WSACT_HB_0058_-_WC_Earnings_Guide.pdf
- Actuarially suggested reasonable premium rates 2011/2012 policy year
- Scheme claim and payment profile 2009/2010
- Draft Workers Compensation Amendment Bill 2010
- Consultation Arrangements and Guide
- Frequently asked questions
- Workers Compensation and CTP Scheme Overview
- Scheme performance and claim summary 2008/2009
- Summary of proposed amendments

Workplace Injury Performance

- ACTPS Workplace Injury Prevention Policy Statement (currently being updated)
- ACTPS Workplace Injury Prevention Agreement
- List of ACT Public Service Workplace Health and Safety Policy Statements
  a) Policy framework for Workplace Health and Injury Management
  b) Accident/Incident Reporting & Investigation
  c) Consultation in the Workplace
  d) Protocol for Responding to People Threatening Suicide or Self-Harm for Employees and Contractors
  e) Protocol for Responding to People Threatening Suicide or Self-Harm for Return to Work Coordinators and Rehabilitation Case Managers

The following policies should be used as guidance material until such time as they are reviewed. The information in those policies should be checked against any recent advice from **ACT Workcover** and Standards from the **Australian Safety and Compensation Council.**

Reviewed policies will be notified as soon as practicable

f) Alcohol and Other Drugs Policy
g) Eyesight Testing and Optical Correction for Visually Demanding Tasks and Use of Screen Based Equipment
h) HIV and Viral Hepatitis Policy
i) Early Intervention policy
j) First Aid in the Workplace Policy
k) Critical Incident Stress Management Policy
l) OHS Risk Management Policy
m) Preferred Rehabilitation Provider Panel
n) Smoke-free Workplaces
o) Fire Safety and Emergency Procedures
p) Hazardous Substances
q) Codes of practice

r) Thermal Comfort
s) Stress Management
t) Rehabilitation in the Workplace
u) Reducing Occupational Violence
v) Personal Protective clothing and Equipment

- Air Quality – Indoor Environments ACT Public Sector Workplace Health Strategic Plan 2008-2012
- Charter of Partnership between ACT Government and Comcare (new version under development)

Corporate Management

Function

Corporate Management supports the business of the Directorate through:

- providing a management framework for a range of strategic and statutory planning and reporting functions;
- managing business support systems and building organisational capability;
- co-ordinating the Directorate's FOI requests; and
- delivering facilities management and strategic human resources services.

Location:	Level 2, Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, CIVIC ACT 2600
Postal Address:	GPO Box 158 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6207 5868
Fax:	(02) 6207 5886

Documents

- CMD Collective Agreement 2007 -2010
- Complaints Handling Procedures
- Freedom of Information Delegation Schedule
- Freedom of Information Guidelines
- Human Resource Delegation Schedule
- Records Management Program Policy
- Records Management Program Procedures Manual
- Records Disposal Schedules

Culture and Communications Division

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

The Division coordinates briefs and ministerials for the Chief Minister, advises on protocol, manages hospitality and special events for the Chief Minister, and provides support for members of the Executive and their staff. The Division also provides secretariat services to the Director-General of the Directorate, for ACT and National Honours and Awards.

Communications and Engagement

Function

Communications and Engagement:

- provides information to the Canberra community about government initiatives, programs and services, in a timely and responsive manner;
- coordinates communications relating to whole of government initiatives and policies;
- provides whole of government strategic communications advice and media coordination;
- provides whole of government advice and assistance on community engagement policies, programs and initiatives;
- provides whole of government advice on branding and monitors implementation of the branding policy;
- manages and administers the Community Initiatives Fund and Community Support Fund *(NOTE: responsibility for managing these Funds transferred to Chief Minister's Support & Protocol with effect from 1 July 2011);*
- coordinates whole of government emergency preparedness communications; and
- plans the Centenary of Canberra celebrations in 2013.

Location:	Level 4, Canberra Nara Centre, Cnr Constitution Avenue and London Circuit, CIVIC ACT 2600
Postal Address:	GPO Box 158 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6207 5378
Fax:	(02) 6207 0163
Website:	http://www.cmd.act.gov.au/communication

Documents

- Chief Minister's Department Media Policy
- Chief Minister's Department Events Policy
- ACT Government Branding and Public Information Guidelines
- The Canberra Centenary Blueprint (March 2006)
- Centenary of Canberra Taskforce Report and Interim Strategy (March 2006)
- Agreement in Relation to the Planning and Delivery of the 2013 Centenary of Canberra Celebrations

Chief Minister's Support and Protocol

Function

Chief Minister's Support and Protocol:

- coordinates briefs and ministerials for the Chief Minister and Cabinet Directorate;
- provides advice on protocol and coordinates briefings for events attended by the Chief Minister;
- manages events hosted by the Chief Minister, in her role as Head of Government, including award presentations, receptions, roundtable meetings and civic events;
- provides administrative and financial corporate support for members of the Executive and their staff;
- provides secretariat services for ACT and National Honours and Awards; and
- with effect from 1 July 2011 manages and administers the Community Initiatives Fund and Community Support Fund.

Location:	Level 2, Legislative Assembly Building, London Circuit, Canberra City,
Postal Address:	GPO Box 1020 CANBERRA ACT 2601
Business Hours:	8:30am to 5:00pm Monday to Friday
Enquiries:	(02) 6205 0192
Fax:	(02) 6205 0289

Documents

- Conditions of the use of the City of Canberra Coat of Arms
- Guidelines for the use of the ACT Flag
- Guidelines for preparing documents for the Chief Minister
- Gift guidelines for the ACT Executive
- Guidelines for preparing meeting and function briefs for the Chief Minister