



# Department of Territory and Municipal Services

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ANNUAL REPORT 2007-2008 | VOLUME ONE

01

# Department of Territory and Municipal Services



ANNUAL REPORT 2007-2008

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Transmittal Certificate

Jon Stanhope, MLA, Minister for Environment, Water and Climate Change  
John Hargreaves, MLA, Minister for Territory and Municipal Services  
Andrew Barr, MLA, Minister for Tourism, Sport and Recreation

ACT Legislative Assembly  
London Circuit  
Canberra City ACT 2601

Dear Ministers

I present the Annual Report of the Department of Territory and Municipal Services, which is in two volumes. The first volume contains general information regarding the Department. The second volume contains the Department's financial reporting. The Report has been prepared under section 5 (1) 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 Department of Territory and Municipal Services.

I hereby certify that the attached Annual Report is an honest and accurate account and that all material information on the operations of the Department of Territory and Municipal Services during the period 1 July 2007 to 30 June 2008 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 2, Part 2.4.

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.

Yours faithfully

Mike Zissler  
Chief Executive  
Department of Territory and Municipal Services

19 September 2008



## Statement of Reference to Subsumed and Annexed Reports

Jon Stanhope, MLA, Minister for Environment, Water and Climate Change  
John Hargreaves, MLA, Minister for Territory and Municipal Services  
Andrew Barr, MLA, Minister for Tourism, Sport and Recreation

ACT Legislative Assembly  
London Circuit  
Canberra City ACT 2601

Dear Ministers

This report complies with the directions set out by the Chief Minister's Department. As part of this compliance, some sections of the Territory and Municipal Services Annual Report are included as subsumed and annexed reports.

Annexed Reports are as follows:

*ACT Heritage Council  
Animal Welfare Authority  
Conservator of Flora and Fauna  
Environment Protection Authority  
Director of Territory Records*

Subsumed Reports are as follows:

*ACTION  
Australian Capital Tourism*

I advise that the above sections are occasionally referred to throughout the body of the report. In instances of such referral, you should direct your attention to the relevant section in the annexed report for further information.

Yours faithfully

Mike Zissler  
Chief Executive  
Department of Territory and Municipal Services

19 September 2008

## About this report

The Department of Territory and Municipal Services (TAMS) Annual Report 2007-08 is the organisation's primary accountability document to the ACT Government and the Canberra community.

The Report is divided into two volumes as follows:

- Volume 1 contains general information regarding the department, including the Chief Executive's review, analysis of agency performance, consultation and scrutiny reporting; and other reporting.
- Volume 2 contains Financial Reports and Statements of Performance.

The Report has been prepared under section 5 (1) 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 TAMS.





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## SECTION A

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## PERFORMANCE AND FINANCIAL MANAGEMENT REPORTING



## A.1 The Organisation

### Our Role

On average, Australian Capital Territory (ACT) residents directly interact with the Department of Territory and Municipal Services (the department) at least five times a day, providing a diverse range of essential services that help make the ACT a great place to live or visit. The department plays a key role in building Canberra's environmental, social, cultural and economic capital.

One of the department's key objectives is the efficient delivery of a diverse range of sustainable, value for money services to the Canberra community, including public transport, libraries, Canberra Connect shopfronts and online services, ranger services, linen and plant nursery services. The department connects with the community in numerous ways in the delivery of these services, and strives to ensure that customer interactions are positive, responsive and informative.

The department cultivates healthy living spaces for the enjoyment of the people of Canberra, and helps to ensure that the ACT's natural and cultural environments are protected, preserved and enhanced. The sustainable management of parks, nature reserves and waste, and the preservation of heritage and wildlife are key roles of the department. Access to a broad range of sporting and recreational activities is facilitated through the management of sporting programs, venues, sportsgrounds and community events. Promotion of the ACT as a preferred tourist destination is also a core objective of the department.

The department also manages and maintains Canberra's built environment to the highest possible standard. The government's many infrastructure assets, including roads, bridges and community paths are strategically planned, built, and maintained and the efficient management of government property is another important objective for the department. As a regulator, the department also ensures compliance with Territory and national standards in areas such as heritage, environment protection, transport regulation and road user safety.

The department contributes to the future growth of the ACT by ensuring sustainability principles are embedded into its decision-making processes, particularly in relation to the provision of infrastructure and services to an expanding community. The development of policies and programs to ensure more sustainable use of water and energy continue to be a key focus for the department both now and in the future.

### Our Vision

Our vision is that the department leads the way in making Canberra the best place to be.

### Our Values

The delivery of key outcomes is made possible through the work of our people who are guided by the following principles:

- Initiative and accountability
- Innovation and leadership



- Empowerment and trust
- Responsiveness and sustainability
- Equity and diversity
- Honesty and fairness
- Respect and teamwork
- Communication and understanding.

The enablers for these guiding principles are:

- A capable and committed team
- A safe, healthy and rewarding workplace
- A valued and diverse workforce
- Responsible financial management.

## Our Structure

The department has been operating for two years as Territory and Municipal Services. It is structured around four distinct groups:

- Community and Infrastructure Services Network
- Enterprise Services Network
- Environment and Recreation Network
- Office of the Chief Executive (OCE).

The Community and Infrastructure Services Network provides public library services, is responsible for asset information and asset acceptance, manages Territory owned buildings, leases commercial buildings and administers government office accommodation. It provides information and payment services to the ACT community through Canberra Connect Shopfronts, the Contact Centre and Web Centre. It also administers road transport legislation and is responsible for the management and maintenance of roads, bridges, footpaths, traffic lights, street lighting and stormwater infrastructure.

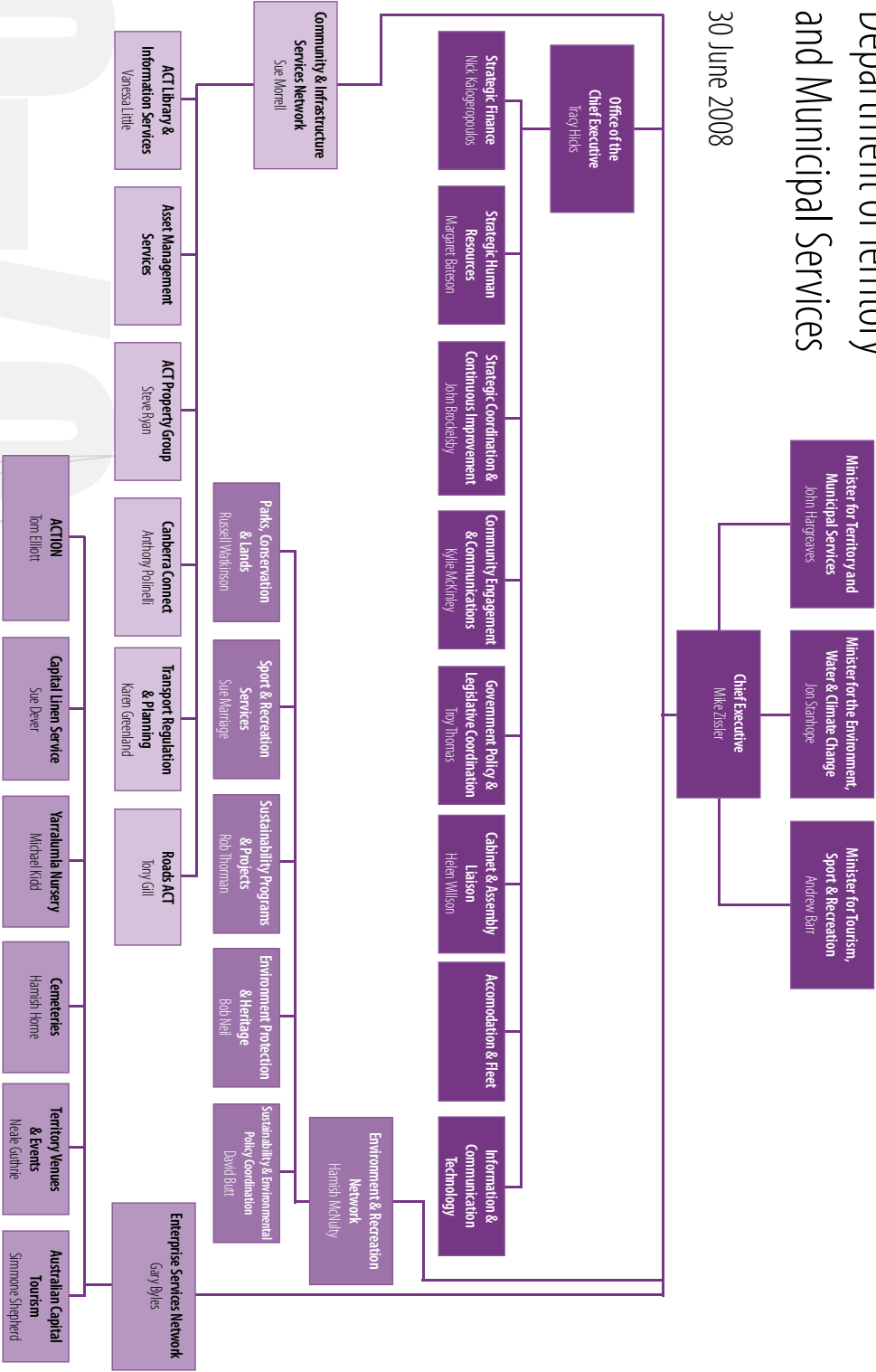
The Environment and Recreation Network is the single land manager for the ACT Government and is also responsible for managing Canberra's extensive parks, nature reserves and open spaces. It develops and implements policy and programs for sustainability, waste management, water, energy, climate change, natural resource management, bio-security and animal welfare. It regulates environmental and heritage activities using compliance and licensing frameworks that help protect and preserve natural and cultural values. It also encourages participation in a range of sport and recreation activities, including the delivery of elite and community sport programs.

The Enterprise Services Network operates a wide variety of commercial businesses in a government environment and has a strong focus on business development. It is comprised of ACTION, Australian Capital Tourism, Capital Linen Service, ACT Cemeteries Authority (reported separately), Territory Venues and Events, and Yarralumla Nursery.

The OCE provides advice and support to Ministers, the Chief Executive and the Networks to ensure effective governance arrangements are in place. It is also responsible for providing leadership in organisational and cultural change and continuous improvement initiatives that help meet the demands of a changing environment. It is comprised of: Strategic Coordination and Continuous Improvement; Community Engagement and Communications; Government Policy and Legislative Coordination; Fleet Management, Information and Communication Technology, Accommodation; Strategic Human Resources and Strategic Finance.

# Department of Territory and Municipal Services

30 June 2008



SECTION A

## Our Stakeholders

Our principal stakeholders are:

- ACT residents
- ACT businesses
- Community organisations and peak representative groups
- Chief Minister and Minister for Environment, Water, and Climate Change
- Minister for Territory and Municipal Services
- Minister for Tourism, Sport and Recreation
- Legislative Assembly
- ACT and Commonwealth Government agencies
- Suppliers and contractors.

In our interaction with stakeholders and with each other, we actively apply the guiding principles as outlined in 'Our Values'.



## A.2 Overview

During 2007–08, the department reported to three Ministers: Jon Stanhope, Chief Minister and Minister for the Environment, Water and Climate Change; John Hargreaves, Minister for Territory and Municipal Services; and Andrew Barr, Minister for Tourism, Sport and Recreation.

The department worked closely with these Ministers to deliver its services for Canberra residents and was guided by ideas from consultative activities with a broad cross-section of Canberra residents. A framework was devised to harness the passion and resources of the department's people into a firm governance framework – the TAMS Strategy Map 2007–10.

### TAMS Strategy Map 2007–10

The TAMS Strategy Map 2007–10 was launched in 2007 and is the strategic plan for the department. The Map is grouped into four key themes – delivering sustainable services, cultivating healthy living spaces, connecting with communities and growing Canberra's future. It clearly sets out the priorities, strategies and measures of success required to implement the necessary reforms.

Plans for each of the Networks and the Office of the Chief Executive were updated, with strategies and activities again linked to the key themes. Underpinning these documents are Business Unit Plans. Strategic Human Resources developed new Performance Management Plans and Individual Learning Agreement templates, which were introduced in 2007.

Achievements against the priorities and performance measures contained in the TAMS Strategy Map and Network Plans have been reported biannually to the Strategic Management Team. The four themes are as follows:

#### **Delivering Sustainable Services**

When delivering the best possible services, the department will optimise social, economic and environmental opportunities and focus on quality and business improvement, flexibility and responsiveness. In addition to this, the department will encourage innovation and creativity and also provide value for money.

#### **Cultivating Healthy Living Spaces**

When developing and maintaining our natural and built environments, the department will apply better practice in their design and operation to ensure that they are properly protected, maintained and preserved. The department will ensure sustainable management and use of resources, as well as being responsive to the challenge of climate change.

#### **Connecting with Communities**

When engaging with diverse communities, the department will establish and maintain open and constructive forums to allow us to listen and foster positive working relationships. The department will understand differing perspectives and be aware of changing needs. The department will persistently seek the community's views as part of our decision making-processes and will provide clear, correct and concise information.

#### **Growing Canberra's Future**

The department will actively contribute to the future prosperity and quality of life in Canberra and

the surrounding region by applying sustainability principles and practices throughout the organisation. The department will develop strategic plans to ensure infrastructure and services meet the requirements of an expanding community. While supporting our community through our people, we will be making strategic investments in working together to make the ACT a preferred tourist destination.

## **Legislation and Regulatory Activities**

The department administers legislation relating to municipal, road transport and environmental regulatory functions. Day-to-day functions are handled by the Office of Regulatory Services in the Department of Justice and Community Safety. These include parking and outdoor café licences and hawkers licensing.

TAMS received Human Rights Statements of Compatibility for all its new Bills introduced into the Legislative Assembly.

For a full list of legislation administered by the Department see page 77.

For legislation enacted in 2007-08 see page 79.







## A.3 Highlights

2007-08 was a busy year for the department and saw staff delivering several high-priority government initiatives. The following is a list of key achievements for the department.

### Major Roads Projects

The road construction for Gungahlin Drive Extension (GDE) at Glenloch interchange was completed and opened to traffic in April 2008 and the landscape works are well underway. In recognition of the project, the GDE won the Project of the Year award at the Master Builders Association's Excellence in Construction Awards in June 2008. The GDE also claimed the Civil Project (more than \$4 million) award for the Federal Highway Joint Venture and the Civil Subcontractor Award for Hewett Earthworks Pty Ltd.

Major road-works for the Airport Road Upgrade commenced at the beginning of 2008 and will take

approximately 18 months to complete. The road-works include the duplication of Pialligo Avenue between Fairbairn Avenue and Brindabella Circuit; as well as the grade separation of the intersection of Pialligo Avenue and Ulinga Place. In addition to the Airport Road Upgrade, the Pialligo Avenue Duplication Stage One works between Fairbairn Avenue and Morshead Drive commenced in April 2008.

Works commenced at Majura Road in April 2008 and will rehabilitate the existing pavement between Gungahlin and the Canberra Airport Precinct to address the increased commercial vehicle traffic flows.

In December 2007, the ACT Government called on the community to express its views on the preservation of Tharwa Bridge. An overwhelming response from the community showed that retention of the existing bridge was desired. In January 2008, Chief Minister Jon Stanhope announced that the ACT Government would retain the old Tharwa Bridge and would undertake remedial works to enable light traffic to use the bridge, pending the full conservation works being completed. Work on the bridge is currently underway.





## Look and Feel of the City

The government is committed to improving the look and feel of the city, as well as improving the streetscape across the city. A number of projects are in various stages with some construction works already underway.

The City Centre Marketing and Improvements Grant is proving a successful partnership between the private and public sector. This year the focus was on building the brand, improvements to a clean and safe city centre and enhancing the delivery of community events. The department also established a street furniture replacement program, including specially designed seating, garbage bins and bollards.

Melba Shopping Centre was upgraded in 2007-08 and upgrades at Garran and Ainslie Shopping Centres are currently underway. The refurbishment of assets such as pavement, street furniture and lighting in the public open space at these centres are improving the look, function and safety of these areas. The introduction of public artwork elements enliven and give a sense of identity to the areas. A collaborative design process involved the participation of community and stakeholders through consultation. Local communities became involved with the design teams to develop innovative plans, creating unique and inviting public places.

The department also worked jointly with Communities@Work to upgrade Erindale Shopping Centre in 2007-08. This included the planting of drought hardy plants, as well as the installation of a disabled ramp and new bench seats.

## ACT Library and Information Services

2007-08 has seen a number of changes in public libraries that have been well received by the community. New opening hours in the public libraries were introduced in January 2008. These new hours were determined after community consultation and analysis of patterns of use in each branch.

Major projects have included the commencement of the Radio Frequency Identification (RFID) project and the electronic acquisitions and cataloguing project.

## Canberra Connect

Canberra Connect delivered award-winning information and payment services to the ACT community during 2007-08. The Canberra Connect Call Centre continued to grow, and has now been renamed as a 'Contact Centre' to more accurately reflect the work delivered through this service. The Contact Centre answered just under a million calls during 2007-08, making it the busiest year on record.

The new Civic Drivers Licence Service opened in the Civic Library, providing a convenient location to access driver licence and proof of age card services in the city.

## ACTION Network 08

After extensive public consultation, ACTION introduced its new bus network, 'Network 08' in June 2008, in a phased approach. Approximately 2,500 comments were received, resulting in up to 20 significant changes to the network design.

## Integrated Transport Framework

The ACT Government Integrated Transport Framework, provides a snapshot of current transport planning and travel patterns. It proposes four integrated transport principles to frame the government's transport decision-making in the future and gives an indication of possible future directions for transport in the ACT. It also focuses on sustainable transport methods, keeping in line with *Weathering the Change – the ACT Climate Change Strategy 2007-25*.

## Climate Change

The government continues to lead the way with climate change. *Weathering the Change – the ACT Climate Change Strategy 2007-25* was released in July 2007. The Strategy sets out the directions that the government will undertake between 2007 and 2025 to support the community's response to climate change. The associated Action Plan is the first of four that will be developed throughout the life of the Strategy and will contain the actions to be pursued over the next four to five years.

The government is exploring the benefits of an overarching Sustainability Policy and Framework for ACT Government Agencies. A framework could help ensure that sustainability initiatives across agencies are conducted in a cohesive and planned manner.

Minimising resource use with regard to its fleet continues to be a focus for the department. To assist in choosing vehicles that have the lowest pollution emissions, the department has established a dedicated Fleet Management Group.

The department has implemented a number of programs in one of its key buildings, Macarthur House, that contribute to workplace recycling and waste reduction. Organic waste collection bins have been placed in all kitchens and signage developed to educate people on recycling and composting. Dual compartment desk-side waste separation bins have been provided to ensure the separation of waste and recycling materials. This program is being used as a template for similar programs in other ACT buildings.

Solar lights have been installed in the car park at Macarthur House. Planning is also underway to install energy efficiency measures at Tidbinbilla Nature Reserve and at Canberra Stadium.

## Equine Influenza

The department participated in the national response to eradicate the equine influenza virus, by declaring the ACT as a quarantined area and establishing a Local Disease Control Centre. Thanks to the responsiveness of staff across a number of areas of the department and the cooperation of the community, the ACT has remained disease free.



## Sanctuary at Tidbinbilla

A major achievement at Tidbinbilla was the opening of the Sanctuary in April 2008. Tidbinbilla Nature Reserve is a high visitation reserve with a strong focus on conservation, research, education and recreation. The opening coincided with a very successful family event, the Extravaganza, attracting over 4,000 visitors. The Sanctuary has a fully accessible pathway which links a series of features and encourages visitors to engage with nature and encounter wildlife. Tidbinbilla has also commenced an innovative partnership with Conservation Volunteers Australia to deliver greater services to the community.

## Sport in a Drought Environment Grants

Sport and Recreation Services implemented the \$2 million Sport in a Drought Environment Grants program, providing funding for the progression of 18 projects aimed at drought-proofing community sporting facilities for the future.

## Emergency Management Plan

The department recently developed its Emergency Management Plan, which provides a framework for a coordinated and rapid response from Territory and Municipal Services to a critical incident within the ACT.

## Internal Facilitators

As part of the department's commitment to developing its staff, an Internal Facilitator Program was developed. The aim of this program is to

empower staff to identify business improvement processes and to tap into internal capability by actively involving staff/managers to identify workplace issues, improve work practices and participate in the change process. This program will continue into 2008-09 with another group of staff to be trained as facilitators and the current facilitators to take on roles as coaches.

## Senior Leadership Series, Management Development Programs and Diversity Training

A Senior Leadership Series was developed and commenced during the year for all Senior Officers in TAMS. A series of workshops and seminars themed around the TAMS Strategic Plan, and based on contemporary leadership theory and practice, were conducted with over 150 people attending the series.

A number of training programs commenced to assist with the development and education of managers and potential managers across TAMS. Accredited management development programs were offered in 2007-08 at the Diploma in Government and Certificate IV in Government level.

The department has also continued to coordinate and actively promote a wide variety of diversity training, such as the disability awareness training program 'Disability@Work', Aboriginal cultural awareness training and the 'beyondblue' workplace mental health awareness sessions.





## Awards/Recognition

The department continued to win awards and receive recognition throughout 2007–08. A number of highlights are listed below.

A number of TAMS staff and Business Units were recognised for their high achievements at the Commissioner for Public Administration Awards.

- Neil Cooper received a Gold Award in the category 'Leadership and Values', which recognises outstanding and exceptional ethical leadership.
- Canberra Connect received the Silver Award in the category of 'Service Delivery to Citizens'.
- The Sport and Recreation Water Restriction Taskforce received a Bronze Award in the category of 'Leadership and Values'. The team consisted of David Jeffrey, Rebecca Kelley, Kim Polsen and Wayne Lacey.

Canberra Connect also received a number of other awards:

- ACT Safer Communities Award
- Australian Safer Communities Award
- ACT Winner for Post Disaster Recovery
- National Winner for Post Disaster Recovery
- AGIMO Excellence in e-Government: Finalist for Canberra Connect SmartForms
- Government Contact Centre Excellence Awards: Winner in the category of Outstanding Individual Contribution.

Andrew Forster was awarded a Public Service Medal as part of the Australia Day Honours. Andrew was recognised for his outstanding public service in the



provision of floral displays throughout Canberra, particularly the annual Floriade display.

Capital Linen Service, the Graffiti Removal Team and Australian Capital Tourism were nominated for the ACT Chief Minister's Inclusion Awards. The most successful nomination was Australian Capital Tourism, winning the prize for Inclusion in ACT Tourism. The Canberra Region Visitors Centre was recognised for their accessibility for people with hearing impairment as a result of the installation of a hearing loop.

TAMS, Capital Linen Service and the Graffiti Removal Team were nominated for the Prime Minister's Employer of the Year Awards and Capital Linen Service also received a Commissioner for Public Administration Award for customer service.

Tony Gill, Director of Roads ACT, won an ACT Public Service Executive Award.

Domestic Animal Services (DAS) won the ACT Work Cover Award for their category in the ACT and were finalists for the National SafeWork Australia Awards in Category 2 – Best Solution to an Identified Workplace Health and Safety Issue.



## A.4 Outlook

We value Canberra's unique heritage, infrastructure and community – but our eyes are firmly on the future. We are taking the lead in a rapidly changing environment and investing in our people and resources to take us into the future. A number of government initiatives will be implemented in 2008-09 that capitalise on our core strengths while exploring new avenues of improvement to make Canberra an even better place to be.

There will be a continuing focus on the look and feel of the city to improve the ACT's urban amenity and infrastructure. A range of government initiatives will provide essential ongoing maintenance and upgrades of signage, roads and shopping centres, as well as strategic asset management. This includes the refurbishment of the historic Albert Hall to enable its ongoing use as a civic meeting place.

With the government's strategic approach to climate change now in place, the department will continue to implement a range of initiatives that will contribute to a reduction of emissions and improve the community's understanding of, and adaptation to, climate change. The government will establish renewable energy targets to support the development of renewable energy technologies, lower greenhouse gas emissions from generation activities and reduce dependence on fossil fuels.

The future of Canberra's water supply will continue to be a priority through the continuing restoration of the Lower Cotter Catchment. The department plant

One Million New Trees Over Ten Years under Action 36 of *Weathering the Change – the ACT Climate Change Strategy 2007-25*, which will ensure that trees continue to be a major part of addressing climate change. The ongoing management of waste has also been significantly funded.

The department will undertake significant redevelopment of the Lyneham Sports Precinct; implement capital works to minimise potable water use on sportsgrounds into the future; and progress development of sporting facilities in Gungahlin.

Implementing a more sustainable and integrated transport system is a key component of the ACT Climate Change Strategy. ACTION buses will roll out a new ticketing system, develop new bus lanes and continue with its bus fleet replacement program.

2008-09 will see the progression of numerous major roads construction projects including the upgrade of airport roads Stage Two, the duplication of Tharwa Drive Stage One and the duplication of a section of Athllon Drive. A staged approach to the restoration of Tharwa Bridge will be implemented. Throughout the conservation process, the bridge will be closed to traffic for fixed periods of time but will continue to serve traffic with reduced load limits. When completed, the bridge will be able to hold a load of 44 tonnes to take all general traffic.

Providing world class sport and recreation activities and facilities for the Canberra community continues to be a priority. The Department is preparing for International Mountain Bike events scheduled to be held at Stromlo Forest Park in 2008 and 2009, and





will be hosting a Rugby League World Cup match at Canberra Stadium in October 2008. Floriade will celebrate its twenty-first birthday during September 2008. It will also introduce a new night time program of events, the inaugural 'Floriade NightFest' entertainment spectacular. These initiatives, as well as the implementation of Australian Capital Tourism's e-Strategy, will significantly contribute to local tourism.

The department will continue to engage with the Canberra community through its biannual satisfaction survey and will also continue to respond to strong demand for its Canberra Connect services. Building collaborative partnerships and gathering community feedback across service areas will be a key focus for the department.

A key initiative to increase the diversity of staff across the department will be the development and implementation of an Indigenous Employment Strategy. A greater focus is also being placed on risk management in light of significant increases in the cost of insurance.

Finally, I would like to take this opportunity to thank all of the department's staff for their hard work and professionalism over the past year. Their passion and drive to service the Canberra community inspires me and makes the department a great place to work. I look forward to working with my team to achieve a high standard of service for the Canberra community into the future.

Mike Zissler  
Chief Executive

## A.5 Management Discussion and Analysis

See Volume 2







## A.6 Financial Report

See Volume 2

SECTION A

## A.7 Statement of Performance

See Volume 2





## A.8 Strategic Indicators

See Volume 2

SECTION A

## A.9 Analysis of Agency Performance:

### Community and Infrastructure Services

#### Business Overview and Services

The Community and Infrastructure Services Network of Territory and Municipal Services (TAMS) has three distinctive streams of services comprising regulatory, community and strategic infrastructure services to the community and across government.

#### ACT Library and Information Services (ACTLIS)

ACTLIS provides library services through: eight public libraries, two mobile libraries, home library services, the Government and Assembly Library, the ACT Heritage Library and the Virtual Library website. ACTLIS has a vital role in learning, literacy and informing the citizens of the ACT.

Following the review of ACTLIS in September 2006, a range of new initiatives commenced. These include the commencement of the Radio Frequency Identification (RFID) project and the electronic acquisitions and cataloguing project. New opening hours in the public libraries were introduced on 29 January 2008. These new hours were determined after community consultation and analysis of patterns of use in each branch. Three libraries are now open all day on Sunday and the total number of 402.5 open hours per week remains unchanged.

ACTLIS again saw growth in membership to 199,244 with loans relatively stable at 2,655,495. There were 146,745 hours of community internet access.

The Heritage Library received the records of the National Parks Association and the Canberra Churches Centres for the library collection this year, adding to the rich social history collections of the library. The Government and Assembly Library conducted 50,605 reference searches during 2007-08 on behalf of Members of the Legislative Assembly, their staff and government agencies.

Reviews were conducted of the Government and Assembly Library, the Heritage Library and the joint use arrangements between Territory and Municipal Services and the Department of Education and Training.





## ACT Property Group

ACT Property Group manages Territory-owned commercial buildings, acts as lessee on behalf of the Territory for commercial leases, manages government office accommodation and community/multipurpose buildings, and evaluates the future use of properties that become surplus to agencies' service delivery needs.

ACT Property Group also undertakes a range of whole-of-government functions such as; the evaluation, disposal or adaptive reuse of surplus government property; preparing the government accommodation strategy; managing the ACT Government Real Estate Policy and strategic policy development and coordination in relation to property issues; strategic asset management, facilities management and energy procurement.

ACT Property Group manages several unique properties including: the Parkwood Road Recycling Estate; the Hume Resource Recovery Estate; the three former Capital Region Enterprise and Employment Development Association (CREEDA) small-business incubation sites; and a number of significant heritage sites such as Albert Hall and the Tuggeranong Homestead.

ACT Property Group assisted the Chief Minister's Department and the official Receiver to wind up CREEDA. It also took over the day-to-day management responsibility for the existing incubator tenants in the Downer, Narrabundah and Wanniasa Business Parks from 1 June 2008. The group is now responsible for managing 165 properties across the ACT.

In addition to the transfer of 15 school buildings from the Department of Education and Training to ACT Property Group in December 2006, as reported in the 2006-07 Annual Report, a further seven school buildings were transferred to the group in December 2007.

Purdon Associates conducted an extensive community consultation program over the second half of 2007 about the usage of the surplus school sites. The Consultant's reports were considered by the ACT Government and it was announced in May 2008 that \$24.6 million will be invested over two years to expand and build on community facilities across the Territory. This includes provision of neighbourhood halls and community parks.

The government announced in the 2006-07 Budget that the number of subleases, and the total amount of space subleased for ACT Government staff accommodation, would be substantially reduced during 2007-08 in order to improve the office utilisation rate from 21.6m<sup>2</sup> per person to 18.3m<sup>2</sup> with an ultimate target of 15m<sup>2</sup>. ACT Property Group developed a Whole-of-Government Accommodation Strategy in consultation with all agencies and to date (through the non-renewal of five subleases, plus under-leasing two major buildings to the Commonwealth), the leased office portfolio has been reduced by approximately 12,500m<sup>2</sup>. The current utilisation rate is 17.3m<sup>2</sup> per person.

The ACT Government resumed responsibility for the management of Albert Hall on 29 November 2007. ACT Property Group is the area responsible for

managing the building and bookings of the facility. Numerous community, commercial and private groups have hired the hall to conduct their functions and activities. In March 2008 the ACT Government sponsored the 80<sup>th</sup> birthday celebrations for the Albert Hall, organised by Friends of Albert Hall. Since resuming management of the Hall, ACT Property Group has undertaken repairs and maintenance on electrical systems, fire safety systems, plumbing and the roof totalling \$347,714.

ACT Property Group offers facilities management services to all ACT agencies. These include urgent and responsive Occupational Health and Safety works, including flood, fire and vandal damage. Facilities Management also provides mandatory

inspection services (fire, lifts, cooling towers) and other programmed maintenance works for a range of clients. During 2007–08, ACT Property Group provided agencies with in excess of \$29 million of facility management services, including the successful refurbishment of existing school buildings as part of the *Towards 2020* policy and plan.

A Joint Working Group, involving the ACT Planning and Land Authority (ACTPLA) and the Land Development Agency (LDA), has been established to develop principles and guidelines for the ongoing management and transfer of ACT Government property and assets.





### Asset Management Services (AMS)

AMS provides Asset Acceptance and Asset Information services. Asset Acceptance ensures that proposed municipal engineering, landscape and waste infrastructure assets meet relevant design standards, specifications and codes so they are safe, fit for purpose, efficient to maintain and complement existing infrastructure. Asset Information is responsible for managing a range of information applications to meet the needs of TAMS, other government agencies and the development industry.

In 2007-08 TAMS took the initiative to establish a new Asset Management Services Directorate. This Directorate will be closely aligned with the Department of Treasury's new Asset Management Unit, and will work together to establish a common framework for all ACT Government agencies. It will also give support and leadership to other agencies where needed.

The Director of Asset Management Services will lead the consolidation of the TAMS Asset Strategy across all asset groups, and will be the catalyst for the department's major asset owning groups to plan for their future asset needs in accordance with Treasury policy and the TAMS Service Delivery Strategy.

AMS has also worked with Treasury regarding the ACT's involvement in the recently announced Commonwealth Government's 'Infrastructure Australia Audit', which seeks to quantify those infrastructure initiatives that will be of national significance. For the department, these projects typically involve major transport infrastructure.

AMS comprises of two functional units, these being Asset Acceptance and the Integrated Asset Management System.

The Asset Acceptance Unit ensures the integrity of new municipal infrastructure, landscape and waste assets constructed in the ACT. A major responsibility of the section is providing advice on potential constraints and opportunities regarding municipal assets that are to be integrated into the master-planning phase of major Territory and private development initiatives.

As a result of increased activity within the industry, over 2570 development applications and submissions were considered during 2007-08, representing an 18 per cent increase on the previous year. Despite this increase the percentage of applications responded to within the 10-day required period remains more than 90 per cent.

The unit also conducts regular audits of development projects to ensure that relevant standards are being maintained and to highlight areas where the department needs to be proactive in providing additional advice to ensure compliance. During 2007-08 a total of five supplier audits were conducted, and 1461 compliance inspections carried out. The unit also responded to approximately 6556 queries relating to driveways and stormwater easements, this representing an increase of 33 per cent since 2006-07.

The recent changes to development application processes in ACTPLA have had a marked impact on the Asset Acceptance team, with many more public enquiries being made about the design approval process, for which the unit is responsible. It is anticipated that this level of demand will plateau as

the development community becomes accustomed to the new process. Changes to the internal processes for managing these queries may be necessary once more is known about future volumes.

The Integrated Asset Management System (IAMS) project was completed during June 2008, marking the end of a five-year development period. Already the latest version of the IAMS has had a positive impact on its main user groups, with increased levels of activity and queries from Roads ACT and Parks, Conservation and Lands.

Future enhancements will depend upon the needs of these groups, but the comprehensive nature of the data, combined with its Geographic Information System (GIS) interface already make it a highly valued tool in TAMS. This system will be critical to the Treasury-led Asset Management Planning process, which will be heavily dependent on reliable data.

The announcement in the 2008-09 budget of the advent of a more integrated approach by Treasury to the Asset Management Framework across all Territory agencies, means that the timely completion of IAMS makes it very well placed to provide data management and asset planning services to TAMS Asset Managers (with 75 per cent of the Territory's asset base), across almost all asset classes.

IAMS is the primary infrastructure and landscape asset register within TAMS. The system is now the source for all asset condition information and is used to assess the total current value of this asset base. Asset managers use this integrated solution in the form of reports and to track the mapping of the interdependence of assets.

During the year, IAMS successfully recorded around 500 enquiries per week from the public through the Canberra Connect Contact Centre (150 per cent increase compared with 2006-07). These include reports about damage to kerbs, trees, playgrounds, street lights, stormwater and other facilities. Significant improvements have been made to the extent and quality of the data stored in the system and the full lifecycle of asset management for a range of asset types.

The Traffic Control Device inventory continues to be a key source of information on Territory-owned assets. The provision of Traffic Control Device data to consultants through a website has significantly reduced the impact on AMS in the delivery of this data.

ACT Locate has remained a popular web locate and mapping facility used across the ACT during 2007-08, with average daily visits of around 300 on business days and 150 on weekends. In addition, specific web mapping interfaces continue to provide on-line access to detailed information on dog exercise areas, park maintenance areas and Priority Enrolment Areas for ACT schools. ACT Locate will cease to operate within the next year once ACTPLA's system, ACTMapi, includes all ACT Locate functionality.

AMS has significantly improved the reporting of geographic data available from TAMS through expansions in the records maintained in the ACT Node to the Australian Spatial Data Directory. This Node now records information (metadata) on around 390 different data sets, a 200 per cent increase on 2006-07.







## Canberra Connect

Canberra Connect provides the community with access to ACT Government services through a single, recognisable brand. Information and payment services are delivered through multiple service channels that include shopfronts, a contact centre and online facilities. Canberra Connect also manages whole-of-government arrangements for Post Bill Pay, Comm Web and BPay.

Canberra Connect also incorporates the Territory Records Office. This includes the statutory role of the Director, Territory Records Office, and responsibilities for the functions under the *Territory Records Act 2002*. It also includes the Territory and Municipal Services Records Manager, who provides advice to the Chief Executive and support to staff in implementing and complying with the record keeping practices required under the *Territory Records Act 2002*.

Canberra Connect has continued to deliver award-winning information and payment services to the ACT community, on behalf of all ACT Government agencies. It has provided a strong focus on customer service quality through shopfronts, the contact centre and online, as well as providing ACT Government agencies the opportunity to use third party payment channels such as Post Bill Pay to provide services to customers.

During 2007-08, Canberra Connect continued to increase the number of accessible online services to over 300, covering a broad range of individual resident, business and government transactions. The electronic forms and online payment facility, SmartForms, also grew with the introduction of several payment services relating to public transport accreditation and electronic forms submission for the calculation and lodgement of taxation, duty and levy returns.

In addition, Canberra Connect also introduced a new payment channel, eLockBox. This payment channel is fully integrated with the online channel and provides an end to end electronic solution to ACT businesses for a range of business to government reporting and payment obligations. Continuing deployment of appropriate online services provides customers with choice and convenience when submitting information or making payments to government.

Canberra Connect also relaunched the Canberra Connect services portal, [www.canberraconnect.act.gov.au](http://www.canberraconnect.act.gov.au), with a clean fresh look and improved functionality to respond to the changing needs of the community.

Canberra Connect shopfronts continued to deliver high quality face-to-face services across five shopfront locations. The new Civic Drivers Licence Service opened in the Civic Library, providing a convenient location to access driver licence and proof of age card services in the city. Canberra Connect continued to invest in the concierge service provided in each shopfront, meeting and greeting every customer who enters a shopfront to ensure they have the correct paperwork, and to assist with information provision. The shopfront network served over 500,000 customers during 2007-08.

The Canberra Connect Call Centre has continued to grow, and has now been renamed as a contact centre to more accurately reflect the work delivered through this service. The Canberra Connect Contact Centre now delivers a broad range of services to the ACT community, and recently achieved a customer satisfaction level of 96 per cent, as measured by an independent survey.

Canberra Connect has consciously built the contact centre service around a strong commitment to personal service. This is demonstrated by the fact that callers are not required to select options from a menu in order to speak to a customer service representative. The Contact Centre responded to just under a million calls during 2007–08, making it the busiest year on record.

Canberra Connect has continued to provide the community with more comprehensive and effective customer self service options. It has rapidly grown the Integrated Customer Service System during 2007–08. This technology allows customers to: get consistent answers to frequently asked questions through any of our primary customer service channels; submit and track service requests to government; and establish a personal account with the ACT Government to track all feedback and work requests.

In addition, Canberra Connect has provided expertise and advice to internal customers such as the TAMS Community Engagement and Communications Team, ACTION and the Territory Records Office on developing

effective strategies and design elements for customer facing websites.

Canberra Connect is a key participant in the Smart Service Queensland international benchmarking study, designed to compare and contrast organisations like Canberra Connect around the world. This study has confirmed that across most indicators it is one of the most effective service delivery organisations of its type in the world. This is supported by Canberra Connect's recognised achievements this year, which include:

- ACT Safer Communities Award
- Australian Safer Communities Award
- ACT Winner for Post Disaster Recovery
- National Winner for Post Disaster Recovery
- AGIMO Excellence in e-Government: Finalist for Canberra Connect SmartForms
- Government Contact Centre Excellence Awards: Winner in the category of Outstanding Individual Contribution
- Commissioner for Public Administration Awards: Silver Award for Service Delivery to Clients.





## Roads ACT

Roads ACT manage the construction and maintenance of roads and associated infrastructure in Canberra. This includes the setting of standards, preparing contract specifications and developing policy for commissioning. It is also responsible for the operation and maintenance of Canberra's roads, bridges, community paths, driveways, street signs, line marking, traffic signals, street lighting and urban stormwater drainage assets.

The traffic camera network system was expanded to support other road safety measures with the installation of fixed speed only cameras at nine new locations.

2007-08 saw a road resealing program with a total of 27 Territory roads and 144 municipal streets and car parks resealed. This work included sections of Parkes Way, Monaro Highway, Ginninderra Drive, Kingsford-Smith Drive and William Webb Drive; plus a number of municipal streets in Calwell, Fadden, Fyshwick, Campbell, Florey, Hawker, Kaleen and O'Connor.

A significant asphalt overlay program was undertaken with work carried out on 23 sites, including 15 intersections/roundabouts. As a part of this program, Baldwin Drive from Ginninderra Drive to William Slim Drive, and Kingsford-Smith Drive from Spalding Street to Southern Cross Drive in Belconnen were resurfaced.

As a result of a number of severe storms which hit various locations in Canberra between December 2006 and February 2007, consultants were engaged to review the drainage systems in the areas worst affected. Some 120 areas have been investigated during 2007-08 to look at the issues raised and to

provide recommended works. Roads ACT undertook a broad range of maintenance functions during 2007-08, covering a range of public infrastructure. For example:

Road Sweeping	17,500 km
Footpath Maintenance	49,500 m <sup>2</sup>
Sign Maintenance/Replacement	5134
Incidence/Accident Responses	1100
Patching of Potholes	12,500

On-road cycling facilities were installed at various sites in conjunction with the resurfacing program. On-road cycling lanes were provided as part of the arterial road network, where it was reasonable and practical to do so, to encourage commuter cyclist travel. Implementation of cycle facilities was further assisted by the recurrent funding for the road network:

- main route signage: Lake Ginninderra and Belconnen
- on-road lanes on Northbourne Avenue: Antill Street to Barton Highway
- improvements to road crossings at De Burgh Street and David Street
- on-road lanes on Launceston Street: Melrose Drive to Yamba Drive.

The road construction for Gungahlin Drive Extension (GDE) at Glenloch interchange was completed and opened to traffic in April 2008 and the landscape works are well underway.

Major road works for the Airport Road Upgrade (costing \$13 million) commenced at the beginning of 2008 and will take approximately 18 months. The road works include the duplication of Pialligo Avenue

between Fairbairn Avenue and Brindabella Circuit, as well as the grade separation of the intersection of Pialligo Avenue and Ulinga Place.

In addition to the Airport Road Upgrade the Pialligo Avenue Duplication (Stage 1) works between Fairbairn Avenue and Morshead Drive commenced in April 2008. This \$7 million stage of the works will be completed in approximately 12 months. The works include: major upgrades to the intersections of Morshead Drive and Dairy Road roundabout; the conversion of the roundabout of Pialligo Avenue and the Monaro Highway to a signalised intersection; modification to Sylvia Curley Bridge; and the upgrading of the section of Morshead Drive between Fairbairn Avenue and Pialligo Avenue.

Tharwa Bridge is the oldest standing bridge in the ACT and was entered into the ACT Heritage Register in 1998. As a result of community consultation and advice from experts, the existing Tharwa Bridge will be retained and reopened to allow for general traffic. The rehabilitation works will cost over \$14 million.

The conservation of the Bridge is being progressed with a contract let in March 2008 to undertake initial remedial work. The full conservation of the timber bridge will follow over the next three to four years, the timing determined by the availability of the hardwood timber and the necessary skills to conserve the bridge.

Lanyon Drive will be duplicated from the Monaro Highway to Tomsitt Drive in Jerrabomberra as a jointly developed project between Roads ACT and the NSW Roads and Traffic Authority. Stage 1 of the works

will concentrate on the upgrade of the intersection of Monaro Highway and Lanyon Drive to improve the safety and capacity of the intersection. Stage 1 of the works is currently funded through the Federal Government's 'Roads to Recovery' program and commenced in May 2008 with a construction period of nine months.

Majura Road will undergo major rehabilitation of the existing pavement between Gungahlin and the Canberra Airport Precinct to address the increased commercial vehicle traffic flows. At this stage preliminary investigations into the pavement strength options have been completed. Cotter Road pavement rehabilitation commenced in May 2008 to address the poor condition of sections of the pavement given the future development of Molonglo and the increased traffic volumes.





As part of the strategy to improve road user safety at signalised intersections, four new signals were installed in 2007-08. In addition, the traffic signal upgrade program continued with upgrades of controllers and LED lanterns at eight locations.

Road safety improvements were implemented at a number of blackspot sites. These included four intersections and five midblock lengths including Coppins Crossing and Naas Bridge.

Additional speed cameras were commissioned including advanced warning signs. Road safety message signs were also erected. Traffic Management measures at schools were implemented with a left turn lane constructed at Burgmann School, Gungahlin and implementation of measures at schools affected by recent school closures.

Improvements to the handrails on bridges on Maribyrnong Street in Kaleen have been completed.

The contract for construction of Stage 1 of the Lanyon Drive upgrade has been let and the design of duplication of Tharwa Drive from Johnson Drive to Box Hill Avenue is underway.

### Transport Regulation and Planning (TRAP)

TRAP is responsible for transport planning and develops regulatory policies on public passenger transport, driver competency, vehicle safety, heavy vehicles and parking practices. It is responsible for the implementation of the Road Transport Authority's regulatory framework, including measures such as the accreditation of public passenger transport

service providers, driver licensing functions, vehicle registration and inspection processes, and audits of heavy vehicle compliance.

TRAP continued to focus on improvements to the provision of public passenger services throughout 2007-08.

Twelve Wheelchair Accessible Taxi (WAT) licences were balloted in November 2007 and this resulted in a significant increase in the number of WAT's on the road by the end of the year. A policy change to allow single wheelchair capacity WAT's has assisted in improving the viability of WAT operations and the level of services to the community.

There was an increase in WAT lift fee payments (for WAT bookings where a Taxi Subsidy Scheme voucher is not used) in September 2007, in line with the 4.9 per cent increase in taxi fares. These payments assisted in improving services to WAT users by making WAT operations more viable. A trial of substantial incentive payments for WAT drivers was conducted over the Christmas/New Year period to help reduce waiting times for wheelchair users at a time when access to transport is particularly important.

The Nightlink taxi initiative commenced operation on 29 February 2008. The objectives of this scheme include improving public safety and public transport provision in the City late at night, by supporting a reliable, affordable service provided by large taxis. Under this scheme, the government has provided:

- a subsidy for the first 12 months of the scheme for operators and drivers providing the Nightlink taxi service to ensure a minimum level of earnings

- funding for security guards at Nightlink taxi rank
- funding for signage, lighting and security cameras at the Nightlink rank.

In February 2008, following a forum co-convened by the Canberra Business Council and the Minister for Territory and Municipal Services, the release of a further 50 standard taxi licences in 2008 was announced, with the first ballot of 25 licences being held in May 2008. The remaining 25 licences will be balloted in August 2008. The release of these additional licences will bring Canberra into line with the level of taxi supply in other Australian capital cities and should significantly improve waiting times and the availability of taxis.

Following last year's progress report on ACT compliance with the Disability Transport Standards, a government submission to the Federal Government's 'Review of the *Disability Standards for Accessible Public Transport 2002*' was developed.

An advisory group has been established to direct the evaluation and updating of the *2004-07 Action Plan for Accessible Public Transport in the ACT*; and to guide the development of an updated action plan for the future, taking into consideration the recommendations arising from the Federal Government's Review and the requirements of the *Disability Discrimination Act 1992*.

A new series of number plates were arranged with the 'IO' prefix to clearly identify international organisation members who have vehicles registered in the ACT. A number of 'charity' series plates were arranged, including plates for Diabetes ACT, as well as completion of the design and determination of the 'Celebration of a Century' number plates to commemorate the ACT's centenary in 2013.

Fees and charges, including registration and driver licence fees and charges, were altered in accordance with government commitments and national agreements.

The *Road Transport (Driver Licensing) Regulation 2000* was amended to clarify the eligibility requirements for obtaining higher classes of heavy vehicle licences, and the *Road Transport (Offences) Regulation 2005* was amended to provide for the introduction of the Victims of Crime Levy to enhance victims services in the ACT.

TRAP officers were engaged on a number of national reform programs. They provided significant input to national programs related to: the Australian Road Rules; the Australian Vehicle Standards Rules; Performance Based Standards; Fatigue Reforms; the 2007 Charges determination; Incremental Pricing trials; and the development of a paper considered by the Council for the Australian Federation on better harmonisation of vehicle registration and driver licensing arrangements across borders.

This work resulted in a number of Australian Transport Council votes that were completed, including: the regulatory package for the interim implementation of Performance Based Standards arrangements (which included the establishment and servicing of the Performance Based Standards Review Panel); the '7<sup>th</sup>' package of Australian Road Rules amendments; national fatigue management arrangements; the 2007 Heavy Vehicle Charges Determination; and the Australian Vehicle Standards Rules.

Significant progress was made towards implementing the green vehicles duty scheme (part of *Weathering the Change – the ACT Climate Change Strategy 2007-25*), which will commence in the second half of 2008. The green vehicles scheme is the first of its





kind in Australia, and will encourage greater take up of green vehicles by applying differential duty rates to the purchase of new vehicles based on vehicle environmental performance.

TRAP also guided the development of the government's Integrated Transport Framework which: provides a snapshot of current transport planning and travel patterns; proposes four integrated transport principles to frame the government's transport decision-making in the future; and gives an indication of possible future directions for transport in the ACT.

The ACT Parking Strategy was developed for consideration by Cabinet on 21 April 2008. Work was substantially progressed on the development of a Park 'n' Ride Strategy including the identification of a preferred site for a new Park 'n' Ride facility at Mawson. Other projects completed include a large-scale TravelSmart program in Belconnen and Molonglo transport modelling. Work commenced on the feasibility of a City public transport loop and new structured car parks in the City and Tuggeranong.

TRAP assisted in finalising the Griffin Legacy road asset transfer agreement with the Commonwealth through its transport modelling capabilities.

TAMS is currently reviewing the *Road Transport (Alcohol and Drugs) Act 1977*. As part of this review, the department is consulting with the Human Rights Unit of the Department of Justice and Community Safety to ensure human rights considerations are taken into account as part of the review.

## Future Direction

### ACT Library and Information Services (ACTLIS)

In the 2008–09 financial year, the implementation of RFID technology will be finalised. Planning for the potential shared library at Gungahlin will continue, and the library staff and community will come together to develop a five year Library Plan for ACTLIS.

### ACT Property Group

ACT Property Group will finalise and implement the ACT Government Real Estate Policy and its associated procedures and guidelines. It will also complete the implementation of the Whole-of-Government Accommodation Strategy.

Other major projects for ACT Property Group will include: completing the subdivision and sale of the Hume Resource Recovery Estate; working with the Chief Minister's Department to both deliver an effective incubator business tenancy program and to determine the future use for the Albert Hall; arranging the effective disposal of a number of surplus government properties; and accommodating a number of new community tenants in group-managed properties across Canberra.

### Asset Management Services (AMS)

With completion of the initial implementation phase of IAMS, AMS has initiated a post-project review which will provide asset managers with an independent assessment of what has been



achieved and the potential of the system for future development. During the year, a field-based extension was developed which provides the capability to expand access to IAMS data and functionality to field staff.

AMS will be restructuring during 2008-09 to facilitate a more strategic approach to the provision of its services across TAMS.

### Canberra Connect

During 2007-08 Canberra Connect championed a collaborative process with all ACT Government agencies to strategically coordinate information and payment services on behalf of the government. In practical terms, this means that all ACT Government agencies can leverage existing customer service capabilities to deliver better, more effective and efficient services to the ACT community. Over the next year, Canberra Connect will continue to drive this collaboration strategy to ensure better outcomes for government agencies and most importantly, our local community.

### Roads ACT

Planning has progressed for the Kings Avenue-Parkes Way intersection upgrade. The works will include the grade separation of Kings Avenue and Parkes Way with Parkes Way being lowered beneath Kings Avenue. The interchange will be similar in concept to the Gungahlin and Belconnen Way intersection with traffic signals on Kings Avenue. The works are in the design stages and will be considered by the Federal Government Public Works Committee. If approved, construction is planned to commence after September 2008 for an approximate duration of 12 to 18 months.

Following the completion of the first stage of the GDE TAMS will now focus on its duplication. This is a major infrastructure project and includes the construction of nine major bridges including the duplication of the existing bridge over Belconnen Way. Work will commence on Caswell Drive in August with detailed design work expected to be completed later in 2008.

Roads ACT will continue to implement the Road Safety Strategy.

Residential Street Improvements based on the Warrant System to identify highest ranking streets for traffic safety measures are being investigated.

A review of the Strategic Asset Management Plan covering road assets will be conducted during 2008-09. Programs covering one year construction, three year forward intention and 5-10 year indicative major works will be developed for both the capital investment and ongoing maintenance requirements for road and road related assets.

### Transport Regulation and Planning (TRAP)

Future priorities for TRAP include: the implementation of an ACT Parking Strategy; implementation of the green vehicle policy; ensuring our transport planning is consistent with the Integrated Transport Framework and includes examination of rapid transit options such as light rail; monitoring taxi industry performance and industry adjustments; development of a new Action Plan for Accessible Public Transport; and completion of feasibility studies for City car parks and public transport systems.







Work will continue to be progressed to implement national reforms including agreed amendments to the Australian Road Rules and Australian Vehicle Standards.

TRAP will remain engaged with the national reform agenda, including the new National Transport Policy Framework and other arrangements and forums relating to road rules, vehicle standards, vehicle registration and driver licensing.

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# Analysis of Agency Performance:

## Enterprise Services

### Business Overview and Services

The Enterprise Services Network operates a wide variety of commercial businesses in a government environment, and has a strong focus on business development.

#### ACT Internal Omnibus Network Services (ACTION)

Public transport in the ACT is provided by ACTION. Services provided include:

- Regular route services and dedicated school services providing a range of express and route services to and from all suburbs.
- A special needs transport service, which is a door-to-door service for clients of the Department of Education and Training.
- Charter bus services for schools, sporting bodies and other organisations hosting Territory events and festivals.

In 2007-08 ACTION completed a feasibility study for a new bus ticketing system at a cost of \$143,000. A further \$8 million was allocated for the replacement of the ticketing system with a view to using smart-card technology to provide user-friendly, flexible and reliable ticketing. This will benefit passengers and improve the reporting of ticketing information to allow the monitoring and review of services. The ticketing system replacement program will be undertaken over two years.

During 2007-08, \$445,000 in capital funding was also provided to ACTION by the government to complete the installation of Closed Circuit Television cameras (CCTV) in the bus fleet. The cameras have contributed to the delivery of a safer and more secure public transport network for the Canberra community. In addition, further security upgrades were completed in ACTION's two depots and bus interchanges including:

- strategic positioning of CCTV at the depots and Woden Interchange with planned CCTV installation for Belconnen and Tuggeranong Interchanges
- lighting improvements at Belconnen Interchange.

A further \$8 million of capital funding was allocated for the purchase of 16 new compressed natural gas (CNG) wheelchair-accessible buses. These new buses will help provide a better service for people with a disability on a more economic and sustainable basis. The first two new buses were introduced into the fleet in June 2008 with the remaining buses to be rolled out by October 2008.

For the existing fleet, an additional \$750,000 was provided for the undertaking of major engine re-builds in order to extend their operating life from 12 to 20 years.

Throughout the year ACTION also completed a 15 year fleet replacement strategy, exploring options relating to bus replacement, business growth and fuel choice. Up to \$50 million will be allocated for the purpose of fleet replacement over the next four years, resulting in a modernised fleet that will meet the *Commonwealth Disability Discrimination Act 1992* target of 55 per cent accessibility by 2012. Expressions of interest for the supply of 100 buses closed on 29 April 2008 and the proposals were assessed in May 2008.



In October 2007, the government introduced concession travel at all times on ACTION Buses for holders of an ACT Seniors Card. This was previously only available during off-peak periods. People 60 years or over, who are permanent residents of the ACT and not in paid employment for more than 20 hours per week, are eligible for an ACT Seniors Card.

In response to an identified need in the community for greater flexibility in the transport service, the government also provided \$626,000 to introduce a community-on-demand, wheelchair-accessible minibus service. The beneficiaries of this initiative included ACT seniors and others isolated in the community through lack of transport options — such as people with a disability, new migrants, and those temporarily unable to move easily in their community. With the support of the Department of Disability, Housing and Community Services, ACTION worked with the six regional community services to assist them to establish this service.

In October 2007, ACTION implemented a new government initiative to introduce free travel for cyclists using bus bike racks. To achieve this, the government provided \$45,000 per annum to cover the ongoing cost of fares forgone.

In March 2007, the ACT Legislative Assembly's Standing Committee on Planning and Environment commenced an Inquiry into services provided by ACTION. The Committee:

- examined how well the bus service meets the needs of different segments of the community in the context of ACTION's role as a mass transport provider
- incorporated comparative analysis of bus transport operators in other Australian jurisdictions
- focused on ACTION's services within the context of the sustainable transport plan





- provided guidance on principles and key priorities for future service planning.

The Committee tabled the report in August 2007. In response to the report, the government provided additional funding through the 2007-08 Second Appropriation Bill for a range of initiatives to build a better bus service, including: improved passenger information and marketing; the replacement of 100 older buses; and improvements to public transport infrastructure. These initiatives addressed many of the recommendations raised in the Committee's report, including:

- the promotion of public transport to the community through a number of advertising mediums and the refreshment of ACTION's branding
- upgrading bus signage to be *Disability Discrimination Act 1992* compliant at major bus stops such as the Gungahlin Market Place
- improving bus timetable information
- upgrading ACTION's website, including the provision of an online journey planner.

In 2007-08 ACTION re-convened the Schools Transport Liaison Committee. The committee includes representation from government and non-government school bodies, the community and other government agencies. The committee provides advice, information and guidance to the Department of Territory and Municipal Services on the transport needs of ACT Government and non-government schools. Education group representatives are responsible for liaising with their members on school transport needs, new service proposals, and the coordination and introduction of new service requests.

Throughout the year the responsibility for rural school bus contracts was transferred from the Office of Transport to ACTION. ACTION has since entered into new three-year contracts from 2008 totalling \$1.126 million.

In 2007-08 ACTION successfully renegotiated a three year Collective Workplace Agreement with unions and staff representatives.

In the course of the year under review, ACTION also undertook a comprehensive review of its bus network – the first in ten years. To assist the planning process, through July and August 2007, ACTION sought the views of staff, the community, customers and potential customers in various ways, including feedback forms, on-bus surveys, meetings and passenger counts. A new network was designed by an internationally recognised consultant based on this information.

Further community consultation on the proposed bus network plan occurred from November 2007 to January 2008. The community viewed the plan online, at Canberra Connect shopfronts and bus interchanges and community briefings were held across Canberra. In the order of 2500 comments were received, resulting in up to 20 significant changes to the network design. The final network plan was released in March 2008.

Due to limitations in the bus driver labour market, ACTION introduced the new network in a phased approach from 2 June 2008.



### Australian Capital Tourism (Tourism)

Tourism is committed to delivering the maximum return for the ACT Government's investment through the growth of domestic and international visitation to Canberra and the region.

Tourism aims to increase awareness of the ACT and region, brand awareness and economic returns from domestic and international visitation.

Tourism also provides comprehensive visitor information and reservation services through the Canberra and Region Visitors Centre and the website – [www.visitcanberra.com.au](http://www.visitcanberra.com.au)

Tourism provides services to industry by implementing programs that assist stakeholders and partners to enhance their businesses through partnership programs, advertising opportunities and marketing collateral.

Report findings for Floriade 2007 indicated that the event was again highly successful. New record attendance figures (including strong results for interstate visitation, significant regional economic impact, high overall visitor satisfaction and considerable media and publicity value generated by the event) all contributed to the success. Outcomes achieved included:

- Turnstile figures of 394,916, the largest attendance ever recorded for the event and an increase of 5.3 per cent over the 2006 figures.
- 109,080 interstate and international visitors to Canberra specifically to attend Floriade 2007 or who extended their stay because of the event. This represents an overall increase of 2.1 per cent compared to 2006.

- The generation of \$20.3 million in direct expenditure to the Territory (source Ernst & Young) in 2007. This was down by 9.8 per cent compared to 2006 results, mainly due to a 14.5 per cent decrease in interstate overnight visitation.
- 98.5 per cent of surveyed attendees 'very satisfied' or 'somewhat satisfied' with Floriade 2007, up from 97.1 per cent in 2006.
- \$1.2 million in media coverage for Floriade in 2007 (including print, television, radio and internet).

Tourism also undertook the following marketing campaigns during 2007–08:

- Successful launch and re-invigoration of the Australian Story brand campaign supported by the *See Yourself in the Nation's Capital Canberra* tagline. The brand campaign was supported with new television, print and online advertising as well as branded public relations activity.
- Ski Canberra promotion to encourage ski traffic travelling to the NSW Snowy Mountains to stop over in the Nation's Capital.
- Floriade – Aussie Icons, Myths and Legends promotions including the Aussie Icons trail which extended the theme throughout some of Canberra's top tourist attractions.
- The 2007 Brindabella Challenge.
- The 2007 Rally of Canberra.
- Cooperative campaign activities with Cirque Du Soleil, the National Gallery of Australia's *Turner to Monet* exhibition and the National Australia Day Awards.

Furthermore, Tourism staged a successful consumer expo 'Unexpected Delights – See for Yourself' in Sydney in April 2008, which showcased some of

Canberra's best tourism experiences. The diverse and quality interactive product onsite contributed significantly to the success of the event. Martin Place in Sydney's city centre was chosen due to its high daily traffic flow, estimated by Sydney City Council at 160,000 people per day.

Tourism has conservatively estimated that approximately 8000 people directly engaged with the interactive exhibits in Martin Place during the day. Large quantities of brochures were distributed including 2000 Canberra and Region Holiday Planners. Activities included sampling free food and wine, experiencing live entertainment and involvement in interactive exhibits from national and local attractions.

Local ballooning firm Balloon Aloft operated a balloon spectacular over Canberra from 19 to 27 April 2008. One of the highlights of this balloon event was a mass ascension of balloons, coinciding with a giant community breakfast on the morning of the start of the 2008 Beijing Olympic Torch Relay in Canberra on Thursday 24 April.

During 2007-08, the Canberra and Region Visitors Centre (CRVC) had a hearing loop installed at its service counter to enable customers, staff and volunteers to communicate more effectively about the range of services, products and attractions on offer in the ACT and region. The staff's commitment to workplace diversity and customer service focus resulted in CRVC winning a prestigious Chief Minister's Inclusion Award.

The Visitors Centre continued to promote a variety of regional wines with a permanent exhibition in its public foyer where wines from over 22 vineyards are on display. In the period to March 2008, the centre sold over 300 *Turner to Monet* exhibition accommodation packages.

Throughout 2007-08, Tourism's Product and Industry Development Unit worked with the National Tourism Alliance to deliver the 2007 Qantas Australian Tourism Awards held at the National Convention Centre in February 2008. The event showcased Canberra as an appropriate stage to recognise the most outstanding tourism product in





Australia. Over 900 industry representatives from around Australia attended the event.

Prior to the national event, the Canberra and Capital Region Tourism Awards were held at the National Convention Centre in November 2007. The local and national events were both managed by Tourism in conjunction with the industry.

Throughout 2007-08, Tourism's Product and Industry Development Unit continued to maintain relationships with key industry stakeholders, including: National Capital Attractions Association; Canberra District Wine Industry Association, Australian Hotels Association, Canberra and Region Tour Operators Association; Canberra Accommodation Association; Capital Country Tourism, Tourism Snowy Mountains; and Tourism New South Wales and Tourism Australia.

Maintaining relationships through these associations, regional tourism organisations and State and Territory tourism organisations continued to create partnership opportunities, which provided efficiency in delivering many organisational objectives.

The 2007-08 Events Assistance Program (EAP) enjoyed another successful year, financially supporting 20 events in order to enhance the tourism potential of those events, and therefore the economic return to the ACT. The EAP is specifically designed to assist event organisers in targeting interstate and international visitors. The funding provided through the EAP is generally used for activities such as marketing, promotion and research in order to assist organisers to reach out to audiences that might otherwise be difficult to access.

Tourism initiated and delivered a range of partnership projects during 2007-08 that included the following highlights:

- Development of the National Landscape Australian Alps proposal representing the interests of the ACT in partnership with Parks, Conservation and Lands (PCL). The National Landscape Steering committee worked with Tourism Australia to conduct product and experience audits as well as to initiate the development of a branding concept.
- Continued role in the development of the Sydney - Melbourne Touring project in conjunction with the Tristate Touring Alliance. The alliance worked to coordinate partnership and consistent branding with all major touring routes in the Sydney-Melbourne corridor and will have a joint presence at the Australian Tourism Exchange 2008.
- The identification of partnership opportunities with industry stakeholders through the Canberra and Region Holiday Planner, regional inserts and the 2007 Floriade Trail. Through these opportunities Canberra and the region's businesses have had the opportunity to leverage off Tourism's campaign activity. The partnerships also foster the development of innovative product communication of broader experiences available at the destination in a clear and consistent format.

Throughout the year, international consumer campaigns included participation by Tourism in the following:

- National Association of Travel Agents Singapore fair in Singapore. This fair comprised 141 exhibitors and attracted 59,000 visitors.





- Malaysian Association of Tour and Travel Agents consumer fair in Kuala Lumpur. This fair attracted 75,000 visitors.
- 'Unexpected Australia' cooperative campaign in Singapore. This campaign consisted of radio, press and online activity in conjunction with Tourism Australia, State Tourism Offices, Qantas Holidays and four local travel agents.
- 'Best of Australian' cooperative campaign in Singapore. This campaign consisted of additional press with Qantas, State Tourism Offices and 17 local travel agents.
- 'Canberra Awareness' campaign in Singapore. This campaign continued press activity with Qantas Holidays and two local travel agents.
- 'Best of Australian' campaign in Malaysia. This campaign consisted of additional press with Qantas, State Tourism Offices and local travel agents.
- 'My Aussie Adventure' campaign in Malaysia. This campaign consisted of television, press and online activity with other State Tourism Offices.

The ACT contribution to the above mentioned campaigns totalled \$65,000. The total value of the campaigns to the ACT (excluding the 'My Aussie Adventure' campaign) was \$1.307 million.

Tourism participated in the following international trade activities during the year:

- Australian Tourism Export Council Symposium
- Australian Tourism Exchange
- 'Aussie Specialist' training throughout South East Asia.

### Capital Linen Service (CLS)

CLS provides linen rental and laundering services to a wide range of clients in the ACT region. In the 2007–08 financial year it delivered over 5000 tonnes of linen to its customers, which include public and private hospitals, hotels, restaurants and major tourist attractions.

During 2007–08, CLS experienced a slight contraction in sales volume resulting from the loss of a major customer due to price competition. Nevertheless, CLS commissioned a new gown folding machine, refurbished and upgraded the trolley washer and upgraded the chemical delivery system. This investment in modern technology provided reductions in water and energy usage, increased productivity, improved product quality and service reliability for customers.

The linen replacement program was significantly increased in order to reduce supply shortages. Further, new laundry equipment commissioned over the past two years generated significant savings in water and energy consumption. Water consumption has decreased by 47 per cent, electricity consumption has decreased by 0.3 per cent and gas usage has decreased by 8.7 per cent compared with 2006–07. This is in addition to significant decreases in 2005–06. The National Pollution Inventory reported that CLS continued to reduce its environmental footprint with emissions reducing by 9 per cent this year.

CLS's quality management system ensured continuous improvement was achieved across a range of areas.

Staff training and development continued to be a key focus for CLS as part of its commitment to building organisational capacity and providing opportunities



for its employees. The delivery of training and development programs reflect the diversity of CLS's workforce, and specifically its educational, cultural, linguistic and demographic characteristics. While the training program covered a broad spectrum, a number of key areas were targeted, including safe work practices, leadership and diversity. The Certificate II to IV program in laundry services continued to attract a high participation rate.

Workplace safety continued to be a major focus in all areas of the CLS business with compensation claims dropping from 18 in 2003, to an average of six claims per annum over the last three years. CLS also received a Commissioner for Public Administration Award for customer service and was a finalist for a Chief Minister's Inclusion Award.



## Cemeteries

The ACT Public Cemeteries Authority is a business unit of the Enterprise Services Network. The Enterprise Services Network provides support to the Chief Executive of ACT Public Cemeteries Authority, and the Minister for Territory and Municipal Services, in relation to Part 3 and Part 4 of the *Cemeteries and Crematoria Act 2003*.

The ACT Public Cemeteries Authority produces its own Annual Report.

## Territory Venues and Events (TVE)

TVE manage Manuka Oval, Canberra Stadium and Stromlo Forest Park. TVE's main responsibility is to manage these venues, their events, assets and resources in a manner that promotes them as leading venues. In 2007-08 TVE hosted over 165 major events (including cricket, Australian Football League (AFL), National Rugby League (NRL), Super 14 Rugby Union and A-League matches) as well as community events (local AFL and cricket matches) across the three venues.

During 2007-08, TVE continued to consolidate its position as the manager for Canberra's three leading sports venues. It was the first full year that all three venues operated under TVE management. A significant amount of work was undertaken to consolidate relationships with major users and stakeholders and to put in place more streamlined procedures and contracts across the three venues.

The 2007-08 financial year was the third consecutive year in which Canberra Stadium operated as a fully self-funded business unit. Existing sponsorship, signage, memberships and other third party revenues

were maintained or increased. While there was a continued decrease in Brumbies attendances, which affected some variable income streams, this was compensated to a degree by better than expected crowd attendance for the Canberra Raiders, in particular, Monday Night Football.

Attendance and game statistics at Canberra Stadium during 2007-08 were as follows:

- total attendance of 114,956 at 12 Canberra Raiders games
- total attendance of 84,285 at seven CA Brumbies games
- total attendance of 28,568 at six other events/games.

A total of 108 functions and conferences were held at Canberra Stadium during the year. This represents an

increase on historical results and is a revenue stream that TVE is aiming to capitalise on for the future.

Significant works, maintenance or purchases for Canberra Stadium in 2007-2008 included:

- installation of a new CCTV System
- replacement of stormwater drains at west forecourt
- upgrade of working accommodation for TVE main office area
- replacement of access control and the security system.

Attendance and game statistics at Manuka Oval during 2007-08 were as follows:

- total attendance of 19,750 at three major cricket matches





- 110 national and local cricket matches and training sessions
- total attendance of 31,792 at four major AFL matches
- 122 local AFL matches and training sessions
- total attendance of 10,654 at three Australian Rugby Championships matches.

A total of 319 functions and conferences were held in the Executive Boardroom and Bradman function rooms at Manuka Oval during the year. This represents a continuation of growth experienced in previous years.

Significant works, maintenance or purchases for Manuka Oval in 2007-08 included:

- installation of a new CCTV System
- replacement of the playing surface irrigation system
- installation of a new Private antimatic branch exchange system in the Bradman Pavilion
- upgrades to the ground Public Address system
- installation of new venue gates, directional and ticket box signage
- road sealing work around the curator area.

Stromlo Forest Park has continued to grow in popularity with the biking, running and horse riding fraternity, attracting considerable patronage after hours and on weekends. The facility is also utilised by local sporting groups, schools and individuals.

The Robert De Castella Cross Country Running Track was officially opened by the Chief Minister on 18 November 2007 and was the last of the major new facilities at Stromlo Forest Park to be opened.

The new Recreational Equestrian Trails were opened at Stromlo Forest Park on 17 May 2008, the final part of the park to be opened. The opening was delayed due to the potential equine influenza outbreak in the ACT.

Stromlo Forest Park hosted various major events during the reporting period, including the following:

- Scott 24 Mountain Bike event
- National Junior Road Cycling Championships
- Brindabella Challenge
- National Mountain Bike Championships
- Robert De Castella Invitational
- Australian Cross Country Team Selection Trials for the 2008 World Championships
- a round of the National Downhill Championships.

The Sanctuary at Tidbinbilla Nature Reserve was opened by the Chief Minister on 11 April 2008, representing a government investment of \$8 million. Project management was undertaken by TVE in association with PCL. The new wildlife and educational experience proved popular with high numbers of visitors in the first few months of operation. The reconstruction of two pisé heritage buildings, Rock Valley Homestead and Nil Desperandum, within the Tidbinbilla Nature Reserve was also a project managed by TVE. The two buildings were officially re-opened on 5 April 2008.

## Yarralumla Nursery

The Yarralumla Nursery is a government-owned commercial wholesale and retail plant nursery. The nursery grows and supplies plant material for ACT Government landscape development projects, PCL and the ACT Government plant issue scheme.

The nursery also sells plant materials to local and interstate landscape contractors and undertakes contract growing for the nursery industry, Greening Australia, hobby farmers, rural land owners, district councils and other government departments.

In continuing drought conditions, the nursery focused on further advancing its program for the efficient use of water. It completed a water use master plan for its Pialligo location which will be implemented over the next five years and continued to enjoy the benefits of the water recycling system at its Yarralumla location that allows for effective water usage within the nursery.

In line with the first action plan of *Weathering the Change – the ACT Climate Change Strategy 2007-25*, the nursery doubled the free plant issue scheme to new home owners in the ACT.

The nursery received Eco Warranty Certification for its Environmental Management System as well as Quality Assurance Certification ISO9001. Furthermore, the nursery continued to review its marketing plan, with the aim of more effectively engaging customers and industry stakeholders while maintaining keen observation of new trends in landscape design, especially in the context of changing environmental conditions.

The nursery was involved in several major projects including Floriade, the Gungahlin Drive Extension, the Canberra International Arboretum and Gardens, as well as completing the duplication of its 'Seed Vault' as a risk management measure.

Throughout the year the nursery focused on the review of existing operational procedures and the development of new operational procedures with a view to increasing output, reducing costs and efficiently utilising its resources.

Yarralumla Nursery demonstrated its ongoing commitment to the community through operating successful work-for-the-dole, re-employee and volunteer programs. It also maintained its longstanding partnership with Koomarri Job Match, Black Mountain School and continued to provide School Based Apprenticeships and Work Experience.

## Future Directions

### ACT Internal Omnibus Network Services (ACTION)

In 2008-09 ACTION will:

- finalise and implement the bus replacement strategy
- finalise procurement and commence implementation of a new bus ticketing system
- assist with the redevelopment and design of selected bus interchanges
- improve safety systems in conjunction with the Australian Federal Police
- continue to explore opportunities to market ACTION services and improve revenue potential





- continue to explore opportunities for business redevelopment and improvement
- introduce the ACTION Bus Gold Pass for those ACT residents aged 75 years and older, which will provide access to ACTION bus services free of charge for eligible applicants.

### Australian Capital Tourism (Tourism)

Tourism has commenced and will continue a comprehensive strategic planning phase to be implemented from 2009-10 onwards. Strategic plans will include:

- a five-year organisational wide strategic plan that will provide the basis for Tourism's business planning activities from 2009-10 onwards
- an events attraction strategy to identify significant events suitable to the ACT that have the capacity to become 'hallmark events' and deliver significant tourism outcomes and ultimately benefits to the Territory
- an e-marketing strategy to evaluate Tourism's existing online activities and how these are working to achieve its business requirements. The strategy will also develop an organisational wide, integrated e-strategy that will form the basis for Tourism's future online activities
- a five-year Floriade strategic plan to shape and guide the future of the event.

The government has provided a four-year, \$257,000 commitment to enhance the Events Assistance Program. For the 2008-09 funding round, this has resulted in an additional \$60,000 being added to the funding pool. These grants will focus on attracting more visitors to the region and getting them to stay longer.

### Capital Linen Service (CLS)

In 2008-09, CLS will continue to focus on the key areas of service delivery, environmental sustainability, financial sustainability and the provision of a safe and satisfying workplace for its entire staff.

CLS will continue to monitor market developments, including a trend in the health sector towards the use of disposable products, and identify innovative ways to respond. The strong growth in the health and aged care sectors offers opportunities for new business.

### Territory Venues and Events (TVE)

TVE will continue to encourage the utilisation of its venues for existing and new major events as well as grow function revenues from the hire of its facilities. Over the next 18 months, particular emphasis will be placed on oversight of the ACT Government's support for the 2008 round of the UCI Mountain Bike World Cup and the 2009 UCI Mountain Bike World Championships to be held at Stromlo Forest Park, as well as the 2008 Rugby League World Cup match to be held at Canberra Stadium.

Stromlo Forrest Park will also receive \$2.78 million for various improvements and feasibility studies.

During 2008-09 TVE will also focus on developing facility master plans, as well as managing government-funded capital and facility upgrade projects for its three venues. Major priorities will be the resolution of the long-term ownership of Canberra Stadium, as well as input into the discussions with the Canberra Raiders, Brumbies Rugby and the AFL on the renegotiation of their major agreements with the government.

### Yarralumla Nursery

During 2008-09, the nursery will look to improve its Pialligo propagation facilities by employing labour saving infrastructure. This will be necessary in order for the nursery to increase its deciduous tree propagation program to meet the requirements for one million new trees in the Canberra region, which is part of the first action plan of *Weathering the Change* – the ACT Climate Change Strategy 2007-25. The nursery will also begin implementation of the water use master plan by improving water storage and irrigation infrastructure at the Pialligo site.

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## Analysis of Agency Performance:

### Environment and Recreation

#### Business Overview and Services

The Environment and Recreation Network of Territory and Municipal Services (TAMS) is the single land manager for the ACT Government and is also responsible for managing Canberra's extensive parks, nature reserves and open spaces.

#### Environment Protection and Heritage (EP&H)

EP&H is responsible for administration, regulation and enforcement of ACT laws related to water resource management, environmental and heritage outcomes, native and exotic plant and animal management and protection of our public domains. The business unit represents the ACT on the Environment Protection and Heritage Standing Committee and other national committees and working groups related to Plant and Animal Bio-security matters.

EP&H is comprised of the Environment Protection Unit, Licensing and Investigation, the Tree Protection Unit, City Rangers, Domestic Animal Services (DAS), the Heritage Unit and Water Resources. During 2007-08, EP&H initiated a number of programs including:

- the authorisation of service stations and shooting ranges in the ACT under the *Environment Protection Act 1997*

- remediation of the historic petrol plume located in the City area.

In addition to these initiatives, the Environment Protection Authority is implementing a review program of all environment protection policies made under the *Environment Protection Act 1997*. The review of these policies, which includes consultation with the community, industry and relevant representative organisations, will ensure the ACT continues to have policies that are up-to-date and reflect community expectations.

In 2007 the General Environment Protection and Water Quality policies were reviewed. The policies to be reviewed in 2008 include:

- Environmental Noise
- Contaminated Sites
- Hazardous Materials.

EP&H is continuing to address the health effects of wood smoke through public education campaigns under the auspice of the ACT Firewood Strategy. The measures include the 'Don't Burn Tonight' media alerts, enforcement activities under the Environment Protection legislation, and continued administration of the ActewAGL-funded wood heater replacement scheme. The wood heater rebate scheme recommenced in 2004 and has resulted in the replacement of approximately 600 inefficient wood heaters with cleaner alternative heating sources.

Information collected from ACT licensed firewood merchants also shows that the amount of firewood sold in Canberra has reduced significantly in recent years. In 2001 licensed merchants reported selling



20,747 tonnes of firewood. In 2007 this dropped to 13,331 tonnes, a reduction of over 35 per cent. This would have clear benefits for Canberra's air quality.

The *Water Resources Act 2007* came into effect on 1 August 2007 replacing the *Water Resources Act 1998*. Notably, the Act implements a new approach to water allocation. It ensures that the ACT can meet its national commitments in regard to water resources, and puts in place a range of improvements in the administration of the ACT's water resources.

Among other things, implementation includes the replacement of the previous 'water allocations' with 'water access entitlements', licensing on the basis of efficient use criteria; determination of water available for use on the basis of new 'water management areas'; and more effective compliance arrangements.



The Water Resources area of EP&H: released an annual water report in October 2007; released a community report on Waterwatch; undertook community training sessions on riparian vegetation assessment, macro invertebrate identification and water quality assessment; and consolidated a regional spatial database of willow species. It continued to work with industry and government to maximise the use of non-potable water within the legislative framework of the *Water Resources Act 2007*.

The Heritage Unit has implemented a Heritage Registration Strategy targeting a backlog of approximately 300 historic sites, natural places and objects nominated to the Register over many years. The unit endorsed a set of themes reflecting the ACT's varied history, identified gaps and work needed to fill these gaps. High priority themes include residential, rural and properties under development threat. A total of 23 places/objects have now been assessed and had decisions on provisional registration made. A further 48 places have been removed from the backlog as these places are on national land and are therefore unable to be considered for inclusion on the ACT Heritage Register.

The 2007-08 ACT Heritage Grants Program funded six projects. The program is the primary source of funding for individuals and community organisations involved in heritage conservation in the ACT.

The Heritage Advisory Service provides free professional advice to private owners for the restoration and adaptation of their heritage properties. The service has been funded annually since June 2000 as a community partnership project of the ACT Heritage Grants Program.





Remaining signage for the local Indigenous self-drive heritage trail, 'Ngunnawal Country', was installed in August 2007. Locals and visitors are encouraged to explore the ACT's rich Indigenous, historic and natural heritage through usage of the heritage trails called 'Canberra Tracks'.

### Parks, Conservation and Lands (PCL)

PCL is responsible for planning and management of parks and reserves and the public domain including lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of parks and reserves, and maintains the look of the city and its environs. PCL's vision statement is, *"Integrated land management conserves biodiversity and supports an enjoyable, healthy and sustainable lifestyle"*.

PCL offers a broad range of services focussed on conserving the biodiversity of the ACT through the extensive parks and open space system, as well as providing a wide range of recreational and outdoor educational experiences. PCL is comprised of: City Places and Open Spaces; Parks and Reserves; Design and Development; Research and Planning; Programs Coordination; Systems Support; and Fire Management and Tidbinbilla.

The re-vegetation of bushfire affected areas in the rural areas is still ongoing, but many significant milestones have been reached. This year, replanting of the pine plantation estate included the planting of 180,000 pine seedlings in winter 2007. Since 2003, PCL has grass-seeded over 7000 hectares of the burnt plantation estate, cleared over 11,000 hectares of

burnt pine plantation estate and re-established 2977 hectares of commercial pine plantation outside the Lower Cotter Catchment.

A significant animal management activity has been equine influenza which was successfully controlled in the ACT. Work undertaken by PCL included: input to the preparation of an Emergency Animal Response Plan; leading operational responses; development of movement statements; implementation of bio-security measures; monitoring compliance and amendments to the *Animal Diseases Act 2005*.

The Strategic Bushfire Management Plan (SBMP) Version 1, prepared initially by the ACT Emergency Services Authority (ESA) is being reviewed. This review is being undertaken by the ESA and is being guided by a Steering Committee consisting of a diverse range of stakeholders, including PCL. The revised version of the SBMP will be a fully strategic document that will guide the new Sub Regional Fire Management Plans that will provide a landscape view of fire and its interaction with other environmental issues.

These Sub Regional Fire Plans are being prepared by PCL as one of the government's responses to the coronial inquiry into the 2003 bushfires, and will in turn provide the basis for the 2008 Bushfire Operational Plan (BOP) which is the annual works program.

The works plan (BOP) for 2007-08 covered all aspects of fire related activities including: training, road maintenance and construction, resourcing of fire units, suppression, equipment purchase and fuel management. An extensive fuel reduction program through slashing was completed with the first pass

being finalised by December 2007. Due to the late rain in 2007, and subsequent extensive grass growth, a second pass in January/February was required across all these areas. A number of asset protection burns were completed including: Cooleman Ridge, Urambi Hills, Stromlo Forest, Gossan Hill, Black Mountain, Isaacs Ridge, Bruce/O'Connor Ridge and Gilmore Hill.

Physical removal of fuels around identified assets progressed in accordance with the BOP as did extensive fire trail maintenance. TAMS now have 142 fully trained fire fighters and a comprehensive training program to further develop fire management skills was developed for roll-out before the 2008–09 fire season. The Parks Brigade is the largest and most active brigade in the ACT — crewing nine light units and seven tankers.

Fire Management and fire suppression capabilities in Namadgi National Park have been enhanced through the construction of a dam and bore at Mount Clear, and the construction of a new fire trail at Burnt Hill. These two new structures assisted in the successful delivery of the largest (post-2003) hazard reduction burn at Potters Hill. The burn at Potters Hill successfully achieved a mosaic burn pattern with residual patches of unburnt vegetation remaining for habitat purposes.

The general road network is being improved with the planning being well advanced on 24 kilometres of new fire trails in Namadgi National Park. This, along with the new Burnt Hill and Grassy Creek fire trails and the upgrade of various existing fire trails in Namadgi National Park, has greatly enhanced the existing network of trails. A joint operation with





the NSW National Parks and Wildlife Service to undertake a major upgrade of Two-Sticks Road to 'Float and Dozer' standard was completed providing an important access link to the west of the ACT along the NSW border.

Over \$350,000 has been spent on the Dead Trees Initiative which saw the removal of dead and dying trees in high use recreational nodes and campgrounds in non urban parks and open space. In the urban areas 3600 dead and dying trees have been removed during 2007-08.

Watering and maintenance of nearly 4000 trees planted since 2003 in the urban fire-affected areas continued throughout 2007 with those impacted by the drought being replaced. Nearly 15,000 new shrubs and accent plants have been planted in the fire-affected areas during this period. Approximately 1000 of the new plants died as a result of the prevailing drought and were replaced. Weed control works have been routinely programmed for shrub bed areas.

PCL watered approximately 34,000 young street and park trees with non-potable water. A tree replacement program commenced at Weston Park and new trees have been planted at Lake Tuggeranong and Lake Ginninderra foreshores.

The Neighbourhood Park and Street Tree Replacement Program planted and maintained to establishment 390 replacement trees in the older suburbs of Canberra. PCL also introduced the 'Give a Tree a Drink' program, encouraging members of the community to water street trees with non potable water from their household.

The Urban Trees Asset Management Plan for the period 2005-22 continues to inform the development of the large-scale staged replacement of the ageing urban forest as part of the Urban Forest Renewal Initiative.

There are 66 individual projects underway to improve the look of the City. The projects are in various stages with some construction works already underway. The City Centre Marketing and Improvements Grant, funded by a levy on the City property owners, is proving a successful partnership between the private and public sector.

This grant operates over a five year period commencing in 2007-08. Each year approximately \$1.5 million is collected and transferred to the grant recipient, Canberra CBD Limited, for works that are outside of government's obligations. This year, the focus was on building the brand, improvements to a clean and safe city centre and enhancing the delivery of community events.

The street furniture replacement program progressed using a new style of seating, garbage bins, bollards and other items which have been specially developed for the City Centre and already proven successful through the Childers Street project.

The Melba Shopping Centre has been upgraded and the upgrades at Garran and Ainslie Shopping Centres are underway. The refurbishment of assets such as pavement, street furniture and lighting in the public open space at these centres are improving the look, function and safety of these areas; while the introduction of public artwork elements enliven the areas and give them a sense of identity.



Master plans have been prepared for Glebe Park and Black Mountain Peninsula District Park. These master plans will guide the future capital development of these parks.

A major achievement at Tidbinbilla was the opening of the Sanctuary in April 2008. The opening coincided with a very successful Extravaganza family event attracting over 4000 visitors. It is reached through a fully accessible pathway which links a series of features and encourages visitors to engage with nature and encounter wildlife. The Sanctuary is protected by a two-metre high predator-proof fence designed to restrict the access of feral animals. The total cost of the project was \$7.8 million.

The visitor experience at the Sanctuary at Tidbinbilla has been enhanced with the signing of an agreement with Conservation Volunteers Australia to manage a 'Volunteer Interpreter Program', with support from Tidbinbilla's rangers and wildlife staff.

Construction of the Mount Franklin Shelter with approximately \$330,000 of post-fire insurance funding was completed and it was opened in 2007-08. The original Mount Franklin Chalet was destroyed in the January 2003 fires. It provides shelter for picnics and a venue for interpreting the cultural history of the area.

Other new facilities in the non-urban estate include the reconstruction of ranger houses at Namadgi and Bendora Dam to provide increased after-hours presence in the park. The restoration of the historic Ready-Cut Cottage in the Gudgenby Homestead Precinct at Namadgi was completed in partnership with Kosciuszko Huts Association and the partial

reconstruction of Rock Valley Homestead at Tidbinbilla was completed in April 2008. The homestead's completion was celebrated by over 300 participants, many of whom were direct descendants of the original settlers – the Green family.

The Mount Taylor Walking Track, used by numerous urban bush walkers, has been reconstructed to remove the previously eroded and dangerous walking track. The new track is a safer path that allows access to a wider range of walkers.

John Knight Memorial Park continues to be improved. This year improvements to paths, parking areas, shrub bed replacements, dead tree removal, furniture replacements and pond improvements were all undertaken. Implementation of the Playground Safety Program resulted in several play spaces being significantly upgraded to be safer, more accessible with improved play opportunities.

Play space upgrades occurred at: Fadden, Kambah, Gowrie, Gilmore, Wanniasa, Chifley, Phillip, Oaks Estate, Yarralumla, Florey, Bruce, Kaleen, Lyneham, John Knight Park, Yerrabi Pond District Park, Kambah, Weston Park, Weetangera and Florey. Sixteen barbeques have been replaced throughout Canberra with two new ones placed at Bowen Park.

Belconnen Foreshores continues to be improved. The refurbishment of the public open space in the Emu Inlet and Belconnen skate park commenced and will see the installation of public art, improvements to water quality, enhanced public amenity and construction of a jetty at John Knight Park foreshore.



PCL again delivered the horticultural displays at Floriade for Australian Capital Tourism.

PCL is an active member of the Parks Forum. The Parks Forum is the peak industry association for park management agencies in Australia and New Zealand. One initiative being coordinated by the Forum is the Healthy Parks Healthy People program which PCL manage within the ACT. Parks Week, held in early October 2007, was used to promote both the program and PCL's services.

The Canberra community again participated in a wide range of PCL initiatives during 2007–08. Partnerships have included:

- Greening Australia: rehabilitation of the Lower Cotter Catchment and at Stromlo, on lands devastated by the 2003 bushfires
- Conservation Volunteers Australia: recruitment and training of 40 volunteers for interpretive activities at the Sanctuary at Tidbinbilla
- National Heritage Trust and the National Action Plan: ongoing support of a number of PCL projects to support community involvement in natural resource management. This includes engaging with the local Indigenous community in tree planning, stream restoration, Aboriginal interpretation and heritage protection activities
- Park Care, LandCare and other volunteers' groups: helped address land and water degradation issues in the ACT. PCL provided training, equipment, tools, insurance cover and group activities coordination to ensure maximum impact.

The PCL Graffiti Program has tackled illegal graffiti with a range of diversionary activities involving graffiti artists. One particularly large project for 2007–08 involved up to 36 street artists in the preparation of some 44 murals to address ongoing graffiti throughout the city. The 'Colour in Canberra' program resulted in the painting of 14 traffic boxes. Four new graffiti practice sites were established to provide a legal outlet for graffiti artists. This brings the total number of sites to 28.

A new PCL strategy has been developed for ongoing consultation with major stakeholder groups. User groups have been identified and grouped according to their general interests and activities. Regular meetings have been scheduled with a commitment to maintaining an open and responsive dialogue with these groups. To date, meetings have been held with the conservation sector and the non-commercial users group.

Two workshops were directed at rural lessees suffering from extended drought. One promoted sustainable grazing practices and the other focused on developing strategies for post-drought recovery in a winter context.

As part of PCL's commitment to working with the Indigenous community, two Indigenous trainees were recruited in early 2008. The two-year traineeship program will provide formal training through the TAFE as well as on-the-job training achieved through placements in all areas of PCL.

## Sport and Recreation Services

Through Sport and Recreation Services the government aims to ensure that sport and recreation programs, services and facilities are professionally organised and promoted to support and increase participation in the ACT. Sport and Recreation Services maintains responsibility for the management of government sporting facilities and future facility planning, while also providing support for local athletes to reach their sporting potential through the ACT Academy of Sport.

Sport and Recreation Services achieved numerous important industry outcomes in 2007-08, including the:

- development of the 'All Dried Up?' strategy outlining the sport and recreation industry's response to the potential introduction of stage four water restrictions
- distribution of more than \$2 million in grants to community organisations for a range of sports development activities
- launch of the Children's Physical Activity Foundation to promote physical activity to children and assist primary schools in the delivery of physical activity opportunities through resources and additional support
- development and delivery of the 2008 Recreation Summit to identify the future needs and direction of local participation in active recreation
- implementation of the \$2 million Sport in a Drought Environment Grants, providing funding for the progression of 18 projects aimed at drought-proofing community sporting facilities for the future
- provision of Olympic/Paralympic Training Grants totalling \$93,000 to Canberra's Beijing hopefuls, assisting them with competition, training and preparation costs
- completion of capital works to establish the Harrison Neighbourhood Oval.





## Sustainability and Environmental Policy Coordination

This Business Unit was established in November 2007 following a structural review of the Network. The unit provides and coordinates policy advice on a broad range of sustainability and environmental matters.

A significant volume of issues dealt with by the unit are of an inter-governmental nature dealing with inter-governmental agreements and templates or related legislation with the Commonwealth. The unit provides advice to the Chief Minister for water, national energy councils and forums including the Ministerial Council on Energy, and represents the ACT at a wide range of energy related forums including the Energy Efficiency Working Group and the Retail Policy Working Group.

The unit also coordinates advice for inter-governmental forums on natural resource management, primary industries, and on environment and protection (including domestic animals). It comprises the Energy, Water, Natural Environment and Sustainability Policy Units.

The function of the Energy Policy Section is to provide the ACT Government with advice on National and Territory energy issues with the aim of promoting affordable, reliable, sustainable and efficient supply and use of energy in the ACT. The team works closely with the Commonwealth, State and Territory Governments, the energy industry and other interest groups. The team manages the ACT's extensive legislative program for implementing national

electricity market reforms, reviews and develops energy policy and oversees the development of a second line of input for ACT electricity supply.

The Water Policy Unit deals with water resources policy issues for the ACT such as required under the water strategy, *Think water, act water*, and progresses the ACT's water security where applicable. The Unit liaises with ACTEW on water policy and the water restrictions regime. It also deals with regional and inter-governmental matters.

The unit also manages the ACT's commitments under the National Water Initiative and the ACT's participation in the Murray-Darling Basin Initiative and the Living Murray Initiative. The activities of the Murray-Darling Basin Initiative are conducted through a Commission, where the ACT has commissioner status, and a Ministerial Council.

The Natural Environment Policy Unit develops policy, provides high-level advice and reviews legislation relating to management of the Territory's natural resources and primary industries including: biodiversity conservation; bio-security; plant and animal health; the rural sector; animal welfare and domestic animals.

The section supports government membership of the Natural Resource Management Ministerial Council and the Primary Industries Ministerial Council, their Steering Committees and supporting advisory committees. The unit provides secretariat support to the ACT's Animal Welfare Committee, Flora and Fauna Committee and the Natural Resource Management Advisory Committee.



The Sustainability Policy Unit is responsible for providing general policy advice on a range of sustainability issues for the ACT Government such as: an overall sustainable framework for the ACT Government; government procurement policy; waste management policy and performance; sustainability reporting and government motor vehicle procurement policy.

### Sustainability Programs and Projects

The Sustainability Programs and Projects Business Unit comprises ACT NOWaste, Climate Change and Programs Implementation Team.

ACT NOWaste manages the delivery of municipal waste infrastructure and services to the ACT community, including household garbage and recycling collections, landfills and transfer stations and Regional Recycling Drop-Off Centres. This includes developing and administering complex waste-related contracts, asset management strategies and capital upgrades, as well as works programs for all waste infrastructure and services. The Unit is also responsible for fostering the growth and development of the private sector resource recovery industry.

The Climate Change section provides the government with advice on international, national and local climate change issues. It is responsible for implementing aspects of and monitoring and reporting on the ACT Government's overall implementation of the Climate Change Strategy.

The Climate Change section also: administers the ACT Greenhouse Gas Abatement Scheme; maintains the ACT Greenhouse Gas Inventory; administers the ACT

Energy Efficiency and Renewable Energy Technology Showcase Funds; and administers legislation relating to Greenhouse Gas Abatement, provision of GreenPower and Fuel Sales Data.

The Programs Implementation Team manages a range of incentive programs focussing on water efficiency and energy consumption reduction. The water efficiency programs focus on reducing potable water consumption in residential, commercial and government sectors. The energy consumption reduction programs aim to reduce energy consumption through the Home Energy Advice Team (HEAT) advisory service and ACT Energy Wise (audits and rebates).

The Programs Implementation Team also delivers the ACT Sustainable Schools Initiative and Waste Minimisation community education and public awareness programs. It monitors and reports on







progress by agencies in meeting government's 'think water, act water' Implementation Plan. The team is also responsible for implementing the ACT/ Commonwealth joint-funded \$17 million Canberra Integrated Urban Waterways Project. This aims to reduce potable water consumption by three gigalitres through retro-fitting the existing stormwater infrastructure to better utilise stormwater, sewer mining and aquifer recharge and recovery.

From the beginning of 2008, this team took over administration of the Natural Heritage Trust, the National LandCare Program and National Action Plan for Salinity and Water Quality, as well as the ACT Environment Grants program.

*Weathering the Change – the ACT Climate Change Strategy 2007–25* was released in July 2007. The Strategy sets out the directions that the government will undertake between 2007 and 2025 to support the community's response to climate change. The Action Plan is the first of four that will be developed throughout the life of the strategy and contains actions to be pursued over the next four to five years.

A suite of programs to provide incentives and support to the community to improve water efficiency in the residential sector are being implemented including:

- GardenSmart Program
- Dual Flush Toilet Rebate
- Rainwater Tank Rebate Program
- Greywater Rebate Program
- IrrigationSmart Program.

A communication and education program to increase awareness of water efficiency issues was implemented.

Over 35 ACT schools have completed walk-through indoor and outdoor water audits and are pursuing the implementation of these audits, including retrofitting water efficiency fixtures and improving the efficiency of irrigation systems, as well as management and maintenance arrangements.

TAMS has been undertaking a review of the *NOwaste by 2010* Policy and Strategy. The review will provide an analysis of the economic, environmental and social costs and benefits of options up to and beyond the 2010 target. The review will be provided to the government in 2008–09.

Implementation of the NOwaste Strategy resulted in the recovery of 590,000 tonnes of material that would otherwise have been disposed of at landfills, representing a recovery rate of 74 per cent. However, waste to landfill increased particularly from commercial waste generators, with waste from these sources increasing by almost 14,000 tonnes or 14 per cent over the last year. Household recyclables in the garbage stream have decreased from around 24 per cent to 12 per cent in 2007–08 as a result of ongoing education and promotion initiatives. Organic and compostable materials in household kerbside garbage bins make up 48 per cent of weight in its waste stream. NOwaste continues to promote home composting and worm farming to reduce this percentage.

The new Mugga Lane Landfill Resource Recovery and Reusables Contracts commenced on 1 July 2007, with these new contracts providing further advancements in diverting waste from landfill. On average over 30 per cent of the transfer station waste at Mugga is now recycled rather than land-filled. Improvements to the recycling and re-use drop-off areas and general traffic management were also undertaken in 2007–08.

The Waste Wise schools program has been incorporated into the Australian Sustainable Schools Initiative – ACT (AuSSI – ACT) since 2007. Participation in the program grew to 85 in 2007–08 from 25 schools in 2006–07. Fifteen schools have now become accredited Waste Wise Schools and another 40 are working towards this goal.

Second-hand Sunday was held on 18 November 2007, attracting the highest number of participants to date. This event raises awareness of the value of re-use and allows the community to take practical steps to deal with unwanted hard waste, minimising the quantity that is sent to landfill.

## Future Direction

### Environment Protection and Heritage (EP&H)

The development of a number of heritage travel routes including the installation of on-ground directional and interpretative signage will continue.

A fourth self-drive track, as part of 'Canberra Tracks', is being developed. The 'ACT Pioneers Cemetery Track' will create a unique partnership with Queanbeyan City Council to ensure that Queanbeyan Riverside Cemetery is an integral site on the itinerary of the track. Other stakeholders are currently engaged at other sites to guarantee a successful outcome.

### Parks, Conservation and Lands (PCL)

Commencing in 2008–09, Tidbinbilla Nature Reserve and Birrigai Outdoor School will be managed as one entity through a joint Board of Management. The combined site will bring together the skills, facilities and expertise of both sites to create a truly unique destination where visitors, students and researchers will be able to explore and gain insights to the natural world.

PCL will spend \$30.8 million over the next four years for tree plantings as part of the 'One Million Trees Initiative', the urban forest replacement program and the reinvigoration of recreational areas. These trees will ensure that Canberra's urban forests and bush setting are maintained, with over one million trees to be planted over ten years.

A partnership with Birrigai Outdoor Education Centre was finalised to improve the delivery of educational programs. This decision acknowledged the importance of these two neighbouring sites as a destination for visitors and their key role in the delivery of outdoor educational programs and as a gateway to the ACT's parks and open space system.

### Sport and Recreation

Future directions for Sport and Recreation include:

- implementation of the vision outlined in 'Where Will We Play?' which states that by 2013 no outdoor sports facility in the ACT will rely completely on potable water for its continued operation
- progression of the first stage of capital works in the Lyneham Sport and Recreation Precinct





- development of the Disability Inclusion Plan for the ACT sport and recreation industry
- implementation of the Good Sports Territory schools program
- completion of capital works projects at Phillip Oval and refurbishment/restoration activities at Canberra Olympic Pool and the Lakeside Leisure Centre
- continued progression of the Kids at Play Early Childhood program in partnership with the National Heart Foundation and ACT Health.

### Sustainability and Environmental Policy Coordination

The unit will also need to look at how it can strategically take best advantage of the Commonwealth's recently announced Caring for our Country program. It will continue to work with the ACT Natural Resource Management Council to address natural resource management issues that are of both ACT and national significance.

### Sustainability Policy and Programs

The Climate Change Unit will continue to implement, monitor and report on the Climate Change Strategy and Action Plan.

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## SECTION B

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### CONSULTATION AND SCRUTINY REPORTING



## B.1 Community Engagement

ACT residents directly interact with TAMS at least five times a day. This contact can range from renewing their dog registration through Canberra Connect, visiting one of our eight public libraries, putting garbage out for collection, to using a road, using one of Canberra's parks, or catching an ACTION bus. It is therefore important that the department works closely with the community to encourage information exchange and mutual understanding. TAMS is focused on continually improving our services and implementing innovative programs to deliver services and information to the Canberra community.

TAMS refers to its Community Advisory Group (CAG) for advice on a range of community projects. The CAG is advisory in nature and exists to:

- provide information and advice about the community that will help directly target community engagement activities to relevant audiences
- assist to analyse the most appropriate engagement techniques
- advise on any issues that may arise from consultation mechanisms
- assist in communicating constraints and opportunities with community engagement mechanisms
- provide a forum for a broad range of community members to express their perspectives on TAMS services.

The CAG operates in a spirit of cooperation and negotiation under the framework of the ACT

*Government Community Engagement Manual – Your Guide to Engaging with the Community*, as well as the department's own *TAMS Community Engagement Policy*. This policy sits within the ACT Government's overall framework for community engagement and specifically addresses the needs of the department.

The policy provides a capacity for the community to influence and improve the delivery of the department's services, as well as providing a framework to collect valuable feedback to include in decision-making processes. This ensures that TAMS continues to offer targeted services that meet community needs, and helps guide future priorities.

The Community Engagement and Communications Team (CE&C) continues to adhere to International Association for Public Participation (IAP2) frameworks and core values which have been embraced by the *ACT Government Community Engagement Manual – Your Guide to Engaging with the Community*. This assists in making better decisions which reflect the interests and concerns of the ACT community.

CE&C has continued to provide internal staff training and advice throughout TAMS to raise awareness about community engagement, including learning about the most effective and appropriate tools and techniques to facilitate community consultation. The 2007-08 period has focused on increasing the utilisation of the department's Community Engagement web page, [www.tams.act.gov.au/live/about\\_our\\_department/community\\_engagement](http://www.tams.act.gov.au/live/about_our_department/community_engagement), within the TAMS website and developing more online surveys and feedback forms. It is hoped that by using new media, TAMS will engage more of the ACT community.

In November 2007 and April 2008 respectively, CE&C conducted a whole-of-TAMS Community Satisfaction



Survey of 1000 ACT residents. The results were then provided to the business units to highlight areas where improvements could be made in the future. Summaries of the findings are also available on the TAMS website.

The department is estimated to have had contact with nearly every Canberra resident in some form throughout the year, whether it be a letterbox drop inviting feedback, completing an online survey, visiting an information display or participation in focus groups.

The following table lists the many ways TAMS engaged the community during 2007-08. The list is comprehensive, and demonstrates the department's commitment to include the community in the decision-making process.

Please note that a key system has been used to report on the outcomes of the community engagement activities. Further information on specific projects can be requested from the contact officer.

Key: Outcomes

- A Strengthened partnerships and informed the community
- B Improved mutual understanding
- C Deepened participation and involved the community

Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
Community and Infrastructure Services				
ACT Government Portal and Canberra Connect Website Upgrades to Look and Feel	Two face to face focus groups.	ACT community.	15	C
Canberra Connect Market Research	A telephone survey was conducted to assess customer awareness and satisfaction with Canberra Connect.	ACT community.	1000	B
Consultation on Former School Sites	ACT Government Steering Committee, stakeholder interviews, letterbox drops, public information sessions, community workshops, fact sheets, advertising in the <i>Canberra Times and Chronicle</i> , community displays, radio, information on the TAMS and consultants' website.	ACT community, local residents, peak industry groups, TAMS Community Advisory Group, other government departments.	*	C

Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
Fyshwick Parking Consultation	Formation of a Consultative Committee of approximately 20 people, online survey, flyers, information on TAMS and Fyshwick.com websites.	Local residents, peak industry groups, TAMS Community Advisory Group, other government departments.	+	C
Gungahlin Library Service Study	Community workshops, stakeholder meetings.	Local residents, peak industry groups, TAMS Community Advisory Group, other government departments.	+	B
Lanyon Drive Duplication	Letterbox drop, public information displays, stakeholder meetings, information on the TAMS website.	ACT community, local residents, other government departments.	+	A
Library Acquisition Policy	Verbal feedback to librarians, hardcopy request forms, online requests through the Virtual Library, enquiring through Canberra Connect.	ACT community.	*	A
Library Opening Hours	Letterbox drop of all new library opening hours, survey and focus groups.	ACT community.	*	C
Library Users and Non-Users Survey	Phone survey.	Local residents.	400	B
Major Road Works	Media releases, radio advertising, information on the TAMS website.	ACT community, local residents, peak industry groups, TAMS Community Advisory Group.	*	A
On-road Cycling Review	Stakeholder meetings, online survey, media release, information on TAMS website.	ACT community, peak industry groups.	250	C
Parkwood Road Recycling Estate	Newsletter containing latest news.	Local residents.	+	A
Review of Disabled Parking	Electronic and hardcopy surveys, letters to key disability groups in the ACT, media release, information on the TAMS website.	ACT community, peak industry groups, TAMS Community Advisory Group.	*	C

Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
Review of <i>Road Transport (Alcohol and Drugs) Act 1977</i>	Release of discussion paper for comment, expert forum, electronic survey, information on TAMS website.	ACT community, peak industry groups, event attendees, other government departments.	*	C
Roads Consultation on Safety, Driver's Licences, Maintenance etc.	Two focus groups. The groups were broken into young and older persons.	ACT community.	15	C
Road Safety Campaign	Ads in <i>Chronicle</i> and <i>Canberra Times</i> .	ACT community.	*	A
Road Works, Maintenance and Closure Letterbox Drops	Letterbox drops to people affected by road works and maintenance, information on TAMS website.	ACT community, local residents.	+	A
Special Events (eg. Summerfests, Canberra Show) Road Closures	Letter drops and media releases to inform community. Information on TAMS website.	ACT community, local residents.	*	A
Tharwa Bridge Community Consultation	Displays in libraries and Tharwa Hall, information sessions, information sheets, hardcopy surveys, online survey, phone survey of ACT residents, information on the TAMS website, newsletters, and media releases. There will be ongoing updates throughout the process.	ACT community, local residents, peak industry groups, TAMS Community Advisory Group.	*	C
Tuggeranong Festival – Celebration of Families	Library information stall.	ACT community, local residents, peak industry groups.	+	A
Enterprise Services				
ACTION Bike Rack Usage Survey	Electronic survey, information on TAMS and ACTION websites.	ACT community, peak industry groups.	600	B
ACTION Network 08 Community Consultation	Hardcopy and electronic surveys, information sessions, feedback forms, on-bus surveys, passenger counts, stakeholder meetings, information on TAMS website.	ACT community, peak industry groups, TAMS Community Advisory Group, other government departments.	*	C
ACTION Rebranding	Two focus groups of bus users and non-users.	ACT community.	16	C



Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
ACTION Subcommittee	Public notice in the <i>Canberra Times</i> and <i>Chronicle</i> to find members, radio advertising, ongoing meetings as needed.	ACT community, peak industry groups, TAMS Community Advisory Group.	15	B
Floriade Look 'n' Learn Marquee – TAMS Exhibit	Displays.	Event attendees.	*	A
Introduction of New Network – Network 08	Stakeholder meetings, information sessions, flyers, newspaper and radio advertisements, media releases, notices at bus interchanges and Canberra Connect shopfronts, information on TAMS and ACTION websites.	ACT community, peak industry groups.	*	A
Schools Transport Liaison Committee	Quarterly meetings.	Peak industry groups, TAMS Community Advisory Group, other government departments.	20	B
Sydney Consumer Expo	Display, information and giveaways in relation to ACT tourism.	Sydney residents.	*	A
Environment and Recreation				
ACT Advisory Committee on Women in Sport and Recreation	Meetings held on a regular basis.	Peak industry groups, other government departments.	8	B
ACT Rescue and Foster Birthday Party	Community event with information and displays.	ACT community, peak industry groups, event attendees.	*	A
Ainslie Shopping Centre Upgrade Consultation	Newsletter, information on the TAMS website, community feedback.	Local residents, peak industry groups.	+	C
Alligator Weed	A series of public information seminars, flyers, information on the TAMS website.	ACT community, peak industry groups.	50	A
'Bark' Program	Regular workshop at Domestic Animal Services to build admiration, kindness and respect through interaction with dogs.	Disadvantaged and at risk children.	70	A



Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
Belconnen Lakeshore Eastern Valley Way Inlet and Skate Park Consultation	Online survey, community workshops, government stakeholder meetings, information on TAMS website.	ACT community, local residents, peak industry groups, other government departments.	+	C
Bunnings Water Saving Weekend	'Think Water Act Water' display at Bunnings with information and giveaways.	ACT community.	*	A
Bushfire Operations Plan Work	Letterbox drop.	Local residents, peak industry groups.	+	A
Chifley Playspace Renewal Consultation	Letterbox drops, posters, public notice, online survey, media release, information on the TAMS website.	ACT community, local residents, peak industry groups.	+	C
City Centre Renewal Consultation	Stakeholder meetings, stakeholder workshops.	Local residents, peak industry groups, other government departments.	20	B
Climate Change Awareness	Stakeholder meetings, presentations to government departments and community groups, fact sheets, information sessions, print advertising, media packs, television ads, information on TAMS website.	ACT community, peak industry groups, TAMS Community Advisory Group, other government departments.	*	B
Club Development Workshop Series	Workshops.	Peak industry groups and community clubs.	200	B
Community Coaching and Officiating Workshop Series	Workshops.	Peak industry groups and community clubs.	300	B
Cross-cultural Awareness Course for State Sporting Organisations	Cross-cultural Awareness Course.	Peak industry groups.	15	B
Course Delivery – Presenter Course, Mentor Course and Assessor Course	Series of one day courses.	Peak industry groups, clubs and university participants.	100	A



Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
Dog Park Community Consultation	Stakeholder interviews and meetings.	ACT community, local residents, peak industry groups, other government departments.	*	B
Domestic Animal Services Open Day	Ads in <i>Canberra Times</i> and <i>Chronicle</i> , information on TAMS website.	ACT community, peak industry groups.	*	A
Domestic Animal Services Volunteer Barbeque	Barbeque to thank volunteers from the ACT community.	Domestic Animal Services Volunteers.	20	A
Eddison Park Master Plan Consultation	Stakeholder meetings, workshops, surveys, flyers, static displays, ads in the <i>Canberra Times</i> and <i>Chronicle</i> , Agency briefings, community feedback, information on the TAMS website.	ACT community, local residents, peak industry groups, other government departments.	*	C
Extravaganza at Tidbinbilla	Community event. Information on TAMS website, flyers, advertising.	ACT residents. ACT community, local residents, peak industry groups, event attendees.	5000	A
'Go Wild in your Backyard' Education Program	Letterbox drop to residents consisting of 'Garden Plants Going Bush' brochure, a packet of local native seeds, European wasp flyer, information on Friends of Aranda Bushland, Weed Swap brochure and weed awareness survey. Information was also included on the TAMS website.	Local residents.	100	A
Green Screen	Display of sustainability information and promotion of programs in Civic.	Event attendees.	*	A
Harassment Free Sport Information Seminars	Information seminars.	Peak industry groups and community clubs.	40	A
Hazard Reduction Burns	Media releases on TAMS website and sent via email to interested businesses or members of the community.	ACT community, local residents, peak industry groups.	*	A



Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
Indigenous Sport Program Softball Carnival	Softball carnival.	ACT community, peak industry groups, event attendees.	100	A
Indigenous Sports Day (NAIDOC Week)	Sports Day.	Community members, peak industry groups.	300	A
Kids at Play Program	Delivery of play activities and sessions.	ACT community, playgroups, pre/after school care.	12,000	A
Macgregor Playspace Renewal Consultation	Letterbox drops, posters, public notice, online survey, media release, information on the TAMS website.	ACT community, local residents, peak industry groups.	+	C
Materials Recovery Facility Open Days	Free open days for ACT community, information on TAMS website.	ACT community.	*	A
Melba Shopping Centre Upgrade Consultation	Stakeholder meetings, two community meetings, community feedback, flyers, <i>Chronicle</i> advertising, information on TAMS website.	ACT community, local residents, peak industry groups, other government departments.	+	C
Member Protection Information Officer Courses	Training session.	Peak industry groups.	12	A
Molonglo Reach Riparian Restoration Project	Fact sheets, maps/alternative routes, email networks, information on the TAMS website.	ACT community, local residents, peak industry groups, other government departments.	100	A
Mount Taylor Walking Tracks	Letterbox drops, flyers, media releases, public notice in the <i>Canberra Times</i> and <i>Chronicle</i> , information on the TAMS website.	ACT community, local residents, peak industry groups.	*	A
My Place Home, Lifestyle and Garden Expo	Display of sustainability information and promotion of programs.	Event attendees.	*	A

Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
National Folk Festival	Display of sustainability information and promotion of programs.	Event attendees.	*	A
Natural Resource Management Plan Consultation	Online survey and stakeholder meetings.	ACT community, peak industry groups, TAMS Community Advisory Group, other government departments.	*	B
Parks, Conservation and Lands Survey	Phone survey of ACT residents and face-to-face interviews in parks.	ACT community.	1500	B
Playground Vandalism Consultation	Flyers, radio, television.	ACT community, peak industry groups, other government departments.	*	A
Primary English Introductory Centre (PIEC) Sports Day	Series of development sessions culminating with major sports day.	PIECs, peak industry groups.	180	C
Queanbeyan Bloom Spring Pet Fair	ARK and new Domestic Animal Services vehicles on display at the annual RSPCA Pets Party.	Event attendees.	*	A
Ranger Guided Activities	Series of activities to impart information face-to-face, information on TAMS website.	ACT community, peak industry groups, event attendees, other government departments.	*	A
Recreation Summit	Summit for stakeholders and members of the community, information on TAMS website.	ACT community, peak industry groups, event attendees, other government departments.	*	B
Retirement and Lifestyle Expo	Display of sustainability information and promotion of programs.	Event attendees.	*	A
Rodney's Nursery	Display of sustainability information and promotion of programs.	ACT community.	*	A

Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
RSPCA Pets Party	ARK and new Domestic Animal Services vehicles on display at the annual RSPCA Pets Party.	Event attendees.	*	A
School Girls Morning Tea	Morning Tea and sports Expo.	Secondary school students from 12 schools.	180	A
Schools Network Primary Teachers Professional Development Workshop	Workshop.	Primary school teachers.	40	A
Schools Network Secondary Teachers Professional Development Workshop	Workshop.	Secondary school teachers.	40	A
SEE-Change Community Picnic	Display of sustainability information and promotion of programs.	Event attendees.	*	A
Sport Development Officer Professional Development Workshop Series	Professional Development Workshop Series.	Sport development officers.	100	A
Summer Down Under International Wheelchair Track and Road Racing Series	Welcome event.	Event attendees.	100	A
Sustainability Community Attitudes Survey	Phone survey of ACT residents and three focus groups.	ACT community	1000	B
Switch to Green Expo and Conference	Display, demonstrations, fact sheets, information on TAMS website.	Event attendees.	*	A
Tree Replacement Program	Letterbox drops to residents.	Local residents.	+	A

Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
Tuggeranong Skate Park Consultation	Online survey, community workshops, government stakeholder meetings, information on TAMS website.	ACT community, local residents, peak industry groups, other government departments.	+	B
Tyre Industry Consultation	Stakeholder meetings.	Peak industry groups.	20	B
World Environment Day	Display of sustainability information and promotion of programs at the Canberra Institute of Technology.	Event attendees.	*	A
Yarralumla Growers Market	'Think Water, Act Water' display with information and giveaways.	Event attendees.	*	A
Yarralumla Nursery Display	Display of sustainability information and promotion of programs.	ACT community.	*	A
Office of the Chief Executive				
Canberra Show Community Information Display on 'Taking the Territory Forward'	Large ACT Government display including fact sheets, giveaways, demonstrations, a competition.	Event attendees.	*	A
Christmas in Gungahlin	Community event.	ACT community, local residents, event attendees, other government departments.	+	A
Community Consultation Regarding the Department's Provision of Services for People with Disabilities	Focus groups consisting of people with disabilities and their carers, media release, radio advertising, information on the TAMS website.	ACT community, peak industry groups, TAMS Community Advisory Group, other government departments.	15	C



Project	Consultation Process	Groups/Individuals Consulted	Approximate Number Consulted	Outcome
Meetings with Community Groups	Face-to-face meetings.	Peak industry groups, other government departments.	20	A
'Round Town Community Events	Surveys and interviews conducted during events to inform future planning, pre-and-post event stakeholder meetings (to seek input and provide feedback), telephone and email contact to ensure regular communication. Event information on TAMS website.	ACT community, local residents, peak industry groups, event attendees, other government departments.	50,000	B
Sunday Fun Day	Community event.	ACT community, peak industry groups, event attendees.	*	A
Whole of TAMS Customer Satisfaction Survey	Telephone survey and focus groups held every six months. Web summaries on TAMS website.	ACT community.	2200	C

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**Key: Approximate Number Consulted**

- \* Open to all residents in the community
- + Open to all residents in the suburb

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## B.2 Internal and External Scrutiny

During 2007–08 the ACT Auditor-General released the following report that related to Territory and Municipal Services (TAMS).

Report No	Title	Date Presented
3/2008	Records Management in ACT Government Agencies	26 June 2008

The Auditor-General made recommendations in relation to:

- Compliance with the legislation
- Consistency in record management practices
- Training, procedures and guidelines, and dissemination of guidance material
- Risks associated with physical storage
- Improving electronic record keeping
- Monitoring and reviewing record-keeping practices.

All Auditor-General's Reports are examined by the Public Accounts Committee (PAC) once presented to the Assembly. TAMS will coordinate the whole-of-government submission to the PAC to assist in their inquiry.

### Outstanding Report from 2006–07

Report No	Title	Date Presented
4/2006	Road Safety	15 August 2006

The Auditor-General made recommendations in relation to:

- the coordination of road safety functions
- data collection
- driver licensing procedures, education and training.

TAMS provided a submission to the PAC on 14 December 2006 to assist in their inquiry. The PAC advised on 25 September 2007 that they were not pursuing the inquiry into this report.

### Reports by the Ombudsman

During 2007–08 the ACT Ombudsman did not release any reports that related specifically to TAMS.

### For more information:

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Manager, Cabinet and Assembly Liaison

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Website: [www.tams.act.gov.au](http://www.tams.act.gov.au)



## B.3 Legislative Assembly Committee Inquiries and Reports

The following Legislative Assembly Committee inquiries were completed and presented during the term of the current government:

### **Standing Committee on Planning and Environment**

Report No	Title	Date Presented
24 of 2003	Inquiry into the Road Transport (Public Passenger Services) Amendment Bill 2003	11 December 2003
26 of 2004	Inquiry into Annual and Financial Reports 2002-03 for the Department of Urban Services and Related	4 March 2004
19 of 2005	Inquiry into Annual and Financial Report 2004-05	13 December 2005
24 of 2007	Review of Draft Management Plan for Urban Open Space and Public Access Sportsgrounds in the Gungahlin Region	1 May 2007
26 of 2007	Report on Annual and Financial Reports 2005-06	3 May 2007
29 of 2007	ACTION Buses and the Sustainable Transport Plan	28 August 2007
30 of 2007	ACT as a UNESCO Biosphere Reserve	10 October 2007
33 of 2008	Annual and Financial Reports 2006-07	6 May 2008

### **Implementation of Recommendations of Assembly Committee Reports**

#### **Report No 24 of 2003 Inquiry into the Road Transport (Public Passenger Services) Amendment Bill 2003**

The Bill gave effect to the government's taxi and hire car reform program announced in 2002 which

included: the introduction of an accreditation scheme for hire car operators; regulating powers to provide for categories of restricted hire cars; and regulating powers for the staged release of additional taxi and hire car licences by auction. As reported in the 2006-07 Annual Report most of the recommendations have been completed. Progress on the outstanding recommendations is as follows:

Recommendation	Government Response	Action to Date
That the arrangements for the Queanbeyan hire cars to operate in the ACT be formalised, but this not be restricted to any number and be subject to mutual recognition of accreditation standards in both the ACT and Queanbeyan.	Agreed. The introduction of accreditation for hire cars (as contained in the Bill) will provide the framework for mutual recognition with NSW hire cars. Any differences in licence values between NSW and the ACT may be barriers to mutual recognition. After the buy-back of hire car licences, the licence fees charged in each jurisdiction will become more closely aligned.	Cross border hire car arrangement investigations have commenced and will be completed in 2008-09.
<p>The Committee recommends that the ACT Government should:</p> <ul style="list-style-type: none"> <li>Interpret 'community wide' as region wide because of the cross border issues with NSW;</li> <li>Work with the NSW Government to create a greater choice for consumers through a single taxi and hire car regulatory regime, as well as encouraging other network providers to come into the market.</li> </ul>	Agreed in part. A single ACT-Queanbeyan taxi area has been in place, either as a trial or a permanent arrangement, for over two years. The introduction of accreditation for hire cars will provide the framework for mutual recognition with NSW hire cars.	Cross border hire car arrangement investigations have commenced and will be completed in 2008-09.

### Report No 26 of 2004 Inquiry into Annual and Financial Reports 2002-2003 for the Department of Urban Services and Related

The committee made recommendations in relation to: transparent linkages between annual reports, strategic planning processes and other reporting processes, improving the content and analysis of its annual reports and complying with the guidelines and legislative framework for preparing Annual Reports; the Directions being revised to articulate the specific requirements for ACT Statutory Authorities. The department endeavours to ensure there are clear linkages between annual reports and other strategic planning processes where possible. The Chief Minister's annual report directions are revised

each year and have increased emphasis on reporting against outcomes and objectives.

### Report No 19 of 2005 Inquiry into Annual and Financial Report 2004-2005

The committee made one recommendation in relation to investigating measures to reduce the tonnage of, and to collect data about the amount of undifferentiated builders' waste being deposited as landfill at the Pialligo waste management facility. Canberra Concrete Recyclers have again provided ACT NOWaste with data on waste they are landfilling at their Pialligo site. The Environment Protection Authority has established an Environmental Authorisation with CCR which will require them to cease landfilling in September 2008.



## Report No 24 of 2007 Review of Draft Management Plan for Urban Open Space and Public Access Sportsgrounds in the Gungahlin Region

The committee made recommendations in relation to: continuing the government efforts to diversify water resources it relies on for irrigating sportsgrounds in the ACT; better acknowledgement of the role of stakeholders in the management of sportsgrounds and open space in the ACT; and that

the Plan be consistent with the *Service Charter for ACT Sportsgrounds*. A revised Plan of Management was tabled in the Assembly on 12 February 2008 and took into account the Committee's recommendations.

## Report No 26 of 2007 Report on Annual and Financial Reports 2005-06

The committee made recommendations in relation to:

Recommendation	Government Response	Action to Date
That the Minister for Territory and Municipal Services comply with the ACT Community Engagement Manual in the administration of his portfolio responsibilities.	TAMS complies with the ACT Government Community Engagement Manual. It also has a community engagement policy that sits within the umbrella of the wider government framework and is specific to the business of the Department.	TAMS continues to comply with the Manual.
The committee recommends that the Office of the Commissioner for Environment be allocated an additional permanent position at an appropriately senior level.	The Commissioner for the Environment is currently undertaking a review of the role to investigate the feasibility of including sustainability and water catchment issues. Part of this review is an examination of the future staffing requirements for the Office of the Commissioner.	The Commissioner is undertaking public consultation on the review of the Office.
The committee recommends that the public education activities at the Materials Recovery Facility (MRF) in Hume continue to be promoted and expanded.	Public Education at the MRF in Hume is funded under contract with the facility operator, Thiess Environment Services. Under the contract the operators pay into an education fund on a rate-by-tonne basis of materials sent to landfill from the facility. This fund is managed by TAMS in partnership with the contractor. The government and the contractor have a mutual interest in promoting high levels of appropriate recycling at the facility. Public education under the program is growing through television and newspaper advertising, open days and visits to the facility and the landfill by school groups.	Tours are undertaken at the MRF in conjunction with a tour of the landfill. Visitors get a comprehensive, complete view of issues and processes undertaken at both sites. In 2007, the tours of the MRF and landfill in Hume increased in numbers from previous years. In 2008, visitors to the recycling plant are tracking to increase by 20 per cent. The tours are part of the MRF education program which links tours with a comprehensive Sustainable Schools Program, development of an office program to meet the needs of both public and private sector office recycling, Clubsmart program for clubs and pubs to better recycle and a household recycling program. The household recycling program encourages residents through tours, an extensive media campaign and mailouts of information on the best ways to get the most out of their kerbside recycling bin.



### Report No 29 of 2007

#### ACTION Buses and the Sustainable Transport Plan

The committee made 47 recommendations. These included a number of recommendations relating to the development of Network 08; accessibility standards and services for the elderly and people with disabilities; promotion of Park 'n ride, Bike'n Ride and the walking school bus and the economic, social, and environmental benefits of public transport use. A government response to this report is being finalised.

### Report No 30 of 2007

#### ACT as a UNESCO Biosphere Reserve

A comprehensive and detailed report was prepared by the committee. Extensive work has been undertaken on this issue including attendance by the Chief Executive, TAMS and the Commissioner for the Environment at the International Biosphere Conference in Spain. A government response to this report is being prepared.

### Report No 33 of 2008

#### Annual and Financial Reports 2006-2007

The committee presented the report in the Assembly on 6 May 2008. A government response to the report, coordinated by Chief Minister's Department, is currently being prepared. Implementation of the recommendations will be reported on in the TAMS Annual Report 2008-09.

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## B.4 Legislative Report

The Department of Territory and Municipal Services (TAMS) is responsible for the following legislation:

Enactment/Laws	Responsible Administrative Group	Group Responsible for Managing Delegations
<i>Animal Diseases Act 2005</i>	Environment and Recreation	Environment and Recreation
<i>Animal Welfare Act 1992</i>	Environment and Recreation	Environment and Recreation
<i>Boxing Control Act 1993</i>	Environment and Recreation	Environment and Recreation
<i>Cemeteries and Crematoria Act 2003</i>	Environment and Recreation	Environment and Recreation
<i>Clinical Waste Act 1990</i>	Environment and Recreation	Environment and Recreation
<i>Commissioner for the Environment Act 1993</i>	Environment and Recreation	Environment and Recreation
<i>Domestic Animals Act 2000</i>	Environment and Recreation	Environment and Recreation
<i>Drugs in Sport Act 1999</i>	Environment and Recreation	Environment and Recreation
<i>Electricity (Greenhouse Gas Emissions) Act 2004</i>	Environment and Recreation	Environment and Recreation
<i>Electricity (National Scheme) Act 1997</i>	Environment and Recreation	Environment and Recreation
<i>Environment Protection Act 1997</i>	Environment and Recreation	Environment and Recreation
<i>Fertilisers Act 1904</i>	Environment and Recreation	Environment and Recreation
<i>Fisheries Act 2000</i>	Environment and Recreation	Environment and Recreation
<i>Gas Pipelines Access Act 1998</i>	Environment and Recreation	Environment and Recreation
<i>Gungahlin Drive Extension Authorisation Act 2004</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Hawkers Act 2003</i>	Environment and Recreation	Environment and Recreation*
<i>Heritage Act 2004</i>	Environment and Recreation	Environment and Recreation
<i>Hemp Fibre Industry Facilitation Act 2004</i>	Environment and Recreation	Environment and Recreation
<i>Interstate Road Transport Act 1985 (Cwlth)</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Interstate Road Transport Charge Act 1985 (Cwlth)</i>	Community and Infrastructure Services	Community and Infrastructure Services

Enactment/Laws	Responsible Administrative Group	Group Responsible for Managing Delegations
<i>Lakes Act 1976</i>	Environment and Recreation	Environment and Recreation
<i>Litter Act 1977</i>	Environment and Recreation	Environment and Recreation
<i>Motor Vehicle Standards Act 1989 (Cwlth)</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>National Environment Protection Council Act 1994</i>	Environment and Recreation	Environment and Recreation
<i>National Gas Act 2008</i>	Environment and Recreation	Environment and Recreation
<i>Nature Conservation Act 1980</i>	Environment and Recreation	Environment and Recreation
<i>NRMA – ACT Road Safety Trust Act 1992</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Nudity Act 1976</i>	Environment and Recreation	Environment and Recreation
<i>Pest Plant and Animals Act 2005</i>	Environment and Recreation	Environment and Recreation
<i>Plant Diseases Act 2002</i>	Environment and Recreation	Environment and Recreation
<i>Public Baths and Public Bathing Act 1956</i>	Environment and Recreation	Environment and Recreation
<i>Road Transport (Alcohol and Drugs) Act 1977</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Road Transport Charges (Australian Capital Territory) Act 1933 (Cwlth)</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Road Transport (Dimensions and Mass) Act 1990</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Road Transport (Driver Licensing) Act 1999</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Road Transport (General) Act 1999, except Part 10</i>	Community and Infrastructure Services	Community and Infrastructure Services*
<i>Road Transport (Public Passenger Services) Act 2001</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Road Transport (Safety and Traffic Management) Act 1999</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Road Transport Reform (Dangerous Goods) Act 1995 (Cwlth)</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Road Transport Reform (Vehicles and Traffic) Act 1993 (Cwlth)</i>	Community and Infrastructure Services	Community and Infrastructure Services



Enactment/Laws	Responsible Administrative Group	Group Responsible for Managing Delegations
<i>Road Transport (Vehicle Registration) Act 1999</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Roads and Public Places Act 1937</i>	Community and Infrastructure Services	Community and Infrastructure Services*
<i>Stock Act 2005</i>		
<i>Territory Records Act 2002</i>	Community and Infrastructure Services	Community and Infrastructure Services
<i>Tree Protection Act 2005</i>		
<i>Trespass on Territory Land Act 1932</i>	Environment and Recreation	Environment and Recreation
<i>Utilities Act 2000 except part 3A, part 5, division 10.3, part 11, part 12</i>	Environment and Recreation	Environment and Recreation
<i>Waste Minimisation Act 2001</i>	Environment and Recreation	Environment and Recreation
<i>Waste Efficiency Labelling and Standards Act 2005</i>	Environment and Recreation	Environment and Recreation
<i>Water Resources Act 1998</i>	Environment and Recreation	Environment and Recreation

\* Some functions under these Acts are delegated to the Chief Executive, Department of Justice and Community Safety for sub-delegation to an officer of that department.

## Legislation Enacted During 2007-08

The following legislation was enacted in the ACT Legislative Assembly during 2007-08:

Title of Legislation (and brief description)	Date Introduced	Date Passed
<b>Animal Diseases Amendment Bill 2007</b> Permits the Director of Animal Hygiene to delegate his powers not only to members of the ACT Public Service, but also to members of the Australian Federal Police (AFP). The amendments also permit members of the AFP to carry out functions of authorised people under the principal Act.	4 December 2007	6 December 2007



Title of Legislation (and brief description)	Date Introduced	Date Passed
<b>Domestic Animals Amendment Bill 2007</b> The amendments provide for: lifetime registration of dogs; compulsory micro-chipping of dogs at point of sale; improved regulation and revised penalties for dangerous dogs; tightening of dog seizure and return provisions; cat de-sexing before age of first breeding; Guidelines for determining nuisance animals; licensing for keeping of multiple cats; and declaration of dog prohibited areas by disallowable instrument.	7 June 2007	15 November 2007
<b>Environment (Greenhouse Gas Emissions) Amendment Bill 2007</b> To extend the current Greenhouse Gas Abatement Scheme to 2020 unless and until a National Emissions Trading Scheme is established.	15 March 2007	13 November 2007
<b>Murray Darling Basin Agreement 2007</b> Approves and provides for an agreement entered into between the Commonwealth, New South Wales, Victoria, Queensland, South Australia and the Australian Capital Territory with regard to the water, land and other environmental resources of the Murray-Darling Basin.	30 August 2007	15 November 2007
<b>National Gas Bill 2007</b> Establishes a framework to enable third parties to gain access to certain National gas pipeline services, and for other purposes.	8 May 2008	25 June 2008
<b>Water Resources (Validation of Fees) Bill 2008</b> Validated fees charged for water-related licences and fees under the <i>Water Resources Act 1998</i> (the former Act) from 1 July 2007 until 31 July 2007.	8 April 2008	10 April 2008

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## SECTION C

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### LEGISLATIVE AND POLICY BASED REPORTING

## C.1 Risk Management and Internal Audit

### Risk Management

The Territory and Municipal Services (TAMS) Risk Management Framework (RMF) is based on the Australia New Zealand Standard 4360:2004, and is designed to allow for risks identified in any area to be escalated to the appropriate level. The RMF forms part of the governance arrangements for TAMS, and is supported by the Risk Management Reference Group (RMRG), which is required to report to the Strategic Management Team and the Internal Audit Committee on key risk areas for the department.

The RMRG includes representation from all business units in TAMS, as well as the ACT Insurance Authority (ACTIA). A subcommittee of the RMRG is the Risk Management Working Group (RMWG) which progresses specific tasks and projects on behalf of the RMRG.

The RMRG is also tasked with the regular review of the Risk Management Framework to ensure it meets the needs of the department. Risks are assessed at a number of different levels, ranging from activity and project levels to network and departmental levels. The framework allows for risks that are assessed as unacceptable at one level to be re-assessed at the next level. This process allows high level risks to be brought to the attention of senior decision makers within TAMS.

The RMRG meets every two months to monitor risk assessment and risk management processes

throughout the department. Mechanisms are also in place for 'out of session' responses to emerging risks and the changing environment.

In order to further demonstrate its commitment to effective risk management, TAMS is a corporate member of the Risk Management Institution of Australasia (RMIA), and members of the RMWG are the nominees representing TAMS at RMIA. This membership allows TAMS to remain abreast of risk management practices deployed across a range of industries, as well as providing access to risk training and professional development opportunities.

### Internal Audit

The TAMS Audit Committee oversees, on behalf of the Chief Executive, the department's governance, risk and internal control environment, providing assurance as to its effectiveness.

The committee has five members – an independent Chairperson, independent member and three executive nominations from within the department. The membership of this committee is reviewed and rotated regularly.

The Audit Committee met four times during the year, including a meeting to review the departmental financial statements, with only one member missing one meeting. The committee oversees the development and implementation of a comprehensive audit program, which is developed each year to address identified areas of high and medium risk. Additional audits are included in response to issues of concern identified throughout the year.



A panel of two audit firms provide a range of performance, compliance and IT audit services for the department. The firms completed nine audit reviews during the year, presenting the final reports to the committee for consideration and acceptance.

The reports presented to the Committee during 2007-08 were:

- Plant and Equipment Leasing
- ACTION Bus Network
- ACTION Revenue and Fare Collection
- Travel and Allowances
- Flex and Leave
- Fuel Tax Credit System
- Management of Third Party Claims
- Chief Executive Financial Instructions
- Parks, Conservation and Land Procurement
- Management Information
- Parks, Conservation and Land Contract Management
- Effectiveness of Purchasing Arrangements
- Debtor Management.

The Audit Committee is informed by the RMRG which comprises representation from across the department and manages the department's RMF.

ACTIA is responsible under the ACT Government's Risk Management Policy for assisting agencies to implement risk management policies and procedures across government. The department works closely with ACTIA to ensure its risk management framework and policies meet all relevant guidelines.

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## For more information:

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## C.2 Fraud Prevention

The Territory and Municipal Services (TAMS) Audit Committee oversees the integrity and fraud control arrangements for the department, including reviewing the effectiveness of arrangements and monitoring reports of fraudulent activity. The committee advises the Chief Executive of any concerns regarding the management and integrity of fraud risk strategies, in conjunction with the senior executive responsible for business integrity risk.

A comprehensive internal audit program is conducted each year which addresses issues of high and medium integrity, as well as fraud risk identified through both risk assessment and integrity risk assessment processes.

Risk assessments are based on a number of formal and informal inputs including: reviews of the risk assessments identified in the Fraud and Corruption Prevention Plan; feedback from business units in respect of identified business integrity risks; and oversight of actual cases of fraud and corruption across the department. As well as the Internal Audit Committee, the Risk Management Reference Group also monitors business integrity risk.

For 2007-08, the department continued to base its fraud and corruption control strategies on the Fraud and Corruption Control Plan developed in 2006-07. This plan is due for review by the end of 2008.

Prevention of fraudulent behaviour is actively promoted and encouraged through information provided in induction training, general awareness

training for staff and targeted training for areas identified as high risk. Information on ethics, conduct and related issues are available on the TAMS intranet.

### Fraud Detection

Seven instances of fraudulent behaviour were reported during 2007-08. Four related to breaches of disciplinary codes, two cases related to inappropriate use of government equipment and resources, with the remaining case relating to loss of petty cash.

Following investigation, two cases found no evidence of fraudulent activity. In three cases the perpetrator/s could not be identified and the remaining two cases were resolved through disciplinary processes.

In relation to investigations reported in the 2006-07 Annual Report, one case is still to be heard in court and the remaining case went to court in NSW with the offender being sentenced and placed in remand.

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## C.3 Public Interest Disclosure

This report is provided in accordance with Section 11 of the *Public Interest Disclosure Act 1994* (the Act). The Act provides the mechanism for people to report wrongdoing in the ACT Public Sector (otherwise known as 'whistle blowing'). A report can be made by an officer or a member of the public.

### Procedures Maintained by Territory and Municipal Services (TAMS)

The TAMS Public Interest Disclosure Procedure Statement provides information to assist people who may be considering making a disclosure. It details what the department will do when it receives a disclosure.

The procedures:

- advise contact details of officers who can provide information and assistance in making disclosures
- detail who in the department has the responsibility for receiving and handling disclosures
- provide information on the protection against reprisals available to the person making the disclosure
- provide assurance on the impartiality of the process
- provide advice on possible outcomes.

The Public Interest Disclosure Procedure Statement is available on the department's intranet and internet sites.

### Disclosures Received

In 2007-08, TAMS received one Public Interest Disclosure relating to disclosable conduct as described in Section 4(2)(b) of the Act. This disclosure is currently under investigation.

No other disclosures have been received, referred or investigated by TAMS during 2007-08.

### For more information:

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## C.4 Freedom of Information

This report is prepared in accordance with the requirements under Section 79 of the *Freedom of Information Act 1989*. The details listed below reflect the administrative arrangements as at 30 June 2008.

The Act:

- provides for general access to documents of agencies and official documents of Ministers, subject to certain exemptions and exceptions

- provides for the amendment of records about the personal affairs of an applicant that the applicant believes to be incorrect, incomplete, out of date or misleading
- establishes a system to review certain decisions at various levels
- requires the publication of information on the functions and official documents of an agency, and that particular documents be available for inspection and sale.

Comparative Statistics on Freedom of Information (FOI) Applications from 1 July 2005 to 30 June 2008

Applicant Type	2007-08		2006-07		2005-06	
	No	Per cent (%)	No	Per cent (%)	No	Per cent (%)
Member of Public	45	73%	43	65%	38	76%
Solicitor	8	12%	11	16%	8	16%
ACT Legislative Assembly Member	7	11%	10	15%	0	0
Association	1	2%	0	0	0	0
Company	0	0	0	0	0	0
Organisation	0	0	0	0	0	0
Consultant	0	0	0	0	0	0
Journalist	0	0	1	2%	0	0
Other	1	2%	1	2%	4	8%
<b>TOTAL</b>	<b>62</b>	<b>100%</b>	<b>66</b>	<b>100%</b>	<b>50</b>	<b>100%</b>



## Summary: Outcomes of FOI requests

During the year a total of 62 requests were received. The total number of requests received in the 2007-08 financial year decreased by four.

	2007-08		2006-07		2005-06	
Decision	Requests lodged	Per cent (%)	Requests lodged	Per cent (%)	Requests lodged	Per cent (%)
Full Release	13	24%	11	18%	5	10%
Partial Release	39	71%	45	72%	30	60%
Entire Exemption	0	0	1	2%	5	10%
Technical Refusal*	1	2%	4	6%	8	16%
Withdrawn	2	3%	1	2%	2	4%

\* No documents exist.

There are seven requests still pending. These will be completed in the 2008-09 financial year.

## Response Times

Year	0-30 days	31-45 days	46-60 days	61-90 days	90+ days
2007-08	38 (69%)	13 (24%)	3 (5%)	1 (2%)	0
2006-07	44 (71%)	11 (18%)	4 (6%)	3 (5%)	0
2005-06	46 (92%)	2 (4%)	0	0	0
2004-05	39 (87%)	5 (11%)	1 (2%)	0	0
2003-04	57 (74%)	11 (14%)	4 (5%)	0	5 (7%)

Figures for the 2006-07 financial year have been amended and are accurate as per the information held.



## Appeal of Decisions

There were three applications for internal review.

There were no appeals to the Administrative Appeals Tribunal (AAT).

There were no complaints on an FOI matter lodged with the ACT Ombudsman.

There were no requests to amend personal records.

## Fees and Charges

There were no requests made for payment of fees and charges associated with an application and processing of an FOI request.

## Measures to Assist the Public

Copies of the Freedom of Information leaflet and application form are available from the department's Freedom of Information coordinator by telephoning (02) 6207 5672. It is also available on the TAMS website, [www.tams.act.gov.au](http://www.tams.act.gov.au).

## Section 7 Statement

Section 7 of the *Freedom of Information Act 1989* requires the department to prepare and publish a statement outlining organisation, functions and powers, the categories of documents available and facilities provided for access to documents. The following is correct as at 30 June 2008.

## Organisation, Functions and Powers

The organisation and functions of the agency are described in this Annual Report. Legislation administered by TAMS is published in full in the Administrative Arrangements Order.

## Public Participation in Decision-Making

Avenues available for public participation in decision-making include:

- public submissions to inquiries
- discussion at public meetings
- consultative committees for specific purposes
- access to records through FOI requests
- comments on draft documents
- comments on Bills before the Assembly
- contact with the relevant Minister.

## Categories of Documents

The department holds several basic categories of documents:

- Those that are freely available on request and without charge.
- Those available for sale including those that are part of a public register.
- All other kinds of documents that may be available under the FOI Act.

Documents available on request and without charge: documents within this category include publications produced by the department on various aspects of its activities. These are distributed from public counters and

libraries throughout the Territory and may be available on the ACT Government's internet home page.

Documents available for sale: documents available for public access but with a fee payable include maps, plans, publications relating to land management and street names.

Documents of other kinds that may be available under the Act include:

- general files including internal, interdepartmental and public documents, minutes of meetings of management and other committees, agendas and background papers, policy statements, financial and staffing estimates
- diaries, rosters and work sheets
- program and policy files
- records held on microfilm, computer or paper in connection with specialised divisional functions
- photographs, videos and films
- financial and accounting records
- details of contracts and tenders
- files on applicants and clients
- records of government including the machinery of government
- maps, plans and brochures
- management plans for ACT parks and reserves
- conservation plans relating to selected heritage places
- technical and scientific reports and discussion papers
- grant applications.

## Facilities for Access to Information

Those requiring information are encouraged to seek access by contacting the department before

commencing the more formal FOI procedure. In many cases it may be possible to access information far more speedily and efficiently through such an approach. Physical access to the documents of the agencies is available at the listed address below.

All FOI requests should be directed to:

Chief Executive  
Department of Territory and Municipal Services  
PO Box 158  
Canberra City ACT 2601

The department's street address is:

Level 5  
Macarthur House  
12 Wattle Street  
Lyneham ACT 2602

## Section 8 Statement

A copy of the Section 8 Statement is not published in this report but is available on request from the department's Freedom of Information (FOI) contact officer.

## Further information may be obtained from:

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Manager, Cabinet and Assembly Liaison

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Email: [helen.willson@act.gov.au](mailto:helen.willson@act.gov.au)

Website: [www.tams.act.gov.au](http://www.tams.act.gov.au)

## C.5 Internal Accountability

### Senior Executive Structure

The Department of Territory and Municipal Services (TAMS) senior executive structure includes the Chief Executive, and the Executive Directors for each of the department's three networks and the Office of the Chief Executive. The senior management structure and organisational chart are outlined on page 4.



**Mike Zissler** is the Chief Executive for TAMS (formerly Urban Services) and is responsible for a wide range of services and facilities the department provides and manages. Prior to starting as Chief Executive in 2005, Mr Zissler worked within the New South Wales and South Australian Governments before moving to Canberra in 2000. There he undertook a number of executive positions within the ACT Government. Mr Zissler has an array of formal qualifications including a Bachelor of Health Administration and a Masters of Business Administration. He is also a fellow of the Australian College of Health Service Executives and a fellow of the Australian Institute of Management and a Member of the Australian Institute of Company Directors.



**Gary Byles** is the Executive Director for Enterprise Services and is responsible for providing leadership and strategic direction for a number of government-run commercial businesses. Before joining TAMS in August 2007 Mr Byles spent 32 years with the Australian Army. Mr Byles was transitioned from the Department of Defence in 2003 to assume his appointment as the Sheriff of NSW, responsible for court security, the NSW jury system and enforcement of court orders. Aside from military honours, Mr Byles holds a Bachelor of Social Science and an Executive Masters in Public Administration.



**Hamish McNulty** is the Executive Director of Environment and Recreation, and is responsible for environmental policy, programs, regulation and land management, as well as sportsgrounds, the ACT Academy of Sport and relationships with sports organisations. Mr McNulty has been with

TAMS (formerly Urban Services) for eight years and was previously the Executive Director of Municipal Services and Executive Director of City Management for the Department of Urban Services. Prior to coming to Canberra, Mr McNulty worked for local government in NSW for 18 years.



**Sue Morrell** is the Executive Director for Community and Infrastructure Services and is responsible for regulatory, community and infrastructure services to the community and across government. This includes: public library services; coordination of asset information; development applications and asset acceptance; management of the Territory's owned buildings, leased commercial buildings and administration of government office accommodation. She joined TAMS in August 2007. Prior to starting in her current role, Ms Morrell was the General Manager of Community Services for the Melbourne City Council. Ms Morrell has a wealth of government and community experience. She has training and qualifications in psychology, as well as graduate degrees in executive management.



**Tracy Hicks** is the Executive Director of the Office of the Chief Executive and is responsible for: Strategic Coordination and Continuous Improvement; Strategic Human Resources and Strategic Finance; as well as Policy Coordination and Communications. She joined TAMS in 2006. Prior to starting in her current role, Ms Hicks was the Director of Planning and Coordination for the Attorney-General's Department. Ms Hicks has also worked for Totalcare Industries and was the Chief Executive Officer for the Australian Red Cross. Ms Hicks has a Bachelor of Health Science majoring in Management and Team Development Sociology, Health and Communities; and has received training in Risk Management, Leading Change in Complex Organisations and Media.

## Organisational Changes

In 2007-08, a key focus for the department was the consolidation of organisational changes resulting from the formation of Territory and Municipal Services. The *Going Forward Together* change program was completed and a number of initiatives continue to be implemented to support the development of an integrated, sustainable and innovative department.



## Remuneration

As stipulated in the *Remuneration Tribunal Act 1995*, the Remuneration Tribunal reviews the remuneration of Senior Executive Officer positions and full and part-time statutory authority positions.

Achievements against the signs of success and major projects managed by the department reflected in the Strategy Map were reported biannually to the Strategic Management Team. In March 2008 there was a review of the Strategy Map to align it with recent government decisions.

## Corporate and Operational Plans

The TAMS 2007–2010 Strategy Map (the Strategy Map) was developed to provide a strategic long term plan for the department. The Strategy Map contains outcomes, priorities and signs of success under four key themes:

- Delivering sustainable services
- Cultivating healthy living spaces
- Connecting with communities
- Growing Canberra's future.

The Strategy Map articulates the shared vision of the organisation, identifies the initiatives that will contribute to achieving this vision and reflects integration of the range of businesses in the department.

Annual business plans for each of the Networks were subsequently developed, consistent with the outcomes and priorities outlined in the Strategy Map. Business plans for each Business Unit were also developed, identifying responsibilities, projects, timelines and performance measures. These plans were used as a basis for individual performance agreements.

## Senior Management Committees

Name of Committee	Role of Committee	Membership
Strategic Management Team (SMT)	Provides a strategic leadership role for TAMS; acts as a leading decision making forum; reviews whole-of-department critical issues and service-wide performance; and sets the corporate governance for the department.	Chief Executive, TAMS Executive Director, Office of the Chief Executive Executive Director, Community and Infrastructure Services Executive Director, Environment and Recreation Executive Director, Enterprise Services
Community and Infrastructure Services Network Management Meeting	Provides a strategic leadership and coordination role for the Network and provides information on and implements decisions/recommendations from the SMT.	Executive Director, Community and Infrastructure Services Director, Roads ACT Director, ACT Property Group Director, Transport Regulation and Planning Director, Asset Management Services Director, ACT Library and Information Services Director, Canberra Connect
Environment and Recreation Management Meeting	Provides a strategic leadership and coordination role for the Network and provides information on and implements decisions/recommendations from the SMT.	Executive Director, Environment and Recreation Director, Parks, Conservation and Lands Director, Environment Protection and Heritage Director, Sustainability Programs and Projects Director, Sustainability and Environmental Policy Coordination Director, Sport and Recreation Services
Enterprise Services Network Management Meeting	Provides a strategic leadership and coordination role for the Network and provides information on and implements decisions/recommendations from the SMT.	Executive Director, Enterprise Services General Manager, ACTION General Manager, Capital Linen Service General Manager, Yarralumla Nursery General Manager, Cemeteries General Manager, Territory Venues and Events General Manager, Tourism

Name of Committee	Role of Committee	Membership
TAMS Audit Committee	Oversees TAMS governance, risk and internal control environment.	Chair – Independent Member Independent Member Executive Director, Enterprise Services Executive Director, Office of the Chief Executive Director, Canberra Connect
Strategic Human Resources Committee	Provides a strategic leadership and coordination role for the department and provides information on and implements decisions/recommendations from the SMT.	Executive Director, Office of the Chief Executive Director, Strategic Human Resources Manager, Employee Relations Manager, Organisational Development Manager, Injury Prevention and Management Business Manager, Environment and Recreation Business Manager, Enterprise Services Business Manager, Community and Infrastructure Services General Manager, ACTION General Manager, Capital Linen Services Director, Environment Protection and Heritage Director, Canberra Connect
Strategic Finance Committee	Provides a strategic leadership and coordination role for the department and provides information on and implements decisions/recommendations from the SMT.	Executive Director, Office of the Chief Executive Director, Strategic Finance Executive Director, Enterprise Services Executive Director, Community and Infrastructure Services Executive Director, Environment and Recreation Business Manager, Enterprise Services Business Manager, Community and Infrastructure Services Business Manager, Environment and Recreation Business Manager, Office of the Chief Executive

Name of Committee	Role of Committee	Membership
Occupational Health and Safety (OHS) Committee	<ul style="list-style-type: none"> <li>• Provide advice on strategic and department-wide OHS and injury management issues:</li> <li>• Reviews and endorses policies/strategies to meet WISE requirements and assists in compliance with OHS legislation, regulations and codes of practice.</li> <li>• Advises the Chief Executive and Executive Directors on policy matters and priorities concerning injury prevention and injury management, including injury prevention and management training.</li> <li>• Monitors and reviews actions taken to implement the outcomes of policy initiatives on injury prevention and injury management issues.</li> <li>• Reviews and recommends Business Branch OHS Plans to the Strategic Management Team.</li> <li>• Acts as a forum for Business Units to identify, discuss and review major organisational OHS issues.</li> <li>• Provides reports to the Strategic Management Team on significant issues.</li> <li>• Monitors and reviews statistical data and identifies trends in accidents, incidents injuries or diseases, and advises the Chief Executive on appropriate responses.</li> <li>• Monitors the effectiveness of implemented injury prevention and management performance measures.</li> </ul>	<p>Director, Strategic Human Resources</p> <p>Manager, Injury Prevention and Management</p> <p>Manager, ACT Library and Information Services</p> <p>Manager, Strategic Coordination and Continuous Improvement</p> <p>Manager, Roads ACT</p> <p>Manager, ACTION</p> <p>Manager of Quality, Environment and Safety, Capital Linen Service</p> <p>Manager, Parks, Conservation and Lands</p> <p>Manager, Tourism</p> <p>Business Manager, Community and Infrastructure Services</p> <p>OHS Risk Management Officer, ACT Property Group</p> <p>Manager, ACT Property Group</p> <p>Shared Services Centre Representatives:</p> <p>Team Leader, Workplace Health and Safety</p> <p>Injury Prevention Advisor, Workplace Health and Safety</p> <p>Unions:</p> <p>Representative from CPSU</p> <p>Representative from CFMEU</p> <p>Representative from AMWU</p> <p>Representative from TWU</p>



Name of Committee	Role of Committee	Membership
Community Advisory Group (CAG)	<p>The CAG is advisory in nature and exists to:</p> <ul style="list-style-type: none"> <li>• provide information and advice about the community, that will help TAMS directly target community engagement activities to the relevant audiences</li> <li>• assist TAMS to analyse the most appropriate techniques for types of engagement</li> <li>• advise TAMS on any issues that may arise from consultation mechanisms</li> <li>• assist TAMS in communicating constraints and opportunities with community engagement mechanisms</li> <li>• provide a forum for a broad range of community members to express their perspectives on TAMS' services.</li> </ul>	<p>Chair – Independent Member</p> <p>Representative for the Women, Youth, Multicultural and Ageing Sectors</p> <p>Representative for the Science and Environment Sectors</p> <p>Representative for the Ageing and Business Sectors</p> <p>Representative for the Families Sector</p> <p>Representative for the Youth and Multicultural Sectors</p> <p>Representative for the General Community and Generation X Sectors</p> <p>Representative for the General Community, Planning, Sports and Ageing Sectors</p> <p>Representative for People with Disabilities and Sports Sectors</p> <p>Ex-officio:</p> <p>Chief Executive, TAMS</p> <p>Executive Director, Office of the Chief Executive</p> <p>Head, Community Engagement and Communications</p> <p>Manager, Community Engagement and Publications</p> <p>Quality Publications Officer (web), Community Engagement and Publications</p> <p>Secretariat, Community Engagement and Publications</p>

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## C.6 Human Resources (HR) Performance

Following the transition of most HR processing functions to the Shared Services Centre (SSC) in 2007, Strategic Human Resources (SHR) has continued to develop sound working relationships with both TAMS Networks and the SSC to ensure that:

- processes are being managed effectively
- services are meeting departmental requirements
- any issues identified are quickly addressed.

SHR has completed, and is continuing to develop, a number of tools and procedures to assist with the management of HR processes. A full review of all HR delegations across the department has also been completed. SHR is aiming, in conjunction with the SSC, for an approach of continuous improvement for the delivery of services, through regular review of performance, policies and procures and feedback from the TAMS Networks.

The work of SHR is guided by our vision and the strategic goals identified in the TAMS Strategy Map 2007-10, as well as around the following themes:

- Delivering for the Future
- Strengthening Organisational Resilience
- Sustaining Community Confidence
- Working Collaboratively
- Enhancing Skills and Capabilities.

In 2008 the department undertook an organisational scan to gather data on a range of issues including, but not limited to:

- attraction and retention
- learning and development

- leadership
- communication
- performance.

The survey was made available to the entire department via an online version or a paper and pencil for those without computer access. Forty nine per cent of the department's staff participated in the survey.

As part of TAMS' commitment to having a valued and diverse workforce, the department will continue to ensure that staff have the capabilities and skills required to perform their roles and functions. It will do this by providing appropriate learning and development opportunities, identifying key capability requirements and implementing appropriate strategies around attraction and retention.

### Workforce Planning

An ACT Government Framework for Attraction and Retention Strategies is currently being developed. In anticipation of this framework being finalised, TAMS has commenced an 'organisational scan' across the department to obtain information on how staff view the department. The results of this scan will provide information regarding future workforce requirements, including recruitment strategies and methods for strengthening our current workforce capability.

### TAMS (Disability) Action Plan

The Disability Reference Group reports to the Strategic Management Team and provides advice on strategies to assist with the implementation of the aims of the action plan. This includes methods for improving employment

conditions and opportunities in TAMS for people with disabilities. This group met twice in 2007–08.

Community consultations and focus groups have been conducted with a number of disability groups, to get feedback on a range of TAMS services. The focus groups also explored better ways to attract potential employees to departmental workplaces.

In March 2007, the Australian Government signed the United Nations Convention on the Rights of People with Disabilities. Since then, TAMS staff have attended information sessions to better understand how the new convention will impact on the department.

SHR has promoted the installation of hearing loops at a number of service points across the department. In addition, staff have been trained in working with people with hearing impairments and in the use of the equipment.

TAMS celebrated International Day for People with a Disability by hosting a hearing awareness session and morning tea.

## TAMS Mental Health Strategy

A workplace Mental Health Strategy has been approved by the Strategic Management Team. A Mental Health Reference Group has been established to assist with the implementation of the strategy and has met twice to date.

The Chief Executive has undertaken a number of workplace presentations to promote diversity initiatives with staff, both at remote work locations and for field-based staff, reinforcing the importance

of good mental health in the workplace. A total of 260 staff participated in these sessions.

## TAMS Indigenous Employment Strategy

The TAMS Indigenous Working Group, chaired by the Executive Director of the Office of the Chief Executive, informed the development of a TAMS Indigenous Employment Strategy.

## TAMS Award Nominations

TAMS, Capital Linen Service and the Graffiti Removal Team were nominated for the Prime Minister's Employer of the Year Awards.

Capital Linen Service, Graffiti Removal Team and Australian Capital Tourism were also nominated for the ACT Chief Minister's Inclusion Awards. The most successful nomination was Australian Capital Tourism, winning the prize for Inclusion in ACT Tourism. The Canberra Region Visitors Centre was recognised for its accessibility to people with a hearing impairment as a result of the installation of the hearing loop.

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## C.7 Staffing Profile

The Department of Territory and Municipal Services (TAMS) comprises a workforce of 1835 employees, including a significant number of field-based workers. The majority of employees are currently employed on a permanent full-time basis. The following tables outline the breakdown of staff by classification, employment category, average length of service and age profile as at 30 June 2007.

**Table 1: Staff by Paid Headcount and Paid Full-time Equivalent (FTE) as at 30 June 2008**

Agency	Number of staff	Female	Per cent	Male	Per cent	Total
TAMS	Paid Headcount	517	42.66	695	57.34	1212
TAMS	Paid FTE	470.54	41.18	672.20	58.82	1142.7

Agency	Number of staff	Female	Per cent	Male	Per cent	Total
ACTION	Paid Headcount	91	11.42	706	88.58	797
ACTION	Paid FTE	69.6	10.05	622.5	89.95	692.1

Agency	Number of staff	Female	Per cent	Male	Per cent	Total
TAMS + ACTION	Paid Headcount	608	30.3	1401	69.7	2009
TAMS + ACTION	Paid FTE	540.1	29.4	1294.7	70.6	1834.8

**Table 2: Staff Headcount by Classification  
as at 30 June 2008**

Classification Group	Female	Male	Total
Administration Service Officers	258	165	423
Capital Linen Service Officers	56	40	96
Executives	8	16	24
General Service Officers	102	836	938
Public Affairs Officers	3	0	3
Professional Officers	27	20	47
Rangers	13	24	37
Senior Officers	105	145	250
Technical Officers	17	150	167
Tourism and Events Officers	19	4	23
Veterinary Officers	0	1	1
<b>Total</b>	<b>608</b>	<b>1401</b>	<b>2009</b>

**Table 3: Staff Headcount by Employment  
Category as at 30 June 2008**

Agency	Employment Category	Female	Male	Total
TAMS	Casual	20	17	37
TAMS	Permanent Full-time	367	605	972
TAMS	Permanent Part-time	42	62	104
TAMS	Temporary Full-time	79	10	89
TAMS	Temporary Part-time	9	1	10
<b>Total</b>		<b>517</b>	<b>695</b>	<b>1212</b>

Agency	Employment Category	Female	Male	Total
ACTION	Casual	10	45	55
ACTION	Permanent Full-time	41	446	487
ACTION	Permanent Part-time	0	10	10
ACTION	Temporary Full-time	40	194	234
ACTION	Temporary Part-time	0	11	11
Total	Total	91	706	797

Agency	Employment Category	Female	Male	Total
TAMS + ACTION	Casual	30	62	92
TAMS + ACTION	Permanent Full-time	408	1051	1459
TAMS + ACTION	Permanent Part-time	42	72	114
TAMS + ACTION	Temporary Full-time	119	204	323
TAMS + ACTION	Temporary Part-time	9	12	21
Total	Total	608	1401	2009

**Table 4: Staff Headcount by Average Length of Service as at 30 June 2008**

Agency	Gender	<2 yrs	2 - 4yrs	4 - 6 yrs	6 - 8 yrs	8 - 10 yrs	10 - 12 yrs	12 + yrs	Total
TAMS	Female	131	78	78	59	26	25	120	517
TAMS	Male	186	114	83	52	25	15	220	695
Total		317	192	161	111	51	40	340	1212

Agency	Gender	<2 yrs	2 - 4yrs	4 - 6 yrs	6 - 8 yrs	8 - 10 yrs	10 - 12 yrs	12 + yrs	Total
ACTION	Female	17	18	20	7	10	13	6	91
ACTION	Male	125	89	75	37	69	48	263	706
Total	Total	142	107	95	44	79	61	269	797

Agency	Gender	<2 yrs	2 - 4yrs	4 - 6 yrs	6 - 8 yrs	8 - 10 yrs	10 - 12 yrs	12 + yrs	Total
TAMS + ACTION	Female	148	96	98	66	36	38	126	608
TAMS + ACTION	Male	311	203	158	89	94	63	483	1401
Total	Total	459	299	256	155	130	101	609	2009

**Table 5: Staff Headcount by Age Profile as at 30 June 2008**

Agency	Gender	<20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	Total
TAMS	Female	4	31	41	67	79	61	87	70	47	25	5	517
TAMS	Male	9	45	60	69	98	75	110	103	74	42	10	695
Total		13	76	101	136	177	136	197	173	121	67	15	1212

Agency	Gender	<20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	Total
ACTION	Female	0	0	4	13	14	15	21	11	10	3	0	91
ACTION	Male	3	15	32	39	60	105	130	111	116	75	20	706
Total		3	15	36	52	74	120	151	122	126	78	20	797

Agency	Gender	<20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	Total
TAMS + ACTION	Female	4	31	45	80	93	76	108	81	57	28	5	608
TAMS + ACTION	Male	12	60	92	108	158	180	240	214	190	117	30	1401
Total		16	91	137	188	251	256	348	295	247	145	35	2009

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## C.8 Learning and Development

### Management Development Training

A Senior Leadership Series was developed and commenced during the year for all Senior Officers in TAMS. A series of workshops and seminars themed around the TAMS Strategic Plan and based on contemporary leadership theory and practice were conducted with over 150 people attending the series.

A number of training programs commenced to assist with the development and education of managers and potential managers across TAMS. This included courses for the completion of a Certificate IV in Government and Diploma in Government. Fifteen staff members have undertaken the Certificate IV in Government course with a graduation ceremony held in June 2008. The Diploma of Government will conclude in August 2008, and it is expected that 16 staff will graduate at that time.

### Internal Facilitators

As part of the department's commitment to developing its staff, an Internal Facilitator Program was developed, with the aim of empowering staff to identify business improvement processes. Fifteen participants and five coaches from across the department were trained as Internal Facilitators to play a role in the continuous improvement of the department. The program is fundamentally about tapping into internal capability by actively involving staff and managers to identify workplace issues, improve work practices and participate in the change process. This program will continue into 2008-09.

### Induction Programs

The TAMS induction program is currently undergoing a major review with the revised program expected to be available early next financial year. It will include a two-day induction program, as well as a series of pathway training which all staff will be able to attend. The intent of this program is to ensure that all TAMS staff have the skills, knowledge and capability to perform their jobs.



## Apprentices, Graduates and Traineeships

Strategic HR has a full time position to manage and coordinate these programs, with over 40 people employed through these mechanisms. Some particular areas of interest include:

- the employment of two Graduate Administrative Assistants with disabilities
- the extension of the Indigenous Traineeship Program to employ an additional four trainees
- provisions under the new *TAMS Collective Agreement 2007-2010* which streamline the employment of successful trainees at the completion of their traineeship.

## Workplace Diversity

TAMS continued to progress a number of initiatives to optimise the diverse skills, talents and background of its people.

During 2007-08, TAMS developed and held a comprehensive range of diversity related training and awareness sessions around mental health, disability and Indigenous issues across the department for executives, managers and staff. This training included:

- Disability Awareness Training 'Disability@Work' which is an 'Experiential Training Program' – a highly interactive and activity-based program providing each participant with a practical insight into the needs of people with disabilities within the workplace, customer base or community. It also looks at the common myths

and preconceptions associated with people with disabilities. 110 managers and staff attended these sessions.

- Aboriginal cultural awareness training was conducted with 100 managers and staff participating in the training.
- 'Beyondblue' workplace mental health awareness sessions were conducted with over 100 staff attending.

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## C.9 Workplace Health and Safety

Territory and Municipal Services (TAMS) is committed to the development and maintenance of a safe, secure and healthy environment. OHS initiatives are focused on the delivery of a healthy workplace and are in line with legislative requirements and Australian standards.

### Leadership

#### OHS Steering Committee

The TAMS OHS Steering Committee met on a regular basis throughout the reporting period. There are also a number of business unit-specific OHS Committees which meet regularly for ACTION, Parks, Conservation and Lands and the Capital Linen Service to progress business specific initiatives.

#### Reporting

Monthly reports on all OHS activities were provided to the TAMS Strategic Management Team (SMT) through the Strategic Human Resources Committee.

#### ACT Government Initiatives

TAMS provided input into the development of the *ACT Workplace Health and Safety Management System Framework* with the Shared Services Centre (SSC); and into the development of the *ACT Public Sector Workplace Health Strategic Plan 2008–2012* with the Chief Minister's Department.

### Safety Awards

In March 2008, Domestic Animal Services was announced as a finalist in the National Safe Work Australia Awards in Category 2 – Best Solution to an Identified Workplace Health and Safety Issue.

### Injury Prevention

TAMS and SSC have continued to work on the development of a closer working relationship aiming to ensure that departmental OHS requirements and initiatives are progressed. This process included the finalisation of a uniform OHS Incident Investigation Reporting tool which outlines recommendations on specific actions to be taken within the short, medium and long terms.

The *TAMS Mental Health Strategy – Action Plan 2008* was developed and endorsed by SMT. In addition, TAMS commenced participation in the ACT Mental Health funded project, 'Job Stress and Workplace Mental Health Study', overseen by the University of Melbourne.

### Policy and Procedure Development

The *TAMS OHS Policy Statement and Return to Work Policy Statement* have been reviewed in consultation with the TAMS OHS Steering Committee and were subsequently endorsed by SMT.

The *TAMS Smoke Free Workplace Policy* was introduced in March 2008 with full implementation to occur in three stages. TAMS is providing support to smokers who wish to quit smoking through the provision of quit smoking programs and nicotine replacement therapies.

TAMS is developing an *Alcohol and Drug Policy* to be implemented in late 2008. It will be accompanied by awareness-raising sessions for staff.

Procedures have been developed for the use of motor vehicles, plant and equipment, which aim to quickly identify and treat OHS risks associated with their usage.

### OHS Training and Induction

Induction and follow-up training for health and safety representatives and first aid officers are conducted regularly.

TAMS is undertaking an audit of all fire management practices across the department. New fire wardens are being appointed and training sessions provided, along with full evacuation exercises. The role of both wardens and first aid officers is also being assessed to ensure that they integrate appropriately in emergency situations.

### Health and Wellbeing

Flu Immunisation: over 700 employees across TAMS participated in a flu immunisation program in April 2008.

Mental Health Information Sessions: manager/supervisor awareness sessions on workplace mental health were conducted.

Employee Assistance Program: TAMS and ACTION Employee Assistance Program providers presented information sessions for staff on the nature and scope of the services available.

### Risk Assessments

On request, SSC conducted a number of risk assessments across the department. Information from these assessments is being used to improve safety and procedures across a number of activities.

### Accident/Incident Investigations

A number of incident investigations were undertaken by SSC on behalf of TAMS. Actions to address issues raised were identified and implemented for all reported areas of risk.

### Reporting Requirements

Safety Duties: no Notices for Failure to Comply With Safety Duties were issued against TAMS under Division 4.2 of the Act.

Provisional Improvement Notices: no Provisional Improvement Notices (PIN) were issued against TAMS under Division 5.2 of the Act.

Improvement Notices: no Improvement Notices were issued against TAMS under Division 7.4 of the Act.

Prohibition Notices: no Prohibition Notices were issued against TAMS under Division 7.5 of the Act.

### Injury Management

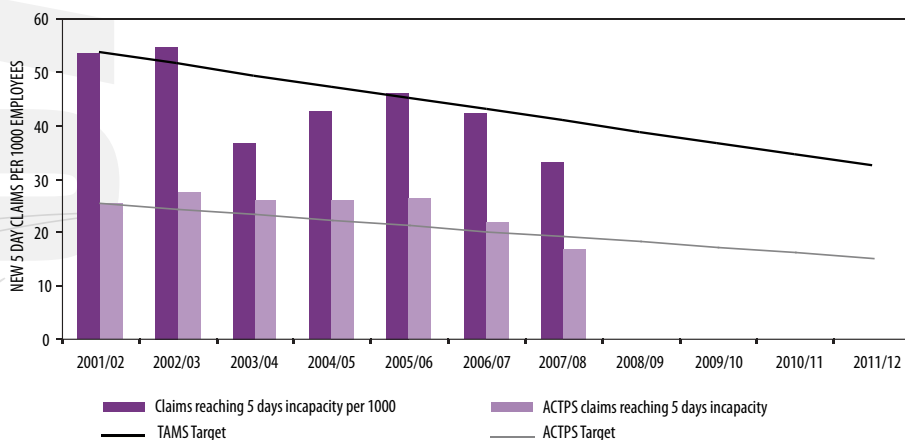
#### Incidents

A total number of 387 workplace incidents and injuries were reported during the year.

#### Claims

(see page 108)

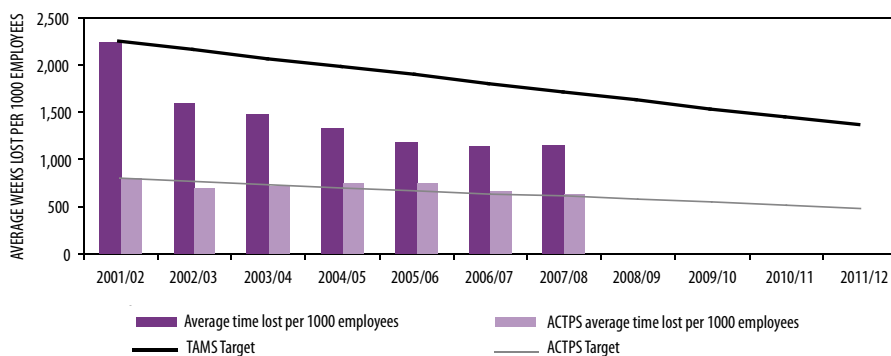
**Target 1: Reduce the incidence of workplace injuries (with five days or more incapacity) by 40 per cent by 2012 and 20 per cent by 2007.**



**Target 2: Eliminate all fatalities due to workplace injuries.**

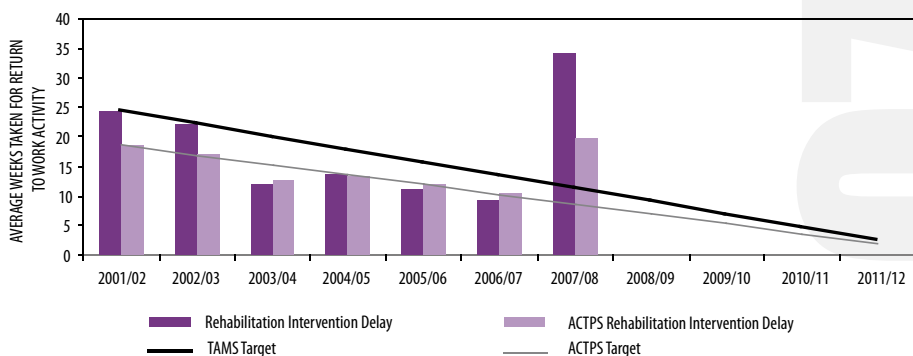
No workplace fatalities occurred in the department in 2007-08.

**Target 3: Reduce the average lost time rate by 40 per cent by 2012 and 20 per cent by 2007.**





**Target 4: Reduce the average time taken for rehabilitation by 90 per cent by 2012 and 45 per cent by 2007.**



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## C.10 Workplace Relations

### Territory and Municipal Services (TAMS) Special Employment Arrangements (SEA)

In October 2007 the Department of Territory and Municipal Services Union Collective Agreement 2007-2010 was finalised, followed by the completion of the ACTION Union Collective Agreement 2007-2010 in March 2008. This followed extensive discussions and negotiations with the eight representative unions on our new collective agreements for TAMS employees. These negotiations were successful in achieving an appropriate outcome for TAMS employees without any industrial action taken.

TAMS is already commencing work on the development of the next Collective Agreement. Negotiations are expected to commence around October 2009.

Developing effective lines of communication with both TAMS employees and their representatives continues to be a high priority for the department.

Agency Consultative Committee meetings are scheduled quarterly to discuss whole-of-TAMS issues. In addition, Workplace Consultative Committee meetings are held in various sections of the TAMS workforce as required.

Employee Relations continues to work on a number of significant projects, particularly arising from the Collective Agreement, including:

- Broad-banding of GSO 3/4 and 5/6
- Composite Allowance for GSO's in Environment and Recreation
- Composite Allowance for Roads ACT.

### TAMS Special Employment Arrangements (SEA)

Consistent with government policy, no new Australian Workplace Agreements (AWA's) have been offered or approved during this period.

Existing AWA's continue to operate until such time as the AWA is terminated or superseded by another agreement.

Total Number of SEA's	35
Number of SEA's entered into 2007-08	16
Number of SEA's terminated in 2007-08	3
Number of SEA's currently being negotiated	Unknown

Remuneration payable in the classifications for collective and individual SEAs	AS06	\$78,627 – \$78,627
	SOGC	\$92,901 – \$113,980
	S0GB	\$92,589 – \$126,215
	S0GA	\$109,229 – \$149,442
	SPOB	\$112,903 – \$113,236
	SPOA	\$130,957 – \$133,038
Number of SEAs providing for privately plated vehicles	Nil	
Number of SEAs for employees who have transferred from AWA's	2	
Number of Staff Covered by AWA's	2	
Number of AWA's terminated/lapsed (including formal termination and those that have lapsed due to staff departures)	2	
Duration of AWA's	A maximum of 3 years	
Range of remuneration payable in the classification for collective and individual AWA's	Not applicable	

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## C.11 Bushfire Management

Parks, Conservation and Lands (PCL) continued implementation of the Strategic Bushfire Management Plan (SBMP). The SBMP establishes the basis and framework for the efficient, effective and comprehensive management of fire and fire related activities for protecting human life, property, assets and the environment.

As a requirement of the *Emergencies Act 2004*, land managers must produce an annual Bushfire Operational Plan (BOP). All land managers in the ACT are required to produce BOP's consistent with the SBMP for all land they manage. These BOP's clearly outline the annual works program proposed to meet the requirements of the SBMP and are audited quarterly by the Emergency Services Authority (ESA). The BOP is endorsed by the Bush Fire Council before being approved by the Commissioner of the Emergency Services Agency.

The BOP is divided into seven sections and covers all the areas of fire protection across TAMS. These sections are:

- Fuel Management — covering slashing, burning, grazing, physical removal
- Access Management — construction, upgrade and maintenance
- Infrastructure — helipad development
- Equipment Purchase
- Training
- Monitoring and Research
- Response and Standby.

### Fuel Management

Fuel Management aims to reduce fuel loads, which in turn decreases the intensity and rate of spread of unplanned bushfires enabling a higher chance of successful suppression.

Prescribed burns at low intensity are used to reduce grass, leaf litter, bark and shrub fuels in standing forest, woodland and grassland. Altogether 2885 hectares of prescribed burning were identified in the BOP for 2007-08. Several areas planned to be burnt were not completed due to high moisture contents and unfavourable weather conditions.

Physical removal involves the elimination or reduction of fuels by hand or by using machinery. In many cases physical removal is used to convert areas into





a condition where future fuel management can be easily undertaken by slashing. Trees assessed as posing a threat to nearby homes are also removed. The BOP identified 50 separate projects covering approximately 504 hectares of physical removal activities. The majority of the physical removal projects were concentrated in the Asset Protection Zone around the urban edge of Canberra. Some areas where physical removal has been undertaken include: Googong, Stromlo Forest Park, Wanniasa Hills, Fraser, Tidbinbilla, Red Hill, Mount Taylor, Oaks Estate, Namadgi, Kaleen, Latham, Calwell and Kowen.

Slashing operations occur in areas adjacent to houses and along roadside verges. In 2007–08, 4590 hectares were programmed to be slashed. The ACT experienced a prolific growing season and as a result these areas were slashed several times.

Grazing by livestock has the same effect as slashing by reducing the height, continuity and amount of grass fuels across a wide area of the ACT. Approximately 3685 hectares were identified and grazed in this year's program.

Chemical herbicide is used to treat re-growth in areas that have had previous works undertaken. Approximately 60 hectares have undergone chemical treatment. Several projects identified in the BOP for Kowen Forest were not required as the re-growth did not occur.

## Access Management

Access Management involves routine maintenance of existing fire trails, upgrading existing fire trails, construction of new fire trails and assessments and investigations into proposed trails. Fire trails allow

for rapid access to bushfires and can also be used as control lines for prescribed burning. PCL manages over 4500 kilometres of fire trails.

Routine maintenance ensures trails are kept in a condition that allows for the safe and rapid transit by fire vehicles. Approximately 888 kilometres of fire trails received routine maintenance across Canberra Nature Parks, Namadgi National Park and the forestry plantations.

New trail construction is required to improve access for fire fighting as well as control lines for prescribed burning. Nine kilometres of fire trails were constructed at Red Hill and Bullen Range.

Upgrading fire trails is undertaken to improve the accessibility of existing trails. This potentially includes light unit (up to tanker standard) and possibly float and dozer standard. Twenty five kilometres of fire trails were upgraded at Namadgi, Uriarra, Isaacs, Mount Taylor, Mount Ainslie and Percival Hill.

## Fire Infrastructure Development

Fire Infrastructure Development involves the construction or development of features that will aid fire fighting and other fire management activities. These include signposting of trails, purchase of water tanks etc. Nine items were identified in the BOP and seven of them have been completed. These include sign-posting fire trails, water tank repairs and installation in Namadgi, fencing in Fisher parkland and Stromlo Forest Park.

## Equipment Purchase

Equipment is continually replaced and renewed, in particular personal protective equipment for fire fighting. One major purchase was a new slip-on (pump and tank for fire fighting) purchased for a light unit.

## Training

Training is an important part of bushfire preparedness and ensures that brigade members are fit, trained and have the experience to undertake fire fighting duties.

The following number of TAMS staff attended specified training activities throughout the year:

- Basic Fire Fighter (35)
- Aerial Observer (2)
- Village Fire Fighting (15)
- Fire Investigation (1)
- Chainsaw training to various levels (16)
- First Aid and First Aid Refresher (22)
- Pre-Season Workshops (136)
- Fitness Assessments (136)
- Fire Management Techniques (Prescribed Burning) (8)
- RAFT Crew ongoing training and exercises (12).

## Monitoring

Monitoring this year included: audits of grazing, fire equipment and appliances; fuel hazard assessments; radio communications; keys into land management

areas on all fire fighting vehicles; and fire trails and helipads. These audits help to determine works programs in the BOP for the following year or immediate works required prior or during the fire season. Data compilation for sub-regional plans and a heritage survey of the Googong foreshores were undertaken. Development Applications and Planning Approvals for fire trails and physical fuel removal and reshaping works in various areas were also undertaken.

## Response and Standby

During the 2007–08 fire season, PCL staff were involved in the suppression of 11 fires, compared with 66 fires from the previous season. The fire-season this year was relatively mild compared to last year, with the readiness levels generally at low to moderate. Only two total fire bans occurred, one at the beginning and one at the end of the season, compared to last year where there were eight total fire bans and the majority of the readiness was set at high to very high fire danger.

## Seasonal Crew and Plant

In addition to the activities outlined above, TAMS employed 12 seasonal fire fighters from mid November 2007 to mid June 2008 and contracted two dozers and a grader for over three months during the fire season. The seasonal resources were used to implement fuel and access management activities and were also made available to the Rural Fire Service for fire readiness and response. These seasonal resources were employed in response to the McLeod Report Recommendations 11, 12, 37 and 38.

### Fuel Hazard Assessment

The results from these assessments are used to develop the next year's BOP's. The 2007-08 fuel hazard assessment program included 2000 assessments from over 500 plots.

### Future Directions

The department will develop the next BOP that details annual fuel and fire management activities. TAMS will also finalise the preparation of Sub-regional Fire Management Plans that will link the annual BOP to the SBMP. These plans will seek to balance fire protection works with the management of ecological values. TAMS will continue to provide input into ACT wide policy development, standards and priority setting on bushfire related issues.

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## C.12 Strategic Asset Management

Territory and Municipal Services (TAMS) manages a significant and diverse range of assets on behalf of the ACT Government, which are valued in 2007-08 at \$5.6 billion. The largest asset category, infrastructure assets, includes roads, bridges, community paths,

traffic signals, stormwater, waste and recycling assets, while other assets in the TAMS portfolio include sportsgrounds, public libraries, public transport and property assets.

During 2007-08, TAMS re-valued Infrastructure, Plant and Equipment, and Heritage and Community assets in accordance with ACT Accounting Policy resulting in an increase in asset value of \$350.5 million.

Asset	Value \$'m	Revaluation increment \$'m
Infrastructure	4473.5	-15.2
Heritage and Community	659.4	367.2
Buildings	232.5	-0.7
Land	128.5	0
Plant and Equipment	21.5	1.5
Leasehold Improvements	9.6	0
Investment Properties	67.0	0
Intangible Assets	2.2	0
Biological Assets	30.4	-2.3
<b>TOTAL</b>	<b>\$5624.6</b>	<b>\$350.5</b>

The TAMS asset value of \$5.6 billion includes a \$133 million increase in value arising from the following acquisitions and transfers:

- properties transferred from the Department of Education and Training totalling \$2.93 million
- new assets, the majority of which relate to completed infrastructure capital works, transferred on to the departmental asset register totalling \$46.53 million
- new infrastructure assets received from ACTPLA of \$7.12 million
- land transfers from ACTPLA of \$3.65 million
- new infrastructure assets added to the departmental asset register from the Land Development Agency of \$72.84 million.

During the 2007–08 year, the TAMS asset base was reduced by the following disposals and interagency transfers totalling \$32 million:

- transfer of assets to the National Capital Authority for the Griffin Legacy Project \$30.5 million
- software assets transferred to ACTPLA of \$650,000
- land and building assets transferred to LDA valued at \$21,000
- other miscellaneous assets in plant and equipment where no future economic benefits were expected, totalling \$650,000.

As at 30 June 2008, TAMS had two properties, Fassifern and Kama Homestead, totalling \$1.2 million identified as surplus and not being utilised by the agency.

In addition, TAMS holds five surplus properties transferred from the Department of Education and Training, totalling \$7.8 million, pending formal decisions on future use.

ACTION buses have operational assets worth \$70 million comprising:

- bus fleet: 378 buses and 18 special needs vehicles including 55 new CNG buses
- land and buildings, including depots, bus ports and workshops at Belconnen and Tuggeranong sites
- workshop plant and equipment
- office equipment
- automated ticketing equipment, scheduling and workshop management systems.

## Asset Maintenance and Upgrade

Excluding capital works, expenditure on capital upgrades undertaken in 2007–08 totalled \$7.669 million in the following areas:

- roads and bridges: \$2.453 million
- sustainable transport initiatives: \$556,000
- neighbourhood improvements: \$942,000
- urban open space: \$609,000
- sports facilities: \$501,000
- libraries: \$154,000
- property upgrades: \$1.227 million
- ACT NOWaste: \$510,000
- environment (heritage) upgrades: \$352,000
- public transport Infrastructure: \$365,000.

In 2007–08, direct expenditure on repairs and maintenance was \$81.4m which represented 36 per cent of the total government payment for outputs.

Repairs and maintenance for ACTION buses are conducted in-house and determined by industry standard maintenance levels. Work must be carried out while ensuring that the appropriate numbers of buses are available to meet daily peak demand.

## Strategic Asset Management Initiatives

### ACTION

ACTION asset strategy initiatives during 2007-08 included the installation of CCTV cameras on all buses, security upgrades at depots, and installation of additional bike racks on buses under the Climate Change Strategy. A feasibility study for a replacement ticketing system was completed, while procurement for the replacement of 16 buses was undertaken, with the first bus delivered in June 2008.

### ACT Library and Information Services

Library materials are purchased in accordance with collection development guidelines, standing order lists of authors and series, and customer suggestions for purchase. This approach ensures that balanced and relevant additions are made to the collection on behalf of the ACT community.

The existing library collection can only remain dynamic and useful if the material purchases are supported by an appropriate disposal program. The disposal program is carried out according to guidelines, which include the accuracy and relevance of information, physical condition of items, and availability of similar types of material or sources of information. An aggressive disposal program is currently underway based on an ageing library collection.

A new model for the procurement of library materials was implemented during 2007-08. This model will continue in 2008-09 to better enable the library to provide a relevant and timely collection for the ACT community.

### ACT NOWaste

ACT NOWaste has commenced development of a new Strategic Asset Management Plan for ACT waste infrastructure and services. The project is 80 per cent completed and is expected to be finalised by August 2008. It involves development of an asset register with full condition reports, asset valuation, maintenance schedules and updated aerial photos of waste facilities. The plan will establish the strategic priorities for waste infrastructure maintenance, upgrades and development over the next five years, and assist in determining annual capital works, upgrades and maintenance programs.

The Sullage Remediation Report was finished in 2007-08, and in 2008-09 a public tender process will be undertaken to allow commencement of bio-remediation works for sullage contaminated lands at the West Belconnen landfill. This project is expected to be undertaken over a four-year period.

### ACT Property Group

ACT Property Group conducted 64 audits on selected assets in 2007-08, primarily assessing asset condition and hazardous materials, which represents 40 per cent of total properties owned. In addition ACT Property Group undertook a heritage audit on all properties. These reports indicated that properties are generally in a reasonable condition for their age.

More significant works undertaken in the 2007-08 year include:

- upgrade of 12 bathrooms at Hotel Kurrajong
- improvements to disabled access to Lower Jindalee and Hotel Kurrajong
- installation of new fire panels at Tuggeranong



- Library, the Rosehill Community Hall and Namadgi visitors information centre
- installation of a power factor correction unit at Mitchell Depot
- upgrade of a lift at Callam Offices
- improvements to exit and emergency lights at the ACT Magistrates Court
- carpet replacement throughout the Dame Pattie Menzies Building.

### Capital Linen Service

Capital Linen Service undertook plant and equipment maintenance and linen replacement in accordance with its strategic asset and linen replacement plans.

### Environment Protection and Heritage

Domestic Animal Services acquired six additional award-winning vehicle pods for safely handling and transporting domestic animals.

### Parks, Conservation and Land

During 2007-08 approximately 4500 drought affected trees and 2800 drought-affected shrubs were removed from within the urban area at a cost of \$900,000. Additionally, a significant number of fire and drought affected trees were either removed or trimmed to make them safe within the Tidbinbilla Nature Reserve, Murrumbidgee River Corridor and Namadgi Nature Park. Only limited tree and shrub replacement was carried out within the urban area due to the extended drought conditions and concerns about successful establishment of new trees.

During spring and summer of 2007-08 approximately 34,000 developing trees within the urban area were watered up to five times to ensure their survival and protect government investment in the urban landscape.

A Project Manager for the Urban Forest Renewal Initiative was appointed in May 2008 to forward plan the replacement of 60 per cent of Canberra's urban trees over the next 25 years, in line with the recommendations contained in the Urban Trees Asset Management Plan for 2005-22.

During 2007-08 asset audits were undertaken in the Belconnen, Inner South and Tuggeranong regions, selected rural picnic areas and artworks. Editing of maintenance and mowing maps has commenced and work is underway on the Parks, Conservation and Lands Asset Management Plan.

### Roads ACT

Since the preparation of the Asset Management Plan 2004-07, the development of strategic plans for individual road assets and community paths has commenced.

During 2007-08 a draft consultancy brief was prepared for the development of the Roads ACT Asset Management Plan 2008-11. The plan will outline the broad approach that Roads ACT will adopt to manage the condition and use of road assets. The plan will also provide future directions for road use and network capacity, safety, recurrent maintenance and capital works programs for key roads assets. The calling of tenders for the consultancy is to occur in the 2008-09 financial year.

Condition data on a third of the Territory's road network was surveyed and collected during the year and will be used to develop future maintenance program requirements.



### Sport and Recreation Services

Through the use of the 2007-08 Facilities Improvement Program, an ongoing capital upgrade initiative, Sport and Recreation Services continued to carry out targeted refurbishments and enhancements of built assets at sportsgrounds and swimming pools. These works included the refurbishment of ageing pavilions and toilet blocks, and the addition of more water-efficient treatment plants at swimming pools. Funding allocated in 2007-08 was \$1.130 million.

As a major component of the program, sportsground pavilions at Kambah 1, 2 and 3 district playing fields underwent substantial refurbishment.

Work was also undertaken to install a new treatment plant at Dickson Pool which will achieve water savings through recycling of backwash water from the filtration system. This plant is expected to be operational for the beginning of the 2008-09 swimming season.

The ACT Academy of Sport (ACTAS) commissioned a review of all ACTAS assets. The aim of this review was to identify the life cycle of all current assets, and to provide a detailed analysis of when asset replacements are likely to be needed and the approximate costs of replacement. This has been broken down into a year by year cost, which will allow ACTAS to better manage forward replacement programs.

### Territory Venues and Events

Strategic asset planning and maintenance continues for Canberra Stadium with a recent review of maintenance contracts and the preparation of an

'end of life' asset replacement schedule. A revaluation of all material assets at Canberra Stadium was also undertaken in the 2007-08 financial year.

A Strategic Maintenance Plan, including a review of previous maintenance services has begun for Manuka Oval.

In 2008-09, Development Master Plans will be prepared for Canberra Stadium, Manuka Oval and Stromlo Forest Park.

## Office Accommodation Management

As at 30 June 2008, TAMS employed a total of 2025 staff or 1853 full-time equivalent staff.

655 employees occupied 11,877 m<sup>2</sup> at the following sites:

- Macarthur House: 432 employees in 7,467 m<sup>2</sup>
- Dickson Motor Vehicle Registry: 101 employees in 1,637m<sup>2</sup>
- Fyshwick Depot: 58 employees in 895 m<sup>2</sup>
- Mitchell Depot: 17 employees in 378 m<sup>2</sup>
- North Building: 20 employees in 411 m<sup>2</sup>
- Blaxland Centre: 27 employees in 270m<sup>2</sup>.

The average area occupied by each employee is 16.5 m<sup>2</sup>. A further 1370 staff are employed in non-office environments. These include staff in libraries, the four bus interchanges, shopfronts, two major depots and 14 other depots. ACTION office accommodation was located at Macarthur House (identified above) at 30 June 2008.

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## C.13 Capital Works

### Department of Territory and Municipal Services (TAMS) 2007-08 Capital Works Program

#### New Works: Major New Works

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
<b>ACT NOWaste</b>						
Master Plan for Mugga Lane Resource Management Centre	Mar-09	120	120	0	0	0
Master Plan for West Belconnen Landfill	Mar-09	120	120	0	0	0
<b>ACT Planning and Land Development</b>						
Bonython West Infrastructure - Duplication of Athllon Drive	Jun-08	3400	3900	0	1832	1832
Grace Road Intersections	Jun-09	3000	3000	0	566	566
Forde Access Road and Trunk Sewer	Jun-09	1700	1700	0	183	183
Macgregor West - Parkwood Road	Jun-09	1200	1200	0	222	222
Molonglo Corridor Tree Planting	Jun-09	400	400	0	55	55
Wells Station Drive - Gungahlin Drive to Harrison 3	Jun-08	6600	6600	0	5988	5988
Woden Town Centre - Willbow and Easty Streets	Jun-08	3500	3500	0	13	13
<b>ACT Property Group</b>						
Government Offices Air -Conditioning Upgrade and Chiller Replacement	Dec-08	1410	1410	0	0	0
<b>Capital Improvements - Improving the Look of the City</b>						
Additional Bus Stop Seating	Jun-08	250	250	0	250	250



Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
Bunda Street Paving - Northbourne Ave to Glebe Park - Design		0	350	0	0	0
Canberra City Central	Oct-08	755	755	0	464	464
CIP - Additional Tree Plantings (Nature Reserve Car Parks)		0	150	0	0	0
CIP - Picnic Table Shade Structures		0	300	0	0	0
CIP - Urgent Park & Open Space - Dead Wood Removal	Sep-08	400	400	0	269	269
CIP - Urgent Park & Open Space - Graffiti Removal	Jun-08	400	400	0	400	400
CIP - Urgent Park & Open Space - Weed Control	Sep-08	200	200	0	100	100
Conservation Signage for Queanbeyan River Cemetery	Oct-08	100	100	0	0	0
Deakin Shops - Forward Design	Sep-08	130	130	0	57	57
Lake Tuggeranong Jetty	Oct-08	50	50	0	25	25
Open Space - Landscape and Built Asset Improvements	Oct-08	2115	2115	0	965	965
Parks and Reserves - Built Asset Improvements to Playgrounds, Recreational Amenities and Tracks	Oct-08	1950	2450	0	905	905
Shopping Centre Improvements	Oct-08	3250	3250	0	502	502
Street and Park Trees Removal and Plantings	Oct-08	330	330	0	105	105
Stromlo Forest Park	Jun-08	150	150	0	150	150
Tidbinbilla Nature Res. - Sheedy's Picnic Area, Trails & Car Park	Oct-08	250	250	0	100	100
<b>Parks, Conservation and Lands</b>						
Lake Ginninderra Foreshore Upgrade - Stage 2	Jun-08	3200	3200	0	734	734

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
<b>Roads ACT</b>						
Acton Temporary Car Park	Jun-08	2500	2500	0	823	823
Airport Roads Stage 1	Jun-09	15,000	15,000	0	2521	2521
Cotter Road Improvements	Dec-08	700	700	0	68	68
Design of Edinburgh Avenue Extension	Jun-09	250	250	0	0	0
Fyshwick Stormwater Augmentation	Jun-09	3800	3,800	0	314	314
Knowles Place South Upgrade	Jun-08	500	500	0	60	60
Tharwa Drive Upgrade	Sep-08	1000	500	0	425	425
<b>Second Appropriation Funded New Works</b>						
Drought Proofing Parks and Open Space - PCL	Jun-09	2900	1900	0	362	362
Nightlink Taxi Scheme	Dec-08	300	300	0	0	0
Safe and Efficient Road Network - Parking Signs	Sep-08	200	200	0	7	7
<b>Sport and Recreation Services</b>						
Civic Olympic Pool - Future Options Study	Jun-08	200	200	0	0	0
Civic Olympic Pool - Replacement of Air Dome	Jun-08	2000	2000	0	11	11
Fencing for Griffith Oval Main Field	Dec-08	250	250	0	1	1
Harrison District Playing Fields	Jun-08	3750	4250	0	109	109
Lakeside Leisure Centre Refurbishment	Sep-08	4000	4000	0	259	259
<b>Sustainability Programs and Projects</b>						
Renewable Energy Technology Showcase	Jun-08	1000	1000	0	108	108
<b>Trunk Infrastructure</b>						
Palmerston Trunk Sewer	Jun-08	350	350	0	223	223
<b>TOTAL MAJOR NEW WORKS (EXCLUDING THE CAPITAL UPGRADE PROGRAM)</b>		<b>73,680</b>	<b>74,480</b>	<b>0</b>	<b>19,176</b>	<b>19,176</b>

## Capital Upgrade Program 2007-08

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
<b>ACT NOWaste</b>						
ACT NOWaste	Jun-08	510	510	0	510	510
<b>Sub-total</b>		<b>510</b>	<b>510</b>	<b>0</b>	<b>510</b>	<b>510</b>
<b>Libraries</b>						
Library Refurbishment	Sep-08	620	620	0	154	154
		<b>620</b>	<b>620</b>	<b>0</b>	<b>154</b>	<b>154</b>
<b>Neighbourhood Improvements</b>						
Street Lighting	Jun-08	200	200	0	200	200
Traffic Management Measures at Schools	Sep-08	200	200	0	132	132
Residential Street Improvements	Jun-08	200	200	0	180	180
Stormwater	Jun-08	430	430	0	430	430
		<b>1030</b>	<b>1030</b>	<b>0</b>	<b>942</b>	<b>942</b>
<b>Property Upgrades</b>						
Property Upgrades	Jun-08	1230	1230	0	1227	1227
Environment and Heritage	Aug-08	250	314	0	288	288
		<b>1480</b>	<b>1544</b>	<b>0</b>	<b>1515</b>	<b>1515</b>
<b>Public Transport Infrastructure (ACTION)</b>						
Public Transport Infrastructure	Jun-08	360	360	0	359	359
		<b>360</b>	<b>360</b>	<b>0</b>	<b>359</b>	<b>359</b>
<b>Roads and Bridges</b>						
Pavement Rehabilitation	Jun-08	1030	1030	0	1028	1028
Traffic Light Upgrades	Jun-08	100	100	0	100	100
Road Safety Improvements	Sep-08	260	260	0	221	221
Arterial Roads Barriers	Jun-08	155	155	0	144	144

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
Arterial Road Lighting	Jun-08	205	205	0	205	205
Armour Cable Replacement	Jun-08	360	360	0	345	345
Bridge Strengthening	Dec-08	510	510	0	188	188
		2620	2620	0	2231	2231
Sports Facilities						
Facilities Improvements	Sep-08	1130	1130	0	375	375
		1130	1130	0	375	375
Sustainable Transport Initiatives						
Cycle Facilities	Dec-08	360	360	0	172	172
Pedestrian Facilities	Jun-08	360	360	0	356	356
		720	720	0	528	528
Urban Open Space						
Playground Safety Program	Sep-08	520	520	0	206	206
Landscape Upgrade Program	Sep-08	360	360	0	244	244
Tree Replacement Program	Sep-08	260	260	0	50	50
Toilet Refurbishment	Sep-08	203	203	0	24	24
		1343	1343	0	524	524
<b>TOTAL CAPITAL UPGRADE PROGRAM</b>		<b>9813</b>	<b>9877</b>	<b>0</b>	<b>7138</b>	<b>7138</b>
<b>TOTAL NEW WORKS</b>		<b>83,493</b>	<b>84,357</b>	<b>0</b>	<b>26,314</b>	<b>26,314</b>

## Works in Progress

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
Capital Upgrade Program 2006-07						
Roads and Bridges		222	222	0	222	222
Sustainable Transport Initiatives		28	28	0	28	28
Urban Open Space		85	85	0	85	85
Sports Facilities Improvements		126	126	0	126	126
Public Transport Infrastructure		6	6	0	6	6
Heritage Upgrades		64	64	0	64	64
<b>TOTAL CAPITAL UPGRADES PROGRAM</b>		<b>531</b>	<b>531</b>	<b>0</b>	<b>531</b>	<b>531</b>

Environment Protection and Heritage						
Heritage Signage	Sep-08	350	350	201	138	339
<b>Sub-total</b>		<b>350</b>	<b>350</b>	<b>201</b>	<b>138</b>	<b>339</b>
Parks, Conservation and Land Management						
Fire Trails Upgrade	Jun-10	3910	3910	283	588	871
Predator-Free Sanctuary - Mulligan's Flats	Jun-09	350	1,350	11	21	32
		<b>4260</b>	<b>5260</b>	<b>294</b>	<b>609</b>	<b>903</b>
ACT Property Group						
Moore St Health Building Upgrade		2800	3310	93	3217	3310
		<b>2800</b>	<b>3310</b>	<b>93</b>	<b>3217</b>	<b>3310</b>
Roads ACT						
Harrison Primary School Access Road and Mapleton Avenue Extension	Sep-08	4220	4220	888	3121	4009
Tharwa Bridge	Jun-08	10,000	14,700	500	3373	3873
		<b>14,220</b>	<b>18,920</b>	<b>1388</b>	<b>6494</b>	<b>7882</b>



Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
<b>Roads to Recovery Program</b>						
Lanyon Drive Upgrade (Monaro Hwy to Sheppard St)	Mar-09	5000	5000	150	545	695
		5000	5000	150	545	695
<b>Sport and Recreation Services</b>						
Harrison Neighbourhood Oval	Sep-08	800	1320	182	991	1173
Phillip Oval	Sep-08	1700	2200	230	1371	1601
		2500	3520	412	2362	2774
<b>Transport Regulation and Planning</b>						
Sustainable Transport Initiatives (transferred from ACTPLA 2006-07)	Jun-08	150	5130	4665	0	4665
		150	5130	4665	0	4665
<b>TOTAL WORKS IN PROGRESS</b>		<b>29,811</b>	<b>42,021</b>	<b>7203</b>	<b>13,896</b>	<b>21,099</b>

## Physically Complete Projects

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
<b>Roads ACT</b>						
Gungahlin Drive Extension	Apr-08	86,050	120,050	99,765	12,957	112,722
<b>Sub-total</b>		<b>86,050</b>	<b>120,050</b>	<b>99,765</b>	<b>12,957</b>	<b>112,722</b>
<b>Territory Venues and Events</b>						
Restoration and Enhancement of Tidbinbilla Nature Reserve	Apr-08	1300	2940	2000	829	2829

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
Manuka Oval – Boundary Fencing	Sep-08	715	715	695	20	715
		2015	3655	2695	849	3544
<b>TOTAL PROJECTS PHYSICALLY COMPLETE</b>		88,065	123,705	102,460	13,806	116,266

### Physically and Financially Complete Projects

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
<b>ACT NOWaste</b>						
Parkwood Road Recycling Estate	May-07	120	120	97	23	120
Mugga Waste Cell Stage 4	Sep-07	2400	2400	2207	193	2400
<b>Sub-total</b>		2520	2520	2304	216	2520
<b>ACT Property Group</b>						
National Convention Centre	Oct-07	30,000	25,700	10,112	15,488	25,600
Callam Offices Safety Works	Jun-08	1500	940	210	730	940
MNW – Grant Cameron Community Centre	Dec-07	250	300	265	35	300
Feasibility Study						
Kings Highway Upgrade Forward Design – Road Safety Improvements	Jun-08	100	100	0	100	100
Majura Road Improvements	Jun-08	100	100	0	100	100
		200	200	0	200	200
<b>Parks, Conservation and Lands</b>						
Threatened Species Recovery	Apr-08	100	100	0	100	100

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
Groundwater Bores	Aug-07	160	160	112	48	160
		260	260	112	148	260
Roads ACT						
Phillip Oval and Woden Town Centre Car Parking	Jun-08	1500	1500	0	1500	1500
Traffic Light Upgrades	Jun-08	250	250	184	66	250
Pialligo Avenue Upgrade (Morshead Dr to the Airport)	Jun-06	5000	500	217	283	500
		6750	2250	401	1849	2250
Sport and Recreation Services						
Lyneham Precinct Development		200	200	27	173	200
Drought Proofing Parks and Open Space - Sportsgrounds	Jun-08	0	1000	0	1000	1000
		200	1200	27	1173	1200
Territory Venues and Events						
Stromlo Forest Park - Transferred from CMD	Aug-08	150	6000	5960	39	5999
Manuka Oval - Weather Protection	Sep-08	1065	1065	1025	10	1035
		1215	7065	6985	49	7034
<b>TOTAL PROJECTS PHYSICALLY AND FINANCIALLY COMPLETE</b>		42,895	40,435	20,416	19,888	40,304

## Projects Transferred to Other Agencies

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
Parks, Conservation and Lands						
International Arboretum - Transferred to Chief Minister's Department	Jun-09	10,000	7301	1671	740	2411
<b>TOTAL PROJECTS TRANSFERRED TO OTHER AGENCIES</b>		<b>10,000</b>	<b>7301</b>	<b>1671</b>	<b>740</b>	<b>2411</b>
<b>TOTAL CAPITAL WORKS PROGRAM</b>		<b>254,264</b>	<b>297,819</b>	<b>131,750</b>	<b>74,646</b>	<b>206,396</b>

## ACTION

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2007-08 Expend \$'000	Total Expend to Date
Initiatives in Progress						
Safety and Security Measures	Dec-08	1716	1716	0	1648	1648
New Ticketing System	Jun-08	200	200	0	200	200
New Initiatives for 2007-08						
ACTION - Expansion of CCTV on Buses	Jun-08	445	445	0	445	445
ACTION - Replacement of Bus Fleet	Jun-09	8000	8000	0	1595	1595
ACTION - New Ticketing System	Jun-09	8000	8000	0	200	200
Second Appropriation						
ACTION - Bus Interchange and Bus Infrastructure	Jun-08	1000	1000	0	200	200
<b>TOTAL ACTION</b>		<b>19,361</b>	<b>19,361</b>	<b>0</b>	<b>4288</b>	<b>4288</b>
<b>TOTAL COMBINED TAMS CAPITAL WORKS PROGRAM</b>		<b>273,625</b>	<b>317,180</b>	<b>131,750</b>	<b>78,934</b>	<b>210,684</b>

## Reconciliation of Funding and Expenditure

<b>Reconciliation of Total Current Year Financing</b>	
Original Capital Works Financing	147,451
Revised Capital Works Financing	74,647
Add: Financing for other Capital Injections	6,658
Capital Injection from Government per Cash Flow Statement	81,305
<b>Reconciliation of Total Current Year Actual Expenditure - against financing</b>	
Total Current Year Capital Works Expenditure	74,647
Subtract: Expenditure related to previous years unspent funding rolled forward	-124
Add: Expenditure outside capital works program funded by capital injection	7,551
Less: Capital Expenditure funded by other sources	-769
Add: Capital Injection drawn but not yet expended	0
Capital Injection from Government per Cash Flow Statement	81,305
<b>Reconciliation of Total Current Year Actual Expenditure</b>	
Total Current Year Capital Works Expenditure	74,647
Add: Own-Sourced Capital Works Expenditure	647
Add: PP&E purchases from outside capital works program	12,409
Add: Capital payments to ACTION	3,685
<b>Total payments from Investing Activities as per Cash Flow Statement</b>	<b>91,415</b>

### For more information:

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## C. 14 Government Contracting

### Procurement Principles and Processes

Territory and Municipal Services (TAMS) makes use of contractors in providing services to the community. During the year 2007-08, the procurement selection and management processes for all contractors, including consultants, complied with the *Government Procurement Act 2001*, *Government Procurement Regulation 2007*, subordinate guidelines and circulars.

Procurement processes above \$50,000 were reviewed by an Approved Procurement Unit (APU) and the Government Procurement Board as required by the Government Procurement (APU) Guidelines 2002.

TAMS is committed to ensuring that suppliers meet all of their industrial relations obligations in the performance of any contract activities. TAMS may request details from suppliers, including an Ethical Suppliers Declaration, which is sent to a relevant union (through Unions ACT), ACT Workcover and the Public Sector Management and Industrial Relations Group for verification.

### External Sources of Labour and Services

The following table lists contractor/consultancy services used by TAMS in providing services to the community by output class. Building and other capital works are identified in the capital works program table.

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	ACT Library and Information Services	Chubb Security Services Ltd	Security Services.	May-05	28,151	Open Tender
1- Municipal Services	ACT Library and Information Services	Custom Security Services P/L	Security Services.	Jul-07	53,221	Quotations
1- Municipal Services	ACT Library and Information Services	Empire Management Services	Cleaning Services.	Mar-04	41,296	Open Tender
1- Municipal Services	ACT Library and Information Services	Informed Sources P/L	Contract Labour Hire.	Feb-06	1,592,172	Open Tender
1- Municipal Services	ACT Library and Information Services	Libraries Alive P/L	Review into Government, Assembly and Heritage Libraries.	July-07	32,500	Open Tender
1- Municipal Services	ACT Library and Information Services	Pickwick Cleaning Services	Cleaning Services.	Oct-07	145,302	Open Tender
1- Municipal Services	Asset Management Services	ActewAGL Distribution	Contract Stormwater Inspections.	Jun-05	47,745	Single select

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Asset Management Services	AXIM	Data Capture.	Sep-07	23,100	Select
1- Municipal Services	Asset Management Services	Caradoc Lic Pty Ltd	Integrated Asset Management System Project Officer.	Jun-06	82,111	Select
1- Municipal Services	Asset Management Services	Effective People	Contract Labour Hire.	Jun-06	36,561	Select
1- Municipal Services	Asset Management Services	Exor Corporation P/L	Final Payment for Five-Year Development Program for Integrated Asset Management System.	Jul-05	40,499	Open tender
1- Municipal Services	Asset Management Services	ITEC	Contract Labour Hire.	Feb-05	50,283	Select
1- Municipal Services	Asset Management Services	Kerry Hudson and Associates	Management Consultant - Integration of IAMS and Asset Acceptance Units.	Apr-08	52,962	Single select
1- Municipal Services	Asset Management Services	Opus International Consultants (NSW) Pty Ltd	Post-Project Review - Integrated Asset Management System.	Mar-08	20,724	Single select
1- Municipal Services	Asset Management Services	Rd Gossip Pty Ltd	Traffic Control Device Validation.	Mar-07	30,781	Select
1- Municipal Services	Asset Management Services	Staffing and Office Solutions Pty Ltd	Contract Labour Hire.	Jul-07	79,984	Select
1- Municipal Services	Asset Management Services	Staffing and Office Solutions Pty Ltd	Contract Labour Hire.	Aug-07	14,164	Select
1- Municipal Services	Asset Management Services	Staffing and Office Solutions Pty Ltd	Contract Labour Hire.	Aug-07	20,881	Select
1- Municipal Services	Asset Management Services	Staffing and Office Solutions Pty Ltd	Contract Labour Hire.	Nov-07	41,237	Select
1- Municipal Services	Asset Management Services	Staffing and Office Solutions Pty Ltd	Contract Labour Hire.	Aug-07	3847	Select
1- Municipal Services	Asset Management Services	Verossity Pty Ltd	Contract Labour Hire.	Aug-07	65,823	Select
1- Municipal Services	Asset Management Services	Verossity Pty Ltd	Contract Labour Hire.	Jul-07	34,557	Select
1- Municipal Services	Canberra Connect	Chubb Security Services Ltd	Cash Delivery and Collection, Security Services.	May-02	91,257	Open Tender
1- Municipal Services	Canberra Connect	Firstwater Pty Limited	Contract Labour Hire.	Jul-06	43,227	Open Tender
1- Municipal Services	Canberra Connect	Julia Ross Recruitment P/L	Contract Labour Hire.	Jul-06	176,188	Open Tender
1- Municipal Services	Canberra Connect	Recall Information Management	Records Sentencing.	Nov-07	146,453	Open Tender



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Canberra Connect	Regent Recruitment	Contract Labour Hire.	Jul-06	1,470,079	Open Tender
1- Municipal Services	Canberra Connect	Ross Human Directions Ltd	Contract Labour Hire.	Jul-06	920,340	Open Tender
1- Municipal Services	Canberra Connect	Select Industrial	Contract Labour Hire.	Jul-06	40,567	Open Tender
1- Municipal Services	Canberra Connect	Vedior Asia Pacific Pty Ltd	Contract Labour Hire.	Jul-06	383,165	Open Tender
1- Municipal Services	Canberra Connect	Verossity Pty Ltd	Contract Labour Hire.	Jul-06	42,746	Open Tender
1- Municipal Services	Corporate	Australian Valuation Office	Asset Valuation Services.	Oct-07	81,309	Single select
1- Municipal Services	Corporate	Cordelta Pty Ltd	Contract Labour Hire.	Nov-06	64,698	Select
1- Municipal Services	Corporate	Cordelta Pty Ltd	Contract Labour Hire.	Jul 07	30,430	Select
1- Municipal Services	Corporate	Cordelta Pty Ltd	Contract Labour Hire.	Jul 06	15,248	Select
1- Municipal Services	Corporate	Cordelta Pty Ltd	Contract Labour Hire.	Jul 06	47,641	Select
1- Municipal Services	Corporate	Excelerated Consulting	Financial Systems Support.	Jul-07	25,103	Open tender
1- Municipal Services	Corporate	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul-07	38,443	Select
1- Municipal Services	Corporate	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul 07	102,388	Select
1- Municipal Services	Corporate	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Aug 07	22,108	Select
1- Municipal Services	Corporate	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Aug 07	12,729	Select
1- Municipal Services	Corporate	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Oct 07	11,862	Select
1- Municipal Services	Corporate	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Dec 07	30,984	Select
1- Municipal Services	Corporate	Hudson Global Resources (Aust) Pty Ltd	Contract Labour Hire.	Jul-07	18,933	Quotations
1- Municipal Services	Corporate	Hudson Global Resources (Aust) Pty Ltd	Contract Labour Hire.	Jul-07	13,475	Quotations
1- Municipal Services	Corporate	IPS Worldwide	Employee Assistance Program.	Nov-05	34,061	Open Tender



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Corporate	Koomarri	Contract Labour Hire.	Dec-06	21,029	Single select
1- Municipal Services	Corporate	Market Attitude Research Services	Customer Satisfaction Surveys.	Oct-07	47,727	Single select
1- Municipal Services	Corporate	Max network Pty Ltd	Consultancy Review of Environment and Recreation Network.	Jul-07	20,494	Quotations
1- Municipal Services	Corporate	Oakton AA Services Pty Ltd	Internal Audit.	Nov-07	70,063	Open tender
1- Municipal Services	Corporate	People and Strategy	Design of Induction Program.	Jun-08	39,200	Open Tender
1- Municipal Services	Corporate	People and Strategy	Performance Management.	Jun-07	30,282	Single Select
1- Municipal Services	Corporate	People Dynamics Pty Ltd	Staff Development.	Feb-08	31,440	Single Select
1- Municipal Services	Corporate	PL and CK Hawke	Competency Profiling and Job Evaluation.	Nov-06	27,250	Single Select
1- Municipal Services	Corporate	Regent Recruitment	Contract Labour Hire.	Jul-07	67,999	Open Tender
1- Municipal Services	Corporate	SHL Australia Pty Ltd	Organisational Scan.	Apr-08	36,041	Single Select
1- Municipal Services	Corporate	Sound Workshop	Provision of Audio-Visual Equipment and Services.	Aug-06	29,369	Quotations
1- Municipal Services	Corporate	Vedior Asia Pacific Pty Ltd	Contract Labour Hire.	Dec-07	4190	Quotations
1- Municipal Services	Corporate	Vedior Asia Pacific Pty Ltd	Contract Labour Hire.	Sep-07	31,804	Quotations
1- Municipal Services	Corporate	Vedior Asia Pacific Pty Ltd	Contract Labour Hire.	Apr-08	6686	Quotations
1- Municipal Services	Corporate	Vedior Asia Pacific Pty Ltd	Contract Labour Hire.	Feb-08	18,702	Quotations
1- Municipal Services	Corporate	Vedior Asia Pacific Pty Ltd	Contract Labour Hire.	Sep-07	7091	Quotations
1- Municipal Services	Corporate	Vedior Asia Pacific Pty Ltd	Recruitment Services.	Jan-08	5016	Quotations
1- Municipal Services	Corporate	Walter Turnbull Pty Ltd	Internal Audit.	Sep-07	89,400	Open tender
1- Municipal Services	Environment Protection and Heritage	Capital City Heavy Haulage Pty Ltd	Services in Connection with Picking-Up Abandoned Vehicles.	Jul-07	35,200	Single Select
1- Municipal Services	Environment Protection and Heritage	Ecowise Environmental (Victoria) Pty Ltd	Provision of Data and Data Set.	Jul-07	22,218	Single Select

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Environment Protection and Heritage	Ecowise Environmental Pty Ltd	Water and Steam Gauge Monitoring and Supply and Installation of Sensors.	Jul-07	251,615	Single Select
1- Municipal Services	Environment Protection and Heritage	Ewater Centre	Indirect Portable Use Contract.	Sep-05	230,000	Single Select
1- Municipal Services	Environment Protection and Heritage	Firstwater Pty Limited	Contract Labour Hire.	Jul-07	61,202	Single Select
1- Municipal Services	Environment Protection and Heritage	Inner South Veterinary Hospital	Animal Treatment - Vaccinations, Procedures and Pharmaceuticals.	Jul-07	41,217	Single Select
1- Municipal Services	Environment Protection and Heritage	Parsons Brinckerhoff	Ground Water Remediation Civic.	Dec-07	84,061	Single Select
1- Municipal Services	Environment Protection and Heritage	PCA People Pty Ltd	Contract Labour Hire.	Jul-07	38,735	Single Select
1- Municipal Services	Environment Protection and Heritage	Professional Careers Aust	Contract Labour Hire.	Jul-07	105,217	Single Select
1- Municipal Services	Environment Protection and Heritage	Ross Human Directions Ltd	Contract Labour Hire.	Jul-07	27,326	Single Select
1- Municipal Services	Environment Protection and Heritage	University Of Canberra	Provision of Professional Services Relating to Water.	Jul-07	45,540	Single Select
1- Municipal Services	Parks, Conservation and Lands	24/7 Facility Services	Cleaning Tuggeranong and Belconnen Bus Interchanges, Plus Monthly Clean of Stromlo and Hume.	Jun-07	173,329	Open Tender
1- Municipal Services	Parks, Conservation and Lands	AASC and CHMA	Black Mountain Fire Trail Culvert Work and Googong Foreshore Cultural Heritage Assessment.	Jun-08	23,530	Open Tender
1- Municipal Services	Parks, Conservation and Lands	ACT Earthmoving and Truck Repairs P/L	Plant and Equipment for Dryland Grass Mowing.	Jul-06	994,367	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Adecco Australia Pty Ltd	Contract Labour Hire.	Jul-07	1,715,197	Single select

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Parks, Conservation and Lands	Adecco Industrial Pty Ltd	Contract Labour Hire.	Jul-07	2,650,764	Single select
1- Municipal Services	Parks, Conservation and Lands	Beemak Enterprises	Dryland Mowing, Water Tanker Hire, Tree Stump Cutting and Weed Control Services.	Jul-06	621,465	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Bellarine Tree Services P/L	Dead Tree Removal.	Mar-07	369,295	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Blueline Plant Hire	Seasonal Plant and Operator Hire.	Oct-06	238,860	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Bolans Tree Service Pty Ltd	Removal of Dead and Dying Trees from Road Verges, Parks and Urban Open Spaces.	Jul-06	47,710	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Brindabella Irrigation	Maintenance and Testing of Irrigation Systems.	Oct-06	156,644	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Canberra Horticulture P/L	Horticultural Maintenance and Cleaning Services.	Jul-06	1,722,854	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Canberra Locksmiths	Supply and Installation of Keys, Locks and Padlocks.	Jul-07	51,269	Quotations
1- Municipal Services	Parks, Conservation and Lands	Canberra Mowing Pty Ltd	Mowing Services.	Feb-08	30,636	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Canberra United Landscapers	East O'Malley Erosion Works.	Apr-08	40,000	Select
1- Municipal Services	Parks, Conservation and Lands	Ganscape	Tree Stump Cutting.	Apr-06	271,716	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Capital Weed Control	Mowing Dry Land Grass and Weed Control.	Jun-07	356,646	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Cleanaway	Waste Collection.	Feb-07	90,350	Open Tender
1- Municipal Services	Parks, Conservation and Lands	CQS Aust	Tree Maintenance Services - Truck Chipper and Operator.	Jul-05	229,645	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Custom Made Landscapes	Construction of Flower Beds and Planting of Bulbs and Annuals for Floriade.	Mar-06	159,681	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Dabakala P/L	Cleaning, Maintenance and Repair of Electric and Gas Barbeques.	Sep-06	115,076	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Dan and Dan Landscaping Pty Ltd	Landscaping Works.	May-07	43,240	Open Tender

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Parks, Conservation and Lands	Daniel Maginnity	Mural Works.	Jul-07	68,492	Quotations
1- Municipal Services	Parks, Conservation and Lands	Darren Gerrard	Mural Works - Pine Island and Point Hut Crossing.	Jul-07	52,604	Quotations
1- Municipal Services	Parks, Conservation and Lands	Deeble B and C P/L	Water Tanker Operator.	Mar-06	116,375	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Deves Field P/L	Maintenance and Testing of Irrigation Systems.	Oct-06	205,589	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Dexion Canberra	Googong Dam Works Area and Various Bench and Shelving.	Jul-07	26,979	Quotations
1- Municipal Services	Parks, Conservation and Lands	DRB Holdings Pty Ltd	Supply of Vegaplug 8 Bar and Servicing of Equipment.	Jul-07	21,670	Quotations
1- Municipal Services	Parks, Conservation and Lands	Ecoplumbing and Environmental Services P/L	Supply of Water Tanks and Filtered Water Systems and Repairs to Pipes and Toilet Systems.	Jul-07	25,921	Quotations
1- Municipal Services	Parks, Conservation and Lands	Ecowise Services Aust P/L	Lighting and Pump Repairs.	Jul-06	19,789	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Effective People	Contract Labour Hire.	Jul-07	439,730	Single select
1- Municipal Services	Parks, Conservation and Lands	Forest Air Helicopters	Uriarra – Chemical Spraying and Aerial Boron Fertiliser Application.	Mar-08	143,305	Single Select
1- Municipal Services	Parks, Conservation and Lands	Forestrack Pty Ltd	Fire Suppression Works - Plant and Operator Hire.	Nov-07	435,243	Open Tender
1- Municipal Services	Parks, Conservation and Lands	FTJ Forestry Services	Fertilising and Tree Planting Services.	Jul-06	855,939	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Fyshwick Outdoor Power Centre	Horticultural Maintenance and Open-Space Cleaning Equipment and Supplies.	Jul-07	44,739	Quotations
1- Municipal Services	Parks, Conservation and Lands	GHD Pty Ltd	Provision of Fire Management Consultancy Services.	Dec-07	146,241	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Gloss Services Pty Ltd	Weed Control, Thin Pine Wildings, Tree Planting, Watering and Fertilising.	Jul-06	174,018	Open Tender

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Parks, Conservation and Lands	Green Waste Australia Pty Ltd	Excavator and Chainsaw Hire, Plus Tree Stump Grinding and Removal.	Jul-07	81,890	Quotations
1- Municipal Services	Parks, Conservation and Lands	Group One Pty Ltd	Bushfire Operations Plan- Road Works and Maintenance.	Apr-05	665,157	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul-07	161,679	Single select
1- Municipal Services	Parks, Conservation and Lands	Heli Aust P/L	Hire of Helicopter and Helipad.	Jul-07	25,454	Quotations
1- Municipal Services	Parks, Conservation and Lands	Horizon 2	Radiata Container and Bareroot Seedling.	Aug-06	66,098	Select
1- Municipal Services	Parks, Conservation and Lands	Intech Industrial Technicians	Service and Repair And Maintenance of Equipment and Cost of Operator Training.	Jul-07	21,257	Quotations
1- Municipal Services	Parks, Conservation and Lands	J And S Finch	Weed Control in Rural Areas.	Jul-06	74,035	Open Tender
1- Municipal Services	Parks, Conservation and Lands	JT and NC Emery	Water Tanker and Operator.	Feb-07	88,709	Open Tender
1- Municipal Services	Parks, Conservation and Lands	KD Carratt	Tree Maintenance and Plant Hire.	Jul-06	110,066	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Kerrie Prutti	Provision of Cleaning Services – Namadgi National Park, Namadgi Visitors Centre, Tidbinbilla and Murrumbidgee River Corridor.	Jul-07	31,690	Quotations
1- Municipal Services	Parks, Conservation and Lands	Koomarri	Contract Labour Hire.	Aug-07	224,169	Single select
1- Municipal Services	Parks, Conservation and Lands	Landmark Copeland Medway	Supply of Pest Control Equipment and Services.	Jun-07	21,536	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Landscape Direct	Horticultural, Cleaning and Maintenance Services.	May-07	1,992,149	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Landscape Logistics P/L	Cleaning Services.	May-07	394,844	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Lines Signs And Pavements Pty Ltd	Provision of Signage and Temporary Traffic Management.	Jul-07	22,521	Quotations
1- Municipal Services	Parks, Conservation and Lands	Lou Jenal	Bobcat and Operator Hire.	Jul-07	61,185	Quotations

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Parks, Conservation and Lands	Luke Cornish	Printing, Cleaning and Mural Art.	Jul-07	42,184	Quotations
1- Municipal Services	Parks, Conservation and Lands	Mag Welding Services Pty Ltd	Welding and Infrastructure Repairs and Maintenance.	Jul-07	113,048	Quotations
1- Municipal Services	Parks, Conservation and Lands	Market Attitude Research Services	Customer Feedback Survey, Research and Report.	Jul-07	90,909	Quotations
1- Municipal Services	Parks, Conservation and Lands	Martins Fertilizers Pty Ltd	Supply and Removal of Growing Media for Floriade Flower Beds.	Jan-06	145,656	Open Tender
1- Municipal Services	Parks, Conservation and Lands	McLachlan and Sons	Tree-Planting, Weed and Pine Wilding Control.	Jul-06	581,213	Open Tender
1- Municipal Services	Parks, Conservation and Lands	McMahon's Lawn Turf and Maintenance Pty Ltd	Site Preparation and Laying of Turf.	Oct-06	123,157	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Mitchell Lawn Mower Centre	Repairs and Maintenance of Plant and Equipment.	Jul-07	48,305	Quotations
1- Municipal Services	Parks, Conservation and Lands	MN and S Gregory	Fencing Remnant Vegetation.	Jul-07	21,862	Quotations
1- Municipal Services	Parks, Conservation and Lands	National Cleaning Services Aust Pty Ltd	Provision of Cleaning Services at Mitchell and Athllon Depots.	Jul-07	24,304	Quotations
1- Municipal Services	Parks, Conservation and Lands	NP and MM Clancy Partnership	Cleaning of Rubbish at Landfill and Surrounding Sites.	Jul-07	53,983	Quotations
1- Municipal Services	Parks, Conservation and Lands	Nuturf P/L	Supply, Delivery and Application of Chemicals.	Apr-07	65,570	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Out And About Landscapes	Floriade Bulb Planting, and Supply And Construct Drainage and Planting Beds.	Dec-07	158,683	Open Tender
1- Municipal Services	Parks, Conservation and Lands	P and J Nott	Roadside Clearing and Horticultural Services.	Feb-08	86,400	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Parry Plumbing and Irrigation Services P/L	Plumbing and Irrigation Repairs and Maintenance.	Jul-07	52,871	Quotations
1- Municipal Services	Parks, Conservation and Lands	Patterson Rural Contracting	Weed Control and Fencing Works in Rural Areas.	Jul-06	269,964	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Plateau Tree Service	Green Waste Processing at Mitchell Wood Yard.	Jul-07	42,305	Quotations

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Parks, Conservation and Lands	PricewaterhouseCoopers	Professional Fee – Review of Wildlife Services.	Jul-07	42,206	Quotations
1- Municipal Services	Parks, Conservation and Lands	Progressive Felling Services	Debris Removal in Various Rural Areas.	Jul-07	353,648	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Pyramid Corporation Pty Ltd	Upgrade of Mt Ainslie Summit Walking Track.	May-08	45,107	Select
1- Municipal Services	Parks, Conservation and Lands	Ross Human Directions Ltd	Contract Labour Hire.	Jul-07	34,313	Single select
1- Municipal Services	Parks, Conservation and Lands	Sapphire Coast Tree Service and Tower Hire	Tree Maintenance Services – Travel Tower, Water Tanker Hire and Stump Cutting Services.	Jul-06	745,572	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Sayers Aust P/L	Various Works at Tidbinbilla Nature Reserve.	Jul-06	320,129	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Screenmakers P/L	Provision of Signage.	Jul-07	41,919	Quotations
1- Municipal Services	Parks, Conservation and Lands	Security One	Security Services and Locking Gates and Toilets.	Mar-07	42,602	Select
1- Municipal Services	Parks, Conservation and Lands	Sheppard Welding and Mowing	Welding and Infrastructure Repairs and Maintenance.	Jul-07	46,749	Quotations
1- Municipal Services	Parks, Conservation and Lands	Skilled Engineering Ltd	Contract Labour Hire.	Jul-07	154,725	Single select
1- Municipal Services	Parks, Conservation and Lands	Southern Weed Management	Weed Control.	Jul-06	89,685	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Stepwise Heritage and Tourism Pty Ltd	Conservation Plan Namadgi National Park and Training Delivery Rock Art Sites Namadgi National Park.	Jul-07	22,100	Quotations
1- Municipal Services	Parks, Conservation and Lands	Stokes Agricultural Contractors	Spraying and Weed Control Services.	Jul-06	34,895	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Stylized Impact	Graffiti Removal Program – Painting of Murals.	Jul-07	119,855	Quotations
1- Municipal Services	Parks, Conservation and Lands	Techni-Clean Aust	Removal of Graffiti.	May-07	442,237	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Terrick Rural Services	Supply and Installation of Pipeline and Bore Pump.	Jul-07	27,753	Quotations
1- Municipal Services	Parks, Conservation and Lands	The Playground People	Supply, Install And Repairs to Playground Equipment.	Mar-08	28,101	Select

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Parks, Conservation and Lands	Thoraville Pastoral Co P/L	Site Preparation - Pine Plantation.	Jul-07	87,730	Quotations
1- Municipal Services	Parks, Conservation and Lands	Thredbo Alpine Hotel	Australian Alps Science Management Forum.	Jun-08	24,150	Quotations
1- Municipal Services	Parks, Conservation and Lands	Tinys Home Maintenance	Provision of Painting Services.	Jul-07	20,940	Quotations
1- Municipal Services	Parks, Conservation and Lands	United Aero Helicopters	Provision Of Helicopter Services.	May-08	64,868	Select
1- Municipal Services	Parks, Conservation and Lands	University Of Canberra	Water Quality Monitoring and Research, Native Grassland and Fauna Conservation Scholarships.	Jul-06	80,612	Open Tender
1- Municipal Services	Parks, Conservation and Lands	URS Aust P/L	Professional Consultancy Services.	Aug-07	91,734	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Utility Asset Management	Tree Services (Pruning Vegetation).	May-06	156,805	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Vedior Asia Pacific Pty Ltd	Contract Labour Hire.	Jul-07	165,152	Single select
1- Municipal Services	Parks, Conservation and Lands	Woodpecker Tree Services	Removal of Dead and Drought-Affected Trees.	Mar-07	224,783	Open Tender
1- Municipal Services	Parks, Conservation and Lands	Wordwallah	Update OfTAMS Website.	Jul-07	24,909	Quotations
1- Municipal Services	Parks, Conservation and Lands	Writers Block	Mural Works at Various Sporting Venues.	Jul-07	45,857	Quotations
1- Municipal Services	Parks, Conservation and Lands	XCS Consulting Pty Ltd	European Wasp Awareness Program and Insect Identification Service.	Jul-06	40,015	Open Tender
1- Municipal Services	Roads ACT	Acclaim Contractors	Rebuilding of Bridge Hand Railing.	Apr-08	47,727	Open Tender
1- Municipal Services	Roads ACT	Acclaim Contractors	Bridge Restoration.	Jan-08	41,424	Open Tender
1- Municipal Services	Roads ACT	Acclaim Contractors	Yarralumla Bridge Decking Construction.	Mar-08	149,351	Open Tender
1- Municipal Services	Roads ACT	ActewAGL Distribution	Street Light Maintenance Contract.	Jan-01	5,176,838	Single Select
1- Municipal Services	Roads ACT	ActewAGL Distribution	Surveillance of the ACT Government Dams.	Dec-00	122,749	Single Select
1- Municipal Services	Roads ACT	ARRB Group Ltd	Road Condition Data Collection.	Feb-06	86,327	Open Tender
1- Municipal Services	Roads ACT	ARRB Group Ltd	Audit of On-road Cycle Lanes.	Jul-07	18,268	Select
1- Municipal Services	Roads ACT	ARRB Group Ltd	Report on Bridge Concrete Condition.	May-08	6940	Single Select



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Roads ACT	ARRB Group Ltd	Pavement Management System Work Program.	Feb-08	17,960	Single Select
1- Municipal Services	Roads ACT	Bill Guy & Partners	Stormwater Flooding Investigations.	Apr-07	97,012	Single Select
1- Municipal Services	Roads ACT	Brown Consulting (Act) P/L	Stormwater Flooding Investigations.	Apr-07	50,665	Single Select
1- Municipal Services	Roads ACT	Brown Consulting (Act) P/L	Pavement Assessment For 2007-08 Resurfacing Program.	Jun-07	111,246	Open Tender
1- Municipal Services	Roads ACT	Brown Consulting (Act) P/L	Rehabilitation Works on Fairburn Ave and Parkwood Rd.	Sep-07	121,396	Open Tender
1- Municipal Services	Roads ACT	Brown Consulting (Act) P/L	Barton Highway Asphalt Concrete Works.	Jan-07	10,162	Open Tender
1- Municipal Services	Roads ACT	Capital Landscape Contractors Pty Ltd	Majura Lane Stormwater Maintenance.	Various	22,460	Single Select
1- Municipal Services	Roads ACT	Civil scope Consult Pty Ltd	Contractor Hire for Capital Works Program.	Jan-08	23,520	Select
1- Municipal Services	Roads ACT	CL & S Pty Ltd	Pavement Marking.	Jan-08	162,529	Open Tender
1- Municipal Services	Roads ACT	Clear Lead	Traffic Crash Data Project.	Dec-07	22,500	Open Tender
1- Municipal Services	Roads ACT	Content Group Pty Ltd	Road Safety Media Strategy.	Jul-07	33,650	Select
1- Municipal Services	Roads ACT	Contour Constructions Civil & Landscape	Astrolabe St Verge.	Nov-07	21,220	Single Select
1- Municipal Services	Roads ACT	Contour Constructions Civil & Landscape	Barrier Upgrade Package.	Jan-08	372,736	Open Tender
1- Municipal Services	Roads ACT	Croker Glass Service	Bus Shelter Repairs.	Various	49,244	Single Select
1- Municipal Services	Roads ACT	Datacol Research P/L	Traffic Data Collection.	May-03	88,347	Single Select
1- Municipal Services	Roads ACT	Deeble B & C P/L	Various Cycle Path Improvements.	Jul-07	46,763	Quotations
1- Municipal Services	Roads ACT	Ecowise Environmental (Victoria) Pty Ltd	Operation and Maintenance of Hydrometric System.	Jun-08	41,013	Single Select
1- Municipal Services	Roads ACT	Ecowise Environmental Pty Ltd	Operation and Maintenance of Hydrometric System.	Jul-00	169,487	Single Select
1- Municipal Services	Roads ACT	Ecowise Services Aust P/L	Bus Interchange Light Repairs.	Various	7601	Single Select



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1- Municipal Services	Roads ACT	Ecwise Services Aust P/L	Street Lights Maintenance.	Various	11,236	Single Select
1- Municipal Services	Roads ACT	Ecwise Services Aust P/L	Traffic Signal Maintenance.	Mar-07	894,791	Open Tender
1- Municipal Services	Roads ACT	G & H Aluminium Fabricators	Replacement of Glass Rooves at Civic Bus Interchange.	Feb-08	55,300	Single Select
1- Municipal Services	Roads ACT	Geopave	Pavement Surface Condition Assessment.	Sep-06	65,408	Open Tender
1- Municipal Services	Roads ACT	GHD Pty Ltd	Survey of Majura Road.	Feb-08	9080	Procurement by Canberra Airport Group- select tender
1- Municipal Services	Roads ACT	GHD Pty Ltd	Superintendence of Advertising Bus Shelters.	Jan-07	72,705	Single Select
1- Municipal Services	Roads ACT	GHD Pty Ltd	Stormwater Flooding Investigations.	Apr-07	160,748	Single Select
1- Municipal Services	Roads ACT	GHD Pty Ltd	Williamsdale Quarry Roads Superintendence.	Dec-05	1440	Single Select
1- Municipal Services	Roads ACT	GHD Pty Ltd	Report on Northbourne Ave/ London Circuit Improvements.	Nov-07	11,898	Select
1- Municipal Services	Roads ACT	GK Ellery & Assoc Pty Ltd	Civil Works at Coulter Drive and Nettlefold Street.	Sep-07	4750	Single Select
1- Municipal Services	Roads ACT	GK Ellery & Assoc Pty Ltd	Astrolabe St Parking.	Oct-07	3325	Single Select
1- Municipal Services	Roads ACT	GK Ellery & Assoc Pty Ltd	Bridge Handrail Painting.	Dec-07	16,670	Open Tender
1- Municipal Services	Roads ACT	Hennes Concrete Contractors	Asset Maintenance Works.	Jul-06	87,283	Panel
1- Municipal Services	Roads ACT	ITEC	Contract Labour Hire.	Jun-07	2165	Select
1- Municipal Services	Roads ACT	ITEC	Contract Labour Hire.	Aug-07	72,329	Select
1- Municipal Services	Roads ACT	ITEC	Contract Labour Hire.	Aug-07	52,089	Select
1- Municipal Services	Roads ACT	ITEC	Contract Labour Hire.	Sep-07	29,621	Select
1- Municipal Services	Roads ACT	Kenoss Contractors Pty Ltd	Williamsdale Quarry Works.	Dec-05	53,266	Open Tender

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Roads ACT	Lines Signs & Pavements Pty Ltd	Various Line Marking Activities.	Jul-06	185,439	Quotations
1- Municipal Services	Roads ACT	MG Lyons Pty Ltd	Restoration of Pedestrian Bridge.	Nov-07	6500	Single Select
1- Municipal Services	Roads ACT	MG Lyons Pty Ltd	Design and Documentation for Bridge Repairs.	Jan-08	4713	Select
1- Municipal Services	Roads ACT	MG Lyons Pty Ltd	Design and Documentation for Bridge Handrail Repairs.	Dec-07	7875	Single Select
1- Municipal Services	Roads ACT	MG Lyons Pty Ltd	Design and Documentation for Bridge Expansion Joint Program.	Mar-08	11,600	Open Tender
1- Municipal Services	Roads ACT	MG Lyons Pty Ltd	Bridge Joint Repair Program.	Jan-06	1160	Open Tender
1- Municipal Services	Roads ACT	Maunsell Aust P/L	Investigations of Bridge Structures.	Aug-07	14,000	Single Select
1- Municipal Services	Roads ACT	Maunsell Aust P/L	Stormwater Flooding Investigations.	Apr-07	137,797	Single Select
1- Municipal Services	Roads ACT	Michael Deane Fencing P/L	Various Guard-Rail and Fencing Works.	Jul-07	169,500	Open Tender
1- Municipal Services	Roads ACT	Norman James Young	Resealing Inspections and Designs South.	May-07	10,967	Single Select
1- Municipal Services	Roads ACT	Norman James Young	Resealing Inspections and Designs North.	May-07	13,203	Single Select
1- Municipal Services	Roads ACT	Northrop Engineers Pty Ltd	Streetlight Maintenance Supervision Contract.	Jan-01	270,682	Open Tender
1- Municipal Services	Roads ACT	Northrop Engineers Pty Ltd	Unsealed Roads Re-sheeting Program.	Nov-07	11,600	Open Tender
1- Municipal Services	Roads ACT	Northrop Engineers Pty Ltd	Stormwater Flooding Investigations.	Apr-08	27,480	Single Select
1- Municipal Services	Roads ACT	Northrop Engineers Pty Ltd	Yarralumla Bridge Decking Consultancy.	Feb-07	5917	Single Select
1- Municipal Services	Roads ACT	Parsons Brinckerhoff	Blackspot Investigations.	Dec-07	60,910	Select
1- Municipal Services	Roads ACT	Patches Asphalt	Asphalt Concrete Barton Highway.	May-07	105,050	Open Tender
1- Municipal Services	Roads ACT	Paul Abbey Constructions Pty Ltd	Bridge Expansion Joint Program.	Jul-05	2450	Open Tender
1- Municipal Services	Roads ACT	Paul Abbey Constructions Pty Ltd	Civil Works at Coulter Drive and Nettlefold Street.	Oct-07	27,999	Single Select



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Roads ACT	Paul Abbey Constructions Pty Ltd	Civil Works and Bridges Repairs.	Various	44,650	Single Select
1- Municipal Services	Roads ACT	Paw Stop P/L	Contract Labour Hire.	Jan-07	50,896	Single Select
1- Municipal Services	Roads ACT	Programmed Maintenance Services Ltd	Bridge Handrail Painting.	Nov-07	195,808	Open Tender
1- Municipal Services	Roads ACT	Rd Gossip Pty Ltd	On-Road Line Marking Improvements and Bicycle Lanes.	May-07	44,129	Select
1- Municipal Services	Roads ACT	Rd Gossip Pty Ltd	Miscellaneous Guide Signs Design.	Various	30,170	Single Select
1- Municipal Services	Roads ACT	Rd Gossip Pty Ltd	Minor New Works Design.	Dec-06	146,638	Select
1- Municipal Services	Roads ACT	Roads & Traffic Authority NSW	Road Condition Data Collection (Cracking).	Oct-06	26,356	Open Tender
1- Municipal Services	Roads ACT	Roads & Traffic Authority NSW	Benckleemann Beam Measurements.	Feb-08	4640	Single Select
1- Municipal Services	Roads ACT	SMEC Aust P/L	Stormwater Flooding Investigations.	Apr-07	13,840	Single Select
1- Municipal Services	Roads ACT	SMEC Aust P/L	Ad Hoc Bridge Loading Assessments for Dimensions and Mass Permits.	Jul-03	49,276	Single Select
1- Municipal Services	Roads ACT	VIC Roads	Pavement Surface Condition Assessment.	Sep-06	67,650	Open Tender
1- Municipal Services	Roads ACT	Wizard (Personnel & Office Services P/L)	Data Entry Contractors.	Jul-06	79,329	Select
1- Municipal Services	Roads ACT	Acclaim Contractors	Repair of Various Stormwater Assets.	Feb-08	80,583	Quotations
1- Municipal Services	Roads ACT	Act Earthmoving And Truck Repairs P/L	Hire of Plant and Equipment.	Dec-06	38,816	Quotations
1- Municipal Services	Roads ACT	Actew AGL Distribution	Provision of Maintenance Services for Stormwater Assets in the ACT.	Jul-01	3,759,537	Open Tender
1- Municipal Services	Roads ACT	Adecco Australia Pty Ltd	Contract Staff.	Jul-07	61,062	Quotations
1- Municipal Services	Roads ACT	Aust Grinding Company Pty Ltd	Footpath Grinding to Reduce Hazard.	Aug-06	412,650	Open Tender
1- Municipal Services	Roads ACT	Boss Haulage	Hire of Plant and Operator for Various Projects.	Jul-07	430,244	Quotations
1- Municipal Services	Roads ACT	Brown Consulting (ACT) P/L	Superintendence Services for Resurfacing Works and Gravel Re-sheet Works.	Feb-07	216,322	Open Tender

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Roads ACT	Canberra United Landscapers	Footpath Repairs.	Sep-06	96,461	Open Tender
1- Municipal Services	Roads ACT	Care Traffic Services	Traffic Management Services.	Apr-08	21,622	Quotations
1- Municipal Services	Roads ACT	CB Excavations P/L	Footpath Repairs and Associated Work to Maintain Assets.	Aug-06	745,653	Panel
1- Municipal Services	Roads ACT	Civil Documentation Services	Minor Civil Designs.	Jul-07	23,640	Quotations
1- Municipal Services	Roads ACT	CL and S Pty Ltd	Pavement Marking.	Jan-08	143,813	Open Tender
1- Municipal Services	Roads ACT	Complete Civil P/L	Various Minor Earthworks.	Sep-07	75,972	Quotations
1- Municipal Services	Roads ACT	Contour Constructions Civil and Landscape	Asphalt Path Rehabilitation.	Apr-07	111,651	Open Tender
1- Municipal Services	Roads ACT	Cord Excavations Pty Ltd	Asphalt Path Rehabilitation.	Apr-07	142,198	Open Tender
1- Municipal Services	Roads ACT	Dale and Hitchcock Civil Engineering and Landscaping	Gravel Re-sheet on Rural Roads.	Oct-06	271,640	Open Tender
1- Municipal Services	Roads ACT	Dale and Hitchcock Civil Engineering and Landscaping	Various Minor Earth-moving Works/ Grading.	Jul-07	952,048	Quotations
1- Municipal Services	Roads ACT	Dale and Hitchcock Civil Engineering and Landscaping	Removal of Dead and Dangerous Trees Stage 4 and Cleanup.	Jun-07	640,220	Open Tender
1- Municipal Services	Roads ACT	Deeble B and C P/L	Earthmoving Works and Grading on Unsealed Roads.	Apr-08	143,378	Open Tender
1- Municipal Services	Roads ACT	Downer Edi Works Pty Ltd	Profiler/Sweeper Hire for Various Projects.	Jul-07	192,754	Quotations
1- Municipal Services	Roads ACT	Downer Edi Works Pty Ltd	Reseal Contract, Asphalt Contract and Thin Open-graded Asphalt Surfacing of ACT Roads.	Oct-07	7,121,639	Open Tender
1- Municipal Services	Roads ACT	GD Samaritan Service	Various Path Repairs.	Jul-07	47,282	Quotations
1- Municipal Services	Roads ACT	Geoff Hewatt Grader Hire	Maintenance of Plant and Equipment.	Jul-07	137,406	Quotations
1- Municipal Services	Roads ACT	GK Ellery and Assoc Pty Ltd	Various Stormwater Investigations.	Jul-07	71,536	Quotations
1- Municipal Services	Roads ACT	Go Traffic	Traffic Management Services.	Jul-07	200,173	Open Tender
1- Municipal Services	Roads ACT	Hadoat Pty Ltd	Repair of Various Stormwater Assets.	Feb-08	32,000	Quotations

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Roads ACT	Hennes Concrete Contractors	Footpath Repairs and Associated Work to Maintain Assets.	Jul-06	738,558	Panel
1- Municipal Services	Roads ACT	Huon Management Services Pty Ltd	Pavement Rehabilitation.	Apr-07	1,289,525	Open Tender
1- Municipal Services	Roads ACT	Irwin and Hartshorn Pty Ltd	Plant Hire.	Sep-07	40,293	Quotations
1- Municipal Services	Roads ACT	ITEC	Contract Labour Hire.	Sep-07	25,667	Quotations
1- Municipal Services	Roads ACT	Kuna Contractors P/L	Footpath and Associated Repair Works.	Mar-07	299,430	Panel
1- Municipal Services	Roads ACT	Lines Signs and Pavements Pty Ltd	Line Marking.	Jul-07	420,474	Open Tender
1- Municipal Services	Roads ACT	Menai Line marking Services	Line Marking.	Mar-08	31,711	Open Tender
1- Municipal Services	Roads ACT	Michael Deane Fencing P/L	Guardrail and Fencing Works.	Jul-07	77,200	Open Tender
1- Municipal Services	Roads ACT	Michael Loneran	Various Fencing Works.	Jul-07	32,639	Quotations
1- Municipal Services	Roads ACT	Northrop Engineers Pty Ltd	Stormwater Investigations.	Oct-07	29,845	Quotations
1- Municipal Services	Roads ACT	Patches Asphalt	Various Path Repairs.	Nov-06	326,420	Quotations
1- Municipal Services	Roads ACT	Paul Abbey Constructions Pty Ltd	Footpath Repairs and Associated Work.	Aug-06	64,006	Open Tender
1- Municipal Services	Roads ACT	Rd Gossip Pty Ltd	Superintendence of Tree Removal Stage 3. Documentation of Griffith Paths Stage 1. Superintendence Griffith Paths Stage 1. Line Marking Measurement.	Oct-06	110,855	Open Tender
1- Municipal Services	Roads ACT	Sayers Aust P/L	Various Stormwater Works.	Dec-07	63,281	Quotations
1- Municipal Services	Roads ACT	Simeonov Civil Eng (ACT) P/L	Guide Sign Maintenance.	Apr-07	129,572	Open Tender
1- Municipal Services	Roads ACT	TMC Contractors Pty Ltd	Footpath Repairs and Associated Work to Maintain Assets.	Aug-06	520,546	Panel
1- Municipal Services	Roads ACT	Westaff Aust Pty Ltd	Contact Labour Hire.	Aug-04	64,764	Quotations
1- Municipal Services	Roads ACT	Woden Contractors Pty Ltd	Rural Grading.	Oct-05	135,842	Open Tender
1- Municipal Services	Roads ACT	Works Infrastructure	Plant Hire.	Jul-07	26,010	Quotations

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Sport and Recreation Services	McMahon's Lawn Turf and Maintenance Pty Ltd	Repairs and Maintenance - Grounds and Ovals.	Sep-06	53,461	Single select
1- Municipal Services	Sport and Recreation Services	Safetymakers Screenmakers P/L	Design, Supply and Installation of Signage at Various Venues, Design Work for Kids at Play-Custom-Vehicles, Development of Program-Specific Signage.	Jun-08	51,891	Single select
1- Municipal Services	Sport and Recreation Services	Smart Connection Co	Synthetic Turf Research and Protocol Tool Assessment.	Dec-07	22,840	Single select
1- Municipal Services	Sport and Recreation Services	Sports Turf New Zealand Ltd	Consultancy and Testing Services – Best-Use Modelling, Australia.	Dec-07	64,070	Single select
1- Municipal Services	Sport and Recreation Services	Turf Management Aust Pty Ltd	Verti Draining and Oval Maintenance.	Jul-07	39,480	Single select
1- Municipal Services	Sustainability Programs and Projects	ACT Recycling Pty Ltd	Recycling Services.	Jun-07	467,255	Open Tender
1- Municipal Services	Sustainability Programs and Projects	Adelaide Research and Innovation Pty Ltd	Genetic Diversity Threatened Fish Macquarie Perch. Collaborative Research Agreement.	Jul-07	38,833	Single Select
1- Municipal Services	Sustainability Programs and Projects	Beemak Enterprises	Blackberry Control.	Jul-07	57,049	Open Tender
1- Municipal Services	Sustainability Programs and Projects	Canberra Sand and Gravel P/L	Garden Waste Acceptance, Processing and Marketing Services.	Aug-01	209,317	Open Tender
1- Municipal Services	Sustainability Programs and Projects	Chemisal P/L	Chemical Waste Disposal.	Various	102,765	Quotations
1- Municipal Services	Sustainability Programs and Projects	Cleanaway	Domestic Waste and Recycling Materials Collection Services.	Oct-02	8,366,718	Open Tender
1- Municipal Services	Sustainability Programs and Projects	Corkhill Bros	Garden Waste Acceptance, Processing and Marketing Services.	Aug-01	362,586	Open Tender
1- Municipal Services	Sustainability Programs and Projects	Corkhill Bros	Hire of Dozer – Mugga Lane.	May-08	22,597	Select



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Sustainability Programs and Projects	Ecowise Environmental (Victoria) Pty Ltd	Development of ACT Salinity and Hydrology Models.	Jan-07	77,210	Open Tender
1- Municipal Services	Sustainability Programs and Projects	Effective People	Contract Labour Hire.	Jul-07	96,863	Single Select
1- Municipal Services	Sustainability Programs and Projects	Emma Humphreys	Professional Consultancy Services.	Jul-07	52,438	Select
1- Municipal Services	Sustainability Programs and Projects	Energy Strategies	Provision of Energy Advisory and Audit Services.	Jul-07	375,472	Select
1- Municipal Services	Sustainability Programs and Projects	FTJ Forestry Services	Planting Native Trees, Pine Regeneration Thinning and Blackberry Control.	Jul-06	125,924	Open Tender
1- Municipal Services	Sustainability Programs and Projects	J and S Finch	Weed Spraying and Blackberry Control.	Jul-07	22,120	Open Tender
1- Municipal Services	Sustainability Programs and Projects	Landloch Pty Ltd	Lower Cotter Catchment Project.	Feb-08	34,960	Quotations
1- Municipal Services	Sustainability Programs and Projects	Macdonald Consulting	Professional Consultancy Services.	Jul-07	43,655	Select
1- Municipal Services	Sustainability Programs and Projects	Marsden Jacob Associates Pty Ltd	Review of the <i>Nature Conservation Act 1980</i> .	Jun-07	22,727	Open tender
1- Municipal Services	Sustainability Programs and Projects	McLachlan and Sons	Pine Wilding, Control and Removal.	Jul-06	63,695	Open Tender
1- Municipal Services	Sustainability Programs and Projects	Rodney's Nursery	Garden-Smart Services and Project Management Fees.	Jul-07	179,828	Select
1- Municipal Services	Sustainability Programs and Projects	Salient Solutions Australia Pty Ltd	CSIRO Canberra Integrated Waterways Workshop and Draft Final Report for Canberra Urban Waterways Project.	Dec-07	25,970	Single Select
1- Municipal Services	Sustainability Programs and Projects	Samarkos Earthmoving P/L	Recycling Services.	Jun-07	362,500	Open Tender
1- Municipal Services	Sustainability Programs and Projects	State Super Financial Services Limited	Superannuation Relating to Consultancy Services.	Jul-07	51,447	Select



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
1- Municipal Services	Sustainability Programs and Projects	Thiess Services P/L	Provision of Services Relating to the Operation of the Mugga Lane Landfill, the Materials-Recycling Facility at Hume and the Mitchell Resource Management Centre.	Jun-07	3,784,697	Open Tender - Landfill Single select - weighbridge
1- Municipal Services	Sustainability Programs and Projects	University of Technology, Sydney	Data Analysis - Savings Evaluation Project.	Sep-07	40,000	Select
1- Municipal Services	Sustainability Programs and Projects	Willow and Environmental Management Services	Willow Control.	Mar-07	101,227	Single Select
1- Municipal Services	Transport Regulation and Planning	Adept Business Control Pty Ltd	Contract Labour Hire.	Jun-07	63,419	Select
1- Municipal Services	Transport Regulation and Planning	Effective People P/L	Contract Labour Hire.	Jul-07	88,461	Select
1- Municipal Services	Transport Regulation and Planning	Freebott Pty Ltd	Road Ready Learner Licence Course to Non-School Applicants, Road Rules Knowledge Tests and Optional Road-Ready Plus Course.	Apr-05	48,903	Open Tender
1- Municipal Services	Transport Regulation and Planning	GKYInternet	Hosting and Maintenance of Road Ready Website.	Aug-07	31,837	Select
1- Municipal Services	Transport Regulation and Planning	IMIS Pty Ltd	Evaluation of TravelSmart Program.	Aug-06	81,644	Select
1- Municipal Services	Transport Regulation and Planning	Queensland Transport	Long-term Monitoring and Coordination of the TravelSmart Project.	Aug-07	80,000	Select
1- Municipal Services	Transport Regulation and Planning	Stay Upright Motorcycle Techniques	Rider Training Courses, Provisional Licence Assessment.	Apr-04	34,541	Open Tender
1- Municipal Services	Transport Regulation and Planning	Steer Davies Gleave Aust	Delivery of TravelSmart Program.	May-06	64,000	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Australia Pty Ltd	Contract Labour Hire.	Jul-07	12,867	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Australia Pty Ltd	Contract Labour Hire.	Jul-07	13,324	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Australia Pty Ltd	Contract Labour Hire.	Sept-07	20,561	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Australia Pty Ltd	Contract Labour Hire.	Feb-08	26,107	Select



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1- Municipal Services	Transport Regulation and Planning	Adecco Australia Pty Ltd	Contract Labour Hire.	Jun-07	36,267	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Australia Pty Ltd	Contract Labour Hire.	Oct-07	5646	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Australia Pty Ltd	Contract Labour Hire.	Jun-07	17,662	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Industrial Pty Ltd	Contract Labour Hire.	Nov-07	29,855	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Industrial Pty Ltd	Contract Labour Hire.	May-08	8068	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Industrial Pty Ltd	Contract Labour Hire.	Nov-07	1573	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Industrial Pty Ltd	Contract Labour Hire.	Apr-08	9759	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Industrial Pty Ltd	Contract Labour Hire.	May-08	839	Select
1- Municipal Services	Transport Regulation and Planning	Adecco Industrial Pty Ltd	Contract Labour Hire.	Nov-07	23,735	Select
1- Municipal Services	Transport Regulation and Planning	Aspect Traffic	Supply and Installation of Speed-Detection Devices in the ACT.	Jun-06	170,859	Open tender
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Jul-07	66,574	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Jul-07	58,964	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Jul-07	39,456	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Sept-07	30,092	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Nov-07	38,588	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Apr-08	10,422	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	May-07	6830	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Jun-07	8964	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Nov-07	8972	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Aug-07	62,939	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Sept-07	24,973	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Sept-07	30,097	Select

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1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Nov-07	6177	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Apr-08	9301	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Mar-08	18,841	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Jan-08	25,506	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Jun-07	22,383	Select
1- Municipal Services	Transport Regulation and Planning	Effective People	Contract Labour Hire.	Sept-07	22,977	Select
1- Municipal Services	Transport Regulation and Planning	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul-07	137,323	Single Select
1- Municipal Services	Transport Regulation and Planning	RB and R Daintree P/L	Supply of Locksmith and Security Services.	Aug-06	20,135	Select
1- Municipal Services	Transport Regulation and Planning	Velvet Ruby P/L	Maintenance and Program Adjudication System and Other Related Communication System to Red-Light and Speed Cameras.	Aug-03	52,479	Single Select
2 - Enterprise Services	Australian Capital Tourism	Aust Temporary Fencing Pty Ltd	Fencing Floriade.	Jul-07	26,416	Select
2 - Enterprise Services	Australian Capital Tourism	BDW Special Events Management	Events Management Tourism Awards.	May-05	83,031	Open Tender
2 - Enterprise Services	Australian Capital Tourism	Bruceworks Pty Ltd	Landscaping Canberra and Region Visitor Centre.	Jun-06	31,770	Open Tender
2 - Enterprise Services	Australian Capital Tourism	City Group P/L	Cleaning Canberra and Region Visitor Centre.	Dec-06	23,894	Open Tender
2 - Enterprise Services	Australian Capital Tourism	Earthcheck Pty Ltd	Develop Five-Year Strategic Plan for Tourism.	Apr-08	31,760	Open Tender
2 - Enterprise Services	Australian Capital Tourism	Day Hodge and Assoc	Management of Brindabella Challenge.	Dec-06	23,136	Select
2 - Enterprise Services	Australian Capital Tourism	Effective People	Contract Labour Hire.	Jul-07	48,900	Quotations
2 - Enterprise Services	Australian Capital Tourism	Enviro-Friendly Waste Management P/L	Waste Removal Floriade.	Apr-08	28,490	Open Tender
2 - Enterprise Services	Australian Capital Tourism	Ernst and Young	Event Evaluation.	Jan-08	33,681	Select
2 - Enterprise Services	Australian Capital Tourism	First Aid Services Ind Paramedics Aust	First Aid Services at Floriade.	Apr-08	28,281	Select



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2 - Enterprise Services	Australian Capital Tourism	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Apr-08	31,409	Quotations
2 - Enterprise Services	Australian Capital Tourism	Morris Walker Pty Ltd	Public Relations Floriade Rally.	Mar-08	118,011	Select
2 - Enterprise Services	Australian Capital Tourism	Roy Morgan Research Ltd	Research Surveys.	Jan-08	47,624	Select
2 - Enterprise Services	Australian Capital Tourism	SNP Security	Security Floriade.	Aug-07	142,252	Open Tender
2 - Enterprise Services	Australian Capital Tourism	Travel Management Services	Contract Labour Hire.	Feb-08	38,357	Quotations
2 - Enterprise Services	Australian Capital Tourism	XCOM Media Pty Ltd	Marketing On-line and E-Strategy.	Mar-08	21,377	Quotations
2 - Enterprise Services	Australian Capital Tourism	Xodus Pty Ltd	Tourism Representative in SE Asia.	Jul-07	157,441	Single Select
2 - Enterprise Services	Australian Capital Tourism	Zoo Communications Pty Ltd	Advertising and Marketing Services.	Mar-07	544,176	Open Tender
2 - Enterprise Services	Capital Linen Service	Colleys Dry-cleaning Maintenance	Laundry Maintenance Services.	Jul-07	82,487	Quotations
2 - Enterprise Services	Capital Linen Service	Jobwire	Provision of Laundry Production Staff.	Jul-07	632,116	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Aris Building Services Pty Ltd	Building Repairs and Maintenance.	Jul-07	2,155,246	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	SMI Fitout Pty Ltd	Building Fire Services Maintenance.	Apr-06	1,397,363	Open Tender
2 - Enterprise Services	Facilities Management – ACT Property Group	Q Commercial Carpets	Carpet and Tiles Supply and Installation.	Jul-07	928,940	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Monarch Building Solutions	Building Repairs and Maintenance.	Jul-07	826,172	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Drain King (ACT) Pty Ltd	Plumbing Repairs and Maintenance.	Jul-07	717,450	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	GG Plumbing Corporation	Plumbing Repairs and Maintenance.	Jul-07	690,181	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Radmo Constructions Pty Ltd	Building Repairs and Maintenance.	Jul-07	663,372	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Leaves Away	Ground Maintenance.	Jul-07	604,076	Quotations

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2 - Enterprise Services	Facilities Management – ACT Property Group	General Lighting Services	Lighting and Electrical Repairs and Maintenance.	Sep-07	561,495	Open Tender
2 - Enterprise Services	Facilities Management – ACT Property Group	Robson Laboratories Pty Ltd	Hazmat Services.	Jul-07	530,294	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Picasso Construction Pty Limited	Building Repairs and Maintenance.	Jul-07	431,953	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Nausiti Pty Ltd	Painting Repairs and Maintenance.	Jul-07	424,800	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	FMS (ACT) Pty Ltd	Boiler Repairs and Maintenance.	Jul-07	407,949	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Magro Constructions Pty Ltd	Building Repairs and Maintenance.	Jul-07	398,828	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Ecowise Services Aust P/L	Electrical Repairs and Maintenance.	Jul-07	379,556	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Shane's Glass	Window Repairs.	Jul-07	346,169	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Affinity Electrical Technologies	Electrical Repairs and Maintenance.	Jul-07	311,196	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Perimetech Pty Ltd	Fencing Repairs and Maintenance.	Jul-07	300,966	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	LC Hughes and Co Pty Ltd	Building Repairs and Maintenance.	Jul-07	295,389	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Glendening Painting and Decorating Services Pty Ltd	Painting Services.	Jul-07	276,710	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Alpine Air-conditioning and Electrical Contractors	Air-Conditioning Repairs and Maintenance.	Jul-07	276,116	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Beaver Industries Pty Ltd	Building Repairs and Maintenance.	Jul-07	275,856	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	ACT Electrics Pty Ltd	Electrical Repairs and Maintenance.	Jul-07	273,390	Quotations

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
2 - Enterprise Services	Facilities Management – ACT Property Group	Prestige Paving and Landscaping	Building Repairs And Maintenance.	Jul-07	246,735	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Peter Ashley Electrical Services	Electrical Repairs and Maintenance.	Jul-07	239,716	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Existing Buildings Group Pty Ltd	Building Repairs and Maintenance.	Jul-07	237,883	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	ACT Boiler and Burner Services Pty Ltd	Building Repairs and Maintenance.	Jul-07	235,579	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Sure Safe Height Safety Solutions	Installation of Roof Safety Systems.	Jul-07	230,535	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Dale and Hitchcock Civil Engineering and Landscaping	Tennis and Basketball Court Refurbishments.	Jul-07	228,917	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Wormald Fire Systems	Fire Monitoring.	Nov-07	222,289	Open Tender
2 - Enterprise Services	Facilities Management – ACT Property Group	Balfron Removals	Furniture Removal.	Jul-07	206,234	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Classic Solutions	Asbestos Removal.	Jul-07	140,198	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Classic Solutions	Cleaning and Rubbish Removal Services.	Jul-07	60,636	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Canscape Landscaping	Building Repairs and Maintenance.	Jul-07	186,142	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Effective People	Contract Labour Hire.	Jul-07	34,711	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Effective People	Contract Labour Hire.	Jul-07	5681	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Effective People	Contract Labour Hire.	Jul-07	2686	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Effective People	Contract Labour Hire.	Jul-07	30,185	Quotations

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
2 - Enterprise Services	Facilities Management – ACT Property Group	Effective People	Contract Labour Hire.	Jul-07	10,853	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Effective People	Contract Labour Hire.	Jul-07	25,991	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Effective People	Contract Labour Hire.	Jul-07	43,372	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Effective People	Contract Labour Hire.	Jul-07	24,024	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Effective People	Scribing Service.	Jul-07	5363	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Programmed Maintenance Services Ltd	Painting Repairs and Maintenance.	Jul-07	181,151	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	J and E Carpentry	Building Repairs and Maintenance.	Jul-07	179,909	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Cord Excavations Pty Ltd	Tennis and Basketball Court Refurbishments.	Jul-07	160,856	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Control and Electric Pty Ltd	Electrical Repairs and Maintenance.	Jul-07	156,772	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Thyssenkrupp Elevator	Lift Repairs and Maintenance.	Jul-07	156,243	Open Tender
2 - Enterprise Services	Facilities Management – ACT Property Group	Property Works	Building Assessments.	Jul-07	149,631	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	ACT Fencing and Metalwork	Tennis Court Fencing Repairs and Maintenance.	Jul-07	146,390	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	ADT Security-ACT	Security Monitoring.	Jul-07	142,303	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Hamson Constructions	Building Repairs and Maintenance.	Jul-07	139,284	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	MCM Group Pty Ltd	Painting Repairs and Maintenance.	Jul-07	139,200	Quotations



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
2 - Enterprise Services	Facilities Management – ACT Property Group	Discount Tree Services (ACT) Pty Ltd	Tree Audits.	Jul-07	136,476	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Summers Glass	Window Repairs.	Jul-07	134,207	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Dan and Dan Landscaping Pty Ltd	Landscaping Services.	Jul-07	130,965	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	RB and R Daintree P/L	Security Repairs and Maintenance.	Jul-07	125,871	Quotation
2 - Enterprise Services	Facilities Management – ACT Property Group	Budget Carpet Care	Carpet Repairs and Maintenance.	Jul-07	124,572	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Canopy Tree Experts	Tree Surgery.	Jul-07	124,340	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Corianton Management Services Pty Ltd	Contract Labour Hire.	Jul-07	121,918	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Ambride	Air-Conditioning Repairs and Maintenance.	Jul-07	118,925	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Bill Szydlak Architects Pty Ltd	Architectural Services.	Jul-07	83,071	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Bill Szydlak Architects Pty Ltd	Architectural Services.	Sep-07	32,896	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Bill Szydlak Architects Pty Ltd	Architectural Services.	Dec-07	1125	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Accurate Design and Constructions	Building Repairs and Maintenance.	Jul-07	109,431	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	EP and T Pty Ltd	Building Repairs and Maintenance.	Jul-07	108,885	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	King Air Pty Ltd	Installation of Cooling Systems.	Jul-07	106,620	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Bright Lights Electrical	Electrical Repairs and Maintenance.	Jun-07	102,253	Open Tender



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2 - Enterprise Services	Facilities Management – ACT Property Group	Environmental Plumbing Solutions (Aust) P/L	Plumbing Repairs and Maintenance.	Jul-07	99,414	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Pro-Tech Services Pty Ltd	Data and Electrical Repairs and Maintenance.	Jul-07	99,175	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	FM Projects Australia Pty Ltd	Macquarie Primary School – Refurbishments.	Jul-07	97,423	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Acclaim Contractors	Curtin Primary School – Stormwater Repairs.	Dec-07	92,958	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Contour Constructions Co	Asphalt Repairs And Maintenance.	Jul-07	91,250	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Scandia Flooring Pty Ltd	Floor Repairs and Maintenance.	Jul-07	90,650	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Peter Carrington and Associates	Architectural Services.	Jul-07	89,029	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	A and K Electrics	Building Repairs and Maintenance.	Jul-07	86,889	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Ruckschloss Consulting Pty Ltd	Architectural Services.	Jul-07	84,340	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Aust Pest Control Pty Ltd	Pest Control.	Jul-07	82,119	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Haden	Mechanical Repairs and Maintenance.	Jul-07	81,205	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Aura Sports Pty Ltd	Playground and Sports Equipment Installation.	Jul-07	80,520	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Sellick Consultants Pty Ltd	Engineering Assessments.	Jul-07	79,695	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Master Carpets (ACT) Pty Ltd	Carpet Supply and Installation.	Jul-07	78,500	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Steve Coombe	Fire Safety Surveys.	Jul-07	76,728	Quotations



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
2 - Enterprise Services	Facilities Management – ACT Property Group	Delta Diesel Services	Electrical Repairs and Maintenance.	Jul-07	76,583	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	P and L Joinery	Kitchens Supply and Installation.	Jul-07	74,208	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Paul Barnett Design Group Pty Ltd	Architectural Services.	Jul-07	69,051	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Caprice Kitchens and Joinery	Kitchens Supply and Installation.	Jul-07	66,895	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Hoods Carpet Court	Carpet Supply and Installation.	Jul-07	64,320	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Phase 4 Electrical	Electrical Repairs and Maintenance.	Jul-07	63,233	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Wilson Security	Security Monitoring.	Jul-07	60,122	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Services (ACT) Pty Limited	Garden Upgrades.	Jul-07	56,477	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Reclaim Industries Ltd	Softball Surfacing.	Jul-07	55,923	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Hydro Industries Pty Ltd	Chemicals and Legionella Testing.	Apr-07	54,940	Open Tender
2 - Enterprise Services	Facilities Management – ACT Property Group	Priority Roofing Services	Engineering Assessments.	Jul-07	52,850	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Stephen Sih	Consultant for Engineering Works.	Jul-07	51,695	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Larkin Industries	Building Repairs and Maintenance.	Jul-07	50,185	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Eric Martin and Associates	Heritage Audits.	Jan-08	48,700	Single Select
2 - Enterprise Services	Facilities Management – ACT Property Group	Co-ordinated Construction	Disabled Toilet Repairs and Maintenance.	Jul-07	48,659	Quotations

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2 - Enterprise Services	Facilities Management – ACT Property Group	Hennes Concrete Contractors	Building Repairs and Maintenance.	Jul-07	46,173	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Transform Building Solutions	Building Repairs and Maintenance.	Jul-07	45,240	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	R&B (EFM) Enterprises	Switchboard Repairs and Maintenance.	Jul-07	45,195	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Quality A Must	Building Repairs and Maintenance.	Jul-07	45,020	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Network Electrical Solutions P/L	Electrical Repairs and Maintenance.	Jul-07	44,679	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Dalkia Technical Services	Air-Conditioning Repairs and Maintenance.	Jul-07	43,741	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Territory Turf and Horticulture	Landscaping Services.	Jul-07	43,568	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Nautilus Refrigeration and Air Conditioning	Air-Conditioning Repairs and Maintenance.	Jul-07	39,657	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Vogue Pergolas	Pergola Repairs and Maintenance.	Jul-07	37,025	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Lines Signs and Pavements Pty Ltd	Signage.	Jul-07	36,819	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Jonocon Pty Ltd	Building Repairs and Maintenance.	Jul-07	36,164	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Elite Sound and Lighting	Albert Hall Audio and Stage Lighting Upgrade.	Jul-07	36,001	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Chubb Protective Services	Security Monitoring.	Jul-07	35,991	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	GK Ellery and Assoc Pty Ltd	Stormwater Repairs and Maintenance.	Jul-07	35,385	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	ACT Doorland	Door and Gate Repairs and Maintenance.	Jul-07	34,089	Quotations



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2 - Enterprise Services	Facilities Management – ACT Property Group	Masterbuilt Garages	Calwell High School – Installation of Roof Shelters.	Jul-07	34,004	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Canberra Filter Services Pty Ltd	Air-Conditioning Filter Supply.	Jul-07	32,870	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	The Blindman Co	Blind Repairs and Maintenance.	Jul-07	32,237	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Capital Boiler and Burner Services Pty Ltd	Boiler Repairs and Maintenance.	Jul-07	32,209	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	National Capital Group Pty Ltd	Building Repairs and Maintenance.	Jul-07	30,104	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	PM and AL Crowe	Bore Water Supply and Delivery.	Jul-07	28,230	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Carrier Air Conditioning Pty Ltd	Air-Conditioning Repairs and Maintenance.	Jul-07	27,746	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	A to Z Canvas Fabrication	Ginninderra College Sail Shade Installation.	Jul-07	27,273	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Aust Federal Police	Fire Alarm Monitoring.	Jul-07	26,421	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Grande Landscapes	Macquarie Primary School – Landscaping.	Jul-07	26,300	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Mac Joinery	Maribyrnong Primary School Joinery Services.	Jul-07	25,314	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Help Maintenance Services Pty Ltd	Building Repairs and Maintenance.	Jul-07	25,270	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Under Control Pty Ltd	Drain Repairs and Maintenance.	Jul-07	23,700	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Schindler Lifts Aust Pty Ltd	Lift Repairs And Maintenance.	Jul-07	23,521	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	ACME Roofing Industries	Building Repairs and Maintenance.	Jul-07	23,105	Quotations

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
2 - Enterprise Services	Facilities Management – ACT Property Group	Sita Environmental Solutions	Waste Removal.	Jul-07	23,037	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Discount Fencing and Watertanks	Building Repairs and Maintenance.	Jul-07	22,881	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	MBA Group Training (ACT) Inc	Contract Labour Hire.	Jul-07	22,226	Single select
2 - Enterprise Services	Facilities Management – ACT Property Group	Brindabella Plaster Linings	Albert Hall Plaster Repairs and Maintenance.	Jul-07	22,200	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Green Frog Solar and Electrical	Electrical Repairs and Maintenance.	Jul-07	21,691	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	John Skurr	Site Inspection and Structural Reports.	Jul-07	21,250	Quotations
2 - Enterprise Services	Facilities Management – ACT Property Group	Squig's Welding	Welding Services.	Jul-07	21,220	Quotations
2 - Enterprise Services	Property Management – ACT Property Group	Purdon Associates P/L	Investigation Into The Future Use of Community Facilities.	Aug-07	645,951	Open tender
2 - Enterprise Services	Property Management – ACT Property Group	Universal Office Cleaners Pty Ltd	Cleaning Services.	Jul-07	472,324	Open tender
2 - Enterprise Services	Property Management – ACT Property Group	National Cleaning Services Aust Pty Ltd	Cleaning Services.	Jul-07	399,378	Open tender
2 - Enterprise Services	Property Management – ACT Property Group	Spotless Berkeley Challenge	Cleaning Services.	Jul-07	371,380	Open tender
2 - Enterprise Services	Property Management – ACT Property Group	Matt Gillingham Cleaning Services	Cleaning Services.	Jul-07	329,012	Open tender
2 - Enterprise Services	Property Management – ACT Property Group	Fred's Express Cleaning Service	Cleaning Services.	Jul-07	169,015	Open tender
2 - Enterprise Services	Property Management – ACT Property Group	Chubb Protective Services	Security Services.	Jul-07	137,673	Open tender
2 - Enterprise Services	Property Management – ACT Property Group	Complete Cleaning Service	Cleaning Services.	Jul-07	114,517	Open tender

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
2 - Enterprise Services	Property Management - ACT Property Group	Allcorp Property Services	Cleaning Services.	Jul-07	112,811	Open tender
2 - Enterprise Services	Property Management - ACT Property Group	Faraj Cleaning Services	Cleaning Services.	Jul-07	92,207	Open tender
2 - Enterprise Services	Property Management - ACT Property Group	ISS Washroom Services	Cleaning Services.	Jul-07	69,694	Open tender
2 - Enterprise Services	Property Management - ACT Property Group	City Reflections Pty Ltd	Cleaning Services.	Jul-07	68,289	Open tender
2 - Enterprise Services	Property Management - ACT Property Group	City Group P/L	Cleaning Services.	Jul-07	66,287	Open tender
2 - Enterprise Services	Property Management - ACT Property Group	Pink Healthcare Services	Cleaning Services.	Jul-07	64,680	Open tender
2 - Enterprise Services	Property Management - ACT Property Group	Wilson Parking	Security Services.	Jul-07	63,795	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	SITA Aust	Waste Removal.	Jul-07	61,162	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	Cleanaway	Waste Removal.	Jul-07	43,833	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	Condor Cleaning Pty Ltd	Cleaning Services.	Jul-07	42,419	Open tender
2 - Enterprise Services	Property Management - ACT Property Group	Canberra Consulting	Contract Labour Hire.	Jul-07	40,600	Single select
2 - Enterprise Services	Property Management - ACT Property Group	Robson Laboratories Pty Ltd	Hazmat Services.	Jul-07	38,444	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	Canberra Commercial Waste	Waste Removal.	Jul-07	33,595	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	RB and R Daintree P/L	Security Services.	Jul-07	30,579	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	Eric Martin and Associates	Heritage Audit.	Jan-08	30,000	Single select

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
2 - Enterprise Services	Property Management - ACT Property Group	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul-07	8320	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul-07	2710	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul-07	16,330	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	General Lighting Services	Repairs and Maintenance of Building Lighting.	Jul-07	24,540	Quotations
2 - Enterprise Services	Property Management - ACT Property Group	Prestige Cleaning Services Pty Ltd	Cleaning Services.	Jul-07	22,685	Open tender
2 - Enterprise Services	Property Management - ACT Property Group	GHD Pty Ltd	Asbestos Management Plan.	Jul-07	22,192	Open tender
2 - Enterprise Services	Territory Venues and Events	ACT Cricket Association	Ground Maintenance.	Jul-07	224,671	Open Tender
2 - Enterprise Services	Territory Venues and Events	All Leisure Hospitality	Internal Catering Contract.	Jan-07	491,871	Open Tender
2 - Enterprise Services	Territory Venues and Events	Aust Federal Police	Police Services for Events.	Jul-07	37,951	Select
2 - Enterprise Services	Territory Venues and Events	Broadlex Services	Pre/Post Event Cleaning Services.	Feb-06	316,789	Open Tender
2 - Enterprise Services	Territory Venues and Events	Bullmore Rural	Fencing Services.	Jul-07	30,480	Quotations
2 - Enterprise Services	Territory Venues and Events	City Rise Contractors	Concreting Services.	Jul-07	82,390	Quotations
2 - Enterprise Services	Territory Venues and Events	Compu-Terra Solutions	IT Support.	Sep-07	53,769	Select
2 - Enterprise Services	Territory Venues and Events	Dale and Hitchcock	Removal of Earthworks - Stromlo Forest Park.	Jul-07	109,417	Quotations
2 - Enterprise Services	Territory Venues and Events	Ecowise	Supply of Temporary Power on Game Days - Manuka Oval.	Jul-07	59,621	Quotations
2 - Enterprise Services	Territory Venues and Events	F and R Events	Game Day Customer Service - Manuka Oval.	Jul-07	28,454	Quotations
2 - Enterprise Services	Territory Venues and Events	FTJ Forestry	Pine Tree Removal - Stromlo Forest Park.	Jul-07	68,693	Quotations
2 - Enterprise Services	Territory Venues and Events	Hewatt Earthworks	Earthwork Removal - Stromlo Forest Park.	Jul-07	45,810	Quotations
2 - Enterprise Services	Territory Venues and Events	HG Turf	Turf Services.	Jan-06	38,309	Select



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
2 - Enterprise Services	Territory Venues and Events	Hirotec Maintenance	Repairs and Maintenance.	Dec-07	371,716	Open Tender
2 - Enterprise Services	Territory Venues and Events	Monstavision	Video Replay Board Support.	Jul-07	171,589	Select
2 - Enterprise Services	Territory Venues and Events	Palmer's TV	Television Maintenance and Repairs.	Jul-07	20,373	Quotations
2 - Enterprise Services	Territory Venues and Events	Pathway Communications	Telecommunication Services.	Jul-07	22,567	Quotations
2 - Enterprise Services	Territory Venues and Events	Sanmore Consulting	Specialist Project Advice.	Jul-05	43,526	Select
2 - Enterprise Services	Territory Venues and Events	Signs Letters N Lines	Road Signage.	Jul-07	21,717	Quotations
2 - Enterprise Services	Territory Venues and Events	SITA	Waste Removal.	Jul-07	32,905	Quotations
2 - Enterprise Services	Territory Venues and Events	SNP Security	Event Security/Lockup Services.	Apr-08	556,004	Open Tender
2 - Enterprise Services	Territory Venues and Events	Sound Advice	Sound Augmentation/ Event AV and Equipment Hire.	Apr-05	151,340	Open Tender
2 - Enterprise Services	Territory Venues and Events	Sports Video Services	Game Day Recording.	Jul-07	25,132	Select
2 - Enterprise Services	Territory Venues and Events	Stadium Turf Management	Turf Maintenance.	Nov-07	397,776	Select
2 - Enterprise Services	Territory Venues and Events	Stokes Agricultural	Weed Spraying - Stromlo Forest Park.	Jul-07	54,120	Quotations
2 - Enterprise Services	Territory Venues and Events	World Trails	Mountain Bike Trail Consultation at Stromlo Forest Park.	Jul-07	86,589	Select
2 - Enterprise Services	Yarralumla Nursery	Koomarri	Potting and Plant Maintenance.	Jul-07	62,300	Single Select
2 - Enterprise Services	Yarralumla Nursery	Vedior (Select)	Contract Labour Hire.	Jul-07	294,152	Quotations
2 - Enterprise Services	Yarralumla Nursery	Drake	Contract Labour Hire.	Jul-07	23,092	Quotations
2 - Enterprise Services	Yarralumla Nursery	Henry and Linda Olsen	Potting and Plant Propagation.	Jul-07	28,983	Single Select
Territorial	Territorial	Warren Nicholls	Project Management and Writing for 2007 State of the Environment Report.	Jan-08	49,500	Single Select
Territorial	Territorial	Wizard (Personnel and Office Services P/L)	Administrative Support for Grasslands Investigation.	Dec-07	37,016	Single Select
Territorial	Territorial	Lenore Coltheart	Writing for 2007 State of the Environment Report.	Apr-08	27,788	Single Select



Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type
Territorial	Territorial	Communication Breakthrough	Website Update and Biodiversity Issues Paper.	Jul-07	26,900	Single Select
1 – Public Transport	ACTION	Indec Consulting	Benchmarking Report.	May-07	21,800	Single Select
1 – Public Transport	ACTION	Integral Services Group Pty Ltd	Data Survey for Network Design.	Jul-07	90,909	RFT
1 – Public Transport	ACTION	Indec Consulting	Fleet Replacement Strategy.	May-07	62,050	Single Select
1 – Public Transport	ACTION	McCormick Rankin	Comprehensive Network Service Design.	Sep-07	39,399	Single Select
1 – Public Transport	ACTION	Walter Turnbull	Feasibility Study Ticketing System.	May-07	133,159	RFT
1 – Public Transport	ACTION	Connell Wagner Pt	CCTV Design and Consulting.	Sep-07	32,000	RFT

### Select and Single Select Procurements Over \$100,000

Output	Business Unit	Contractor/Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type	Reason for Select Tender
1- Municipal Services	Corporate	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul- 07	102,388	Select	Availability and required qualifications and skills.
1- Municipal Services	Environment Protection and Heritage	Ecowise Environmental Pty Ltd	Water and Steam Gauge Monitoring and Supply and Installation of Sensors.	Jul-07	251,615	Single Select	Speciality equipment compatible with existing infrastructure.
1- Municipal Services	Environment Protection and Heritage	Ewater Centre	Indirect Portable Use Contract and Participant Contribution 2007-08.	Sep-05	230,000	Single Select	Long standing contractual agreement between ACT Government, EWATER and other entities.
1- Municipal Services	Environment Protection and Heritage	Professional Careers Aust	Contract Labour Hire.	Jul-07	105,217	Single Select	Limited field of archaeological, architectural and heritage expertise available.

Output	Business Unit	Contractor/ Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type	Reason for Select Tender
1- Municipal Services	Parks, Conservation and Lands	Adecco Australia Pty Ltd	Contract Labour Hire.	Jul-07	1,715,197	Single select	The agency was able to source the most suitable applicants at the time of recruitment.
1- Municipal Services	Parks, Conservation and Lands	Adecco Industrial Pty Ltd	Contract Labour Hire.	Jul-07	2,650,764	Single select	The agency was able to source the most suitable applicants at the time of recruitment.
1- Municipal Services	Parks, Conservation and Lands	Effective People	Contract Labour Hire.	Jul-07	439,730	Single select	The agency was able to source the most suitable applicants at the time of recruitment.
1- Municipal Services	Parks, Conservation and Lands	Forest Air Helicopters	Uriarra - Chemical Spraying and Aerial Boron Fertiliser Application.	Mar-08	143,305	Single Select	Only supplier with appropriate handling, storage application, and monitoring systems for granular herbicide. Competitive supply arrangements with appropriate forestry weedicide and fertiliser providers.
1- Municipal Services	Parks, Conservation and Lands	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul-07	161,679	Single select	The agency was able to source the most suitable applicants at the time of recruitment.
1- Municipal Services	Parks, Conservation and Lands	Koomarri	Contract Labour Hire.	Aug-07	224,169	Single select	The agency was able to source the most suitable applicants at the time of recruitment.
1- Municipal Services	Parks, Conservation and Lands	Skilled Engineering Ltd	Contract Labour Hire.	Jul-07	154,725	Single select	The agency was able to source the most suitable applicants at the time of recruitment.
1- Municipal Services	Parks, Conservation and Lands	Vedior Asia Pacific Pty Ltd	Contract Labour Hire.	Jul-07	165,152	Single select	The agency was able to source the most suitable applicants at the time of recruitment.
1- Municipal Services	Roads ACT	Actew AGL Distribution	Surveillance of ACT Government Dams.	Dec-00	122,749	Single Select	Cabinet directive.
1- Municipal Services	Roads ACT	Actew AGL Distribution	Street Light Maintenance Contract.	Jan-01	5,176,838	Single Select	Cabinet directive.
1- Municipal Services	Roads ACT	Ecowise Environmental Pty Ltd	Operation and Maintenance of Hydrometric System.	Jul-00	169,488	Single Select	Specialist expertise.

Output	Business Unit	Contractor/ Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type	Reason for Select Tender
1- Municipal Services	Roads ACT	GHD Pty Ltd	Stormwater Flooding Investigations.	Apr-07	160,748.57	Single Select	Selected for urgent response to major storm damage. Subsequently engaged on select basis to carry out the detail design and documentation on cost-efficiency grounds.
1- Municipal Services	Roads ACT	Maunsell Aust P/L	Stormwater Flooding Investigations.	Apr-07	137,797	Single Select	Selected for urgent response to major storm damage. Subsequently engaged on select basis to carry out the detail design and documentation on cost-efficiency grounds.
1- Municipal Services	Roads ACT	RD Gossip Pty Ltd	Minor New Works Design.	Dec-06	146,638	Select	RD Gossip had won a competitive tender to undertake MNW investigations. It is more efficient and cost-effective to award the design of the recommendations of these investigations to the same consultant.
1- Municipal Services	Sustainability Programs and Projects	Energy Strategies	Provision of Energy Advisory and Audit services.	Jul-07	375,472	Select	Limited number of suitably qualified providers.
1- Municipal Services	Sustainability Programs and Projects	Rodney's Nursery	Garden-Smart Services and Project Management Fees.	Jul-07	179,828	Select	Continuity of service on transfer of pre-existing contract from ActewAGL.
1- Municipal Services	Sustainability Programs and Projects	Willow and Environmental Management Services	Willow Control.	Mar-07	101,227	Single Select	Only pre-qualified weed contractor available with specialised equipment to undertake the work in difficult terrain.
1- Municipal Services	Transport Regulation and Planning	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire.	Jul-07	137,323	Single Select	Specialist skills and knowledge of Rego.Act system.
2 - Enterprise Services	Australian Capital Tourism	Morris Walker Pty Ltd	Public Relations Floriade Rally.	Mar-08	118,011	Select	Availability and appropriate skill set.
2 - Enterprise Services	Australian Capital Tourism	Xodus Pty Ltd	Tourism Representative in SE Asia.	Jul 07	157,441	Single Select	Specialist expertise and local knowledge.

Output	Business Unit	Contractor/ Consultant	Description/Reason Contract Let	Approval Date	Actual Expenditure	Procurement Type	Reason for Select Tender
2 - Enterprise Services	Capital Linen Service	Jobwire	Provision of Laundry Production Staff.	Jul-07	632,116	Single Select	Availability of appropriate service skills range and access to broader network of suppliers.
2 - Enterprise Services	Territory Venues and Events	Monstavision	Video Replay Board Support.	Jul-07	171,589	Select	Product specific knowledge of Canberra Stadium Video Reply Board.
2 - Enterprise Services	Territory Venues and Events	Stadium Turf Management	Turf Maintenance.	Nov-07	397,776	Select	Skills, experience and expertise in delivering turf management to an international standard for major sporting events.

## For more information:

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## C.15 Community Grants/Assistance/Sponsorship

The following is a list of community grants, assistance and sponsorship provided by Territory and Municipal Services (TAMS) in 2007-08:

### Corporate Sponsorship

Recipient	Amount	Project Description
2050	\$500	<i>'2050' Built Environment Conference</i> 2050 is a national not-for-profit organisation that represents the future leaders involved in working towards a more sustainable built environment for Australia. The 2050 National Forum was conducted in Canberra from 15 to 17 November 2007 and focused on raising the issue of sustainable built environments in political agendas.
Australian and New Zealand Solar Energy Society	\$6600	<i>Sustainable House Day 2007</i> TAMS sponsored this event in Canberra on 8 and 9 September 2007. Tours of five schools, seven homes and an office building illustrated environmentally sustainable living. The event was sponsored given its strong association with the themes and goals outlined in the ACT Climate Change Strategy, Weathering the Change.
Master Builders Association (MBA) ACT	\$15,000	<i>Rent for Pre-Apprenticeship Training</i> The ACT MBA Group Training Skills Centre (which provides pre-apprenticeship training for school based students concentrating on 'kids at risk', who may not otherwise complete their education) re-located to the Fyshwick Depot in 2004. ACT Property Group reduced rent for MBA by \$15,000, in return for an 'in kind' sponsorship package for the department at the Master Builders Apprentice Awards.
Master Builders Association (MBA) ACT	\$3000	<i>Master Builders Awards (ACT)</i> TAMS provided corporate sponsorship for the Master Builders Awards on 27 June 2008. The Awards seek to acknowledge excellence in the building and construction industry, the winners of which go through to the prestigious National Awards. TAMS sponsored this event given its support of sustainable design.
RSPCA (ACT)	\$5000	<i>National Wildlife Rehabilitation Conference ACT 2008</i> The RSPCA (ACT) will host the National Wildlife Rehabilitation Conference in Canberra in July 2008. The Conference provides a forum for networking and learning about the latest scientific and practical information on rescue, rehabilitation and release of Australian native fauna.
RSPCA (ACT)	\$5000	<i>Million Paws Walk</i> TAMS was a corporate sponsor in the Million Paws Walk, held this year on Sunday 18 May 2008 at Stage 88 in Commonwealth Park. There are links between the two organisations, particularly as TAMS has carriage of Domestic Animal Services.
Special Olympics	\$1850	<i>Flag Raising</i> TAMS provided assistance for flags to be raised along main thoroughfares throughout Canberra that coincided with Special Olympics athletes' attendance at the games.

Recipient	Amount	Project Description
The Salvation Army	\$2145	<i>Flag Raising</i> TAMS provided assistance to the Salvation Army so that flags could be raised on flagpoles along major thoroughfares. The flags were designed to raise awareness for their Winter Appeal.
United Nations Association of Australia (ACT)	\$25,000	<i>'Switch to Green' Conference and Expo 2008</i> TAMS sponsored this event, held in Canberra in April 2008. It was co-hosted by the United Nations Association of Australia, the ACT Government, the Canberra Business Council and the Australian Conservation Council. Topics covered included shaping climate-friendly cities and living; solar energy and adopting global targets; and the ACT Government's Climate Change Strategy.

## Environment Grants

Recipient	Amount	Project Description
Australian Institute of Landscape Architects	\$11,255	<i>Vibrant Sustainable Communities</i> This project will create a web based database of case studies that detail sustainable community projects. It will provide the community with examples to assist with developing their own landscape improvement projects.
Australian Network for Plant Conservation Inc.	\$14,035	<i>Identifying Plants of Grassy Ecosystems Project</i> This project will deliver field-based workshops based over two days. It will provide training in plant identification in local native grasslands and grassy woodlands.
Canberra Indian Myna Action Group Inc.	\$14,784	<i>Minimising the Impact of Indian Mynas on ACT Biodiversity</i> This project aims to educate and engage local communities. It will fund a program that aims promote the protection of native birds and mammals from the threat posed by the introduced Indian Myna in the Canberra Region.
Concerned Residents of West Kambah	\$17,280	<i>Learning About Our Neighbourhood</i> This project will run six café-based functions for local community members. These functions will facilitate discussions addressing environmental concerns and the establishment of a sustainability and wellbeing precinct.
Conservation Council of the South East Region and Canberra Inc.	\$15,375	<i>ACT OtherWise – Youth Leadership for Sustainable Consumption</i> This funding will extend a youth capacity building program that trains young people to facilitate workshops, and also provides post-workshop support on sustainable consumption, environmental issues and individual lifestyle changes.

Recipient	Amount	Project Description
Environmental Defender's Office (ACT) Inc.	\$11,000	<i>ACT Environmental Law Community Education Project</i> This project will develop educational material, including fact sheets, and provide public seminars and workshops. This will introduce schools and community groups to information from the 2 <sup>nd</sup> edition of the ACT Environmental Handbook, which addresses sustainably developing and protecting our city.
Friends of Googong Foreshores Inc.	\$5000	<i>Googong Foreshores Understory Planting Project</i> This project will engage community members to re-vegetate three creek beds at the Googong Foreshores. This will aid with re-establishing wildlife corridors, riparian stabilisation and improving water quality.
Geological Society of Australia (ACT Division)	\$6000	<i>Canberra Region and Namadgi Park Guidebook</i> This project will produce a comprehensive geological guide to the geology and landforms of the Canberra region and Namadgi Park. The guidebook will be available for use by the community and secondary schools.
National Parks Association of the ACT Inc	\$5850	<i>NPA ACT Symposium 2008</i> This funding will provide support for the 2008 NPA ACT Symposium. The symposium will focus on the interconnected nature of the reserves and national parks in the ACT and south-eastern NSW, and will concentrate particularly on the issues raised by global warming.
Scouts ACT	\$2139	<i>Learning the Land</i> This project involves a weekend camp for Scouts ACT groups with presentations from environmental organisations. The scouts will then create a response to the weekend through painting, resulting in two public art exhibitions designed to raise public awareness.
SEE-Change Steering Group	\$42,000	<i>SEE-Change – Reducing our ecological footprint</i> This project will engage schools, colleges and at least 150 households across three suburbs. It will promote activities that will aid in reducing participants' ecological footprints and carbon emissions.
Youthhaven Horticulture Project Sponsored by Fusion Australia Ltd	\$15,000	<i>Aquaponics Pilot Project</i> This project will establish a valuable teaching tool that will introduce students to a working example of sustainable aquaponics in a cool climate.

## Heritage Grants

Recipient	Amount	Project Description
ACT Sailing Inc	\$6000	<i>Lake George to Lake Burley Griffin — The Canberra Yacht Club, 1959 to 1970</i> The first 10 years of the life of the Canberra Yacht Club will be researched and documented, comprising the first part of a longer term task to record its 50 year history, due in September 2009.

Recipient	Amount	Project Description
Ainslie Primary School and Ainslie School P&C Association	\$3409	<i>Protecting, Cataloguing and Displaying Ainslie School's Heritage Objects and Artefacts</i> Ainslie School has considerable heritage material, supportive of its heritage listing, dating back to the school's opening in 1927, which is not catalogued, sorted or adequately conserved. Funds will be used to purchase safe archival storage material and presentation products so that cataloguing can be undertaken by volunteers, with the help of University of Canberra Cultural Heritage Studies students.
Alan Foskett	\$10,000	<i>CAMPBELL – A Study of Settlement and Landscape Planning in Preparation for the Suburb's 50th Anniversary</i> This project will use archival research and oral testimony to produce a historical and interpretive report. This report will be able to be used by the local community to understand its surrounds and to help celebrate the 50 <sup>th</sup> anniversary of the establishment of the suburb of Campbell.
Canberra Archaeological Society	\$4400	<i>Crinigan's Hut Artefact Collection Study</i> Crinigan's Hut is listed on the ACT Heritage Register as an important reminder of early settlement representative of the history of Ginninderra. Artefacts were collected from the site when conservation work was undertaken. This study will provide an electronic inventory and record and assess its significance as a collection.
Canberra and District Historical Society Inc.	\$10,108	<i>Gateway to 2013 – Community access to Canberra history and heritage</i> This project will establish an effective framework to enable the Canberra community to access information about its history and heritage in the lead-up to the 2013 Centenary of the Naming of Canberra.
Church of St Andrew Canberra	\$4000	<i>Update of St Andrew's Presbyterian Church Conservation Management Plan</i> The existing Conservation Management Plan (CMP) was prepared in 1992. Funding will provide a required update of this CMP that will reflect legislative changes and work undertaken, and provide an effective framework for continued repair and maintenance of the church.
Community Partnership Projects	\$50,500	<i>2007 Celebrate Heritage Festival</i> The Canberra and Region Heritage Festival celebrates the importance of heritage to Canberra and its region. There are over 100 festival events that aim to raise community awareness of the ongoing need to conserve our natural, Aboriginal and historic heritage places and objects through active engagement and participation.
Community Partnership Projects	\$25,000	<i>2007 Heritage Advisory Service</i> This partnership provides funding for a free advisory service for owners of heritage places intending to alter or update their properties. The service responds to public requests and ensures that heritage values are considered early and sympathetically in a development proposal.
Community Partnership Projects	\$15,000	<i>Hands-on-History Educational Project</i> Hands-on History is a resource for humanities teachers funded through a 2004-05 ACT heritage grant as part of the Heritage Education in Schools project. The resource is now ready for distribution to ACT schools. This funding will facilitate professional development days to train teachers to apply the resource appropriately.



Recipient	Amount	Project Description
Community Partnership Projects	\$5000	<i>Archaeological GIS Analysis Project</i> This funding will provide for a retrospective GIS analysis of archaeological sites recorded in the Gungahlin residential areas. On completion, the retrospective GIS analysis will be able to be used to direct archaeological investigations and mitigation programs in other current and future developments in the ACT.
Community Partnership Projects	\$2000	<i>Raw Material Sourcing Study in the ACT</i> This study will identify the stone materials used for artefact production in the ACT and map sources in relation to known archaeological sites. The project also includes development of a reference collection to be used by Heritage Unit staff, consultant archaeologists and researchers to accurately identify materials and, in some cases, identify the actual material source used for artefact manufacture.
Community Partnership Projects	\$15,000	<i>Cultural Heritage Training for Representative Aboriginal Organisations</i> This partnership will fund a cultural heritage training program for Aboriginal people. The program will focus on reinforcing knowledge that they may already have and expanding on-site recording and risk mitigation skills for archaeological sites.
Community Partnership Projects	\$2030	<i>Aboriginal Archaeological Collections Audit</i> This funding will help organise, document and properly house the Aboriginal archaeological material collected from Aboriginal heritage sites, and implement the collection management requirements for this material.
Conservation Council of the South - East Region and Canberra	\$15,000	<i>Natural Heritage Citations Program – Round 4</i> This project will build on the previous three rounds of funded Natural Heritage Citations Programs. It will continue the preparation of citations that will contribute to a more comprehensive ACT Heritage Register, to adequately document places of natural heritage significance.
Conservation Council of the South - East Region and Canberra	\$8626	<i>ACT's Natural Heritage Treasures Online</i> This project will create an online resource to promote awareness of the ACT's natural heritage. It will include: fact sheets and resources about the flora, fauna and ecological communities of the ACT; the natural heritage sites listed on the Heritage Register; and teaching materials for greater student understanding of our unique natural heritage.
Cuppacumbalong Pty Ltd	\$3600	<i>Cuppacumbalong Homestead Garden Conservation Plan</i> A Garden Conservation Plan will be developed for the future management of the Cuppacumbalong Homestead garden. The plan will be a key tool in managing new and existing plantings that take into account historical background, drought tolerance and environmental requirements.
Downer Community Association	\$5000	<i>Protection and Interpretation of the Trees of the Former CS&amp;IR Experiment Station, Downer – Stage Two</i> This project will fund interpretative material on the history and value of the heritage listed trees of the former CS&IR Experiment Station in Downer, which are under threat from uncontrolled car parking. This is consistent with the management recommendations on the Heritage Register citation for the listed trees.

Recipient	Amount	Project Description
Elizabeth Burness	\$2300	<i>Pages of Early Canberra History – Fascinating stories from Canberra's rural past for ACT school children</i> Elizabeth Burness will research, write and illustrate a series of fact sheets for ACT students with accompanying information for teachers.
Heritage Emergency Fund	\$8442	This funding allocation will enable responses to urgent requests that may arise between formal funding rounds. In particular, this may include: <ul style="list-style-type: none"> <li>– projects to protect and conserve heritage places and objects under threat of imminent destruction</li> <li>– projects responding to unforeseen events such as bushfire and flooding</li> <li>– projects responding to age and infirmity, such as oral histories of prominent Canberra residents.</li> </ul>
National Trust of Australia (ACT)	\$8200	<i>Register of the National Estate – ACT locations on designated land</i> Amendments to the <i>Environmental Protection and Biodiversity Conservation Act</i> mean the Register of the National Estate will be devolved, leaving heritage-listed places located on Commonwealth-designated land in the ACT at risk of deficient legislative protection. This project will aid the National Trust in supporting the long-term preservation of these places.
National Trust of Australia (ACT)	\$8380	<i>Garden Landscape Plan for Rock Valley Homestead – Tidbinbilla</i> Rock Valley homestead was first built in the Tidbinbilla Valley by the Green family in 1895, and in the 1940's Eddy Green redesigned the grounds into an award-winning garden. The ACT Government is involved in restoration of the property after bushfire damage in 2003. This project will provide a landscape plan for the garden, based on known historical plantings and design.
National Trust of Australia (ACT)	\$8380	<i>Oral History of Eddy Green – Tidbinbilla pioneer</i> The Green family were pioneers of Tidbinbilla, having first selected land there in 1884. Their homestead, Rock Valley, is heritage listed by the ACT and by the National Trust. This project will provide an oral history of Eddy Green, an active member in the Tidbinbilla Pioneers Association.
National Trust of Australia (ACT)	\$3500	<i>Edlington Oral History – Transcription</i> In 2002 the ACT Heritage Grants Program funded the National Trust (ACT) project – An Oral History of the Edlington Family of Canberra. This project involved producing interviews with several members of the Edlington family on CD ROMs. The National Trust will finalise this project by developing a hard-copy and PDF copy of the interviews which can be readily used by researchers.
National Trust of Australia (ACT)	\$9425	<i>Living Image Library</i> This project will create a public photographic library that digitises historic photographs currently held in the collections of the National Trust (ACT) and those contributed by the community.

Recipient	Amount	Project Description
Royal Australian Institute of Architects (RAIA) ACT Chapter	\$6000	<i>Enrico Taglietti Monograph</i> A previous heritage grant funded the research, editing and design layout of a monograph on the life and work of Enrico Taglietti. This project will print and publish the monograph, which will contribute to a series of books, published by the RAIA ACT Chapter and ACT Heritage, on Canberra's significant 20th Century architects and architecture.
TC and SM Brogan	\$3000	<i>Assessment of Slab Huts 1 &amp; 2 of Gladesfield Homestead Complex</i> This project will engage the services of heritage experts to carry out assessment work on Slab Huts 1 and 2 on Block 51, Majura Valley, with a view to nomination for inclusion on the ACT Heritage Register. If the listing is successful, future restoration work will be carried out to ensure appropriate conservation of the Slab Huts.
Tharwa Public Hall Inc.	\$11,000	<i>Tharwa Public Hall Restoration Work</i> An updated Conservation Management Plan and urgent restoration project will ensure the protection of this significant historic building and continued community use.
13 <sup>th</sup> Canberra Scout Group	\$10,000	<i>Preservation of the Historic 13th Canberra Scout Hall – Restoration project</i> Funds will be used to maintain functionality, improve security and widen information on the historical significance of the hall, including its role as the dining hall for construction workers of old Parliament House. The project will include improving security equipment and internal fixtures with period-sympathetic materials.
13 <sup>th</sup> Canberra Scout Group	\$5700	<i>Preservation of the Historic 13th Canberra Scout Hall – Interpretation and CMP Project</i> A Conservation Management Plan will be developed to guide the completion of the restoration work, begun as part of another heritage grant received in the 2007–2008 program. This funding will also be used to construct informative signs from archive material and the assistance of historical groups.

## Australian Capital Tourism Events Assistance Program

The Australian Capital Tourism's Events Assistance Program (EAP) is a funding scheme designed to assist tourism events in the ACT (eg. those events that have the ability or potential to attract visitors from interstate or overseas). The objective of the EAP is to maximise visitor numbers and the associated positive impacts on the ACT economy.

Events funded through the 2007-08 Events Assistance Program (EAP) are as follows:

Event Name	Amount
ACT BMX Championships	\$5000
ACT Rifle Championships 2008	\$2000
Canberra Capital Triathlon Festival	\$8000
Canberra International Music Festival	\$8000
Canberra Junior Tennis Series	\$5000
Canberra Marathon	\$8000
Gymnastics National Clubs Championships 2007	\$5000
June Long Weekend Regional Girls Hockey Carnival 2008	\$6000
Kanga Cup International Youth Football Tournament*	\$60,000
Kookaburra Cup Cricket	\$5000
MTBA Australian Mountain Bike Championships*	\$20,000
National Capital DanceSport Championships*	\$22,000
National Folk Festival*	\$40,000
National Futsal Championships	\$15,000
Quikstix International Schools Cup Hockey 2007	\$5000
SCOTT Australian 24hr Mountain Bike Championships 2007	\$7000
Sri Chinmoy Triathlon Festival	\$5000
Tournament of Minds	\$5000

\* Events approved for multi-year funding

## Other Assistance from Australian Capital Tourism

Other assistance provided through Australian Capital Tourism in 2007-08 that does not fall under the EAP program is reported below:

Event Name	Amount
Australia Day in the National Capital	\$45,000
Australian Hotels Association (AHA – ACT Branch)	\$3000
Australian Science Festival	\$246,000
Canberra Convention Bureau	\$800,000
Capital Country Tourism	\$5000
Half Ironman Triathlon	\$24,000
National Capital Educational Tourism Project	\$200,00
Riesling Challenge	\$2000
Tourism Industry Council (TIC)	\$20,000
Tourism Snowy Mountains	\$5120

## Sport and Recreation Grants

Recipient	Amount	Project Description
ACHPER – ACT Branch	\$40,000	Schools Network Program
ACT and NSW Rugby Union	\$1000	Boys Indigenous Rugby Program
ACT and NSW Rugby Union	\$3000	Women's High Performance Coaching and Officiating Scholarship – Brumbies – Sarah Corrigan
ACT and NSW Rugby Union Ltd	\$42,000	Operational Assistance
ACT Athletics Association	\$1000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Gregory Hibberd
ACT Athletics Association	\$1500	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Damien Bowen

Recipient	Amount	Project Description
ACT Athletics Association	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Damien Bowen
ACT Athletics Association	\$2000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Lauren Boden
ACT Athletics Association	\$2000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Brendan Cole
ACT Athletics Association	\$3000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Richard Nicholson
ACT Athletics Association	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Richard Nicholson
ACT Athletics Association	\$3000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Melanie Kleeburg
ACT Athletics Association	\$3000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Martin Dent
ACT Athletics Association	\$2000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Lisa Corrigan
ACT Athletics Association	\$1000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Louise Ellery
ACT Athletics Association	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Louise Ellery
ACT Athletics Association	\$1000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Jennifer Bryce
ACT Athletics Association	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Jennifer Bryce
ACT Athletics Association	\$3000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Roy Daniel
ACT Athletics Association	\$14,000	Operational Assistance
ACT Athletics Association	\$500	World Mountain Running Championships – Switzerland – Trevor Jacobs
ACT Athletics Association	\$500	World Mountain Running Championships – Switzerland – Jackie Fairweather
ACT Athletics Association	\$500	World Mountain Running Championships – Switzerland – Stuart Doyle
ACT Athletics Association	\$500	World Mountain Running Championships – Switzerland – Scott McTaggart

Recipient	Amount	Project Description
ACT Athletics Association	\$500	World Mountain Running Championships – Switzerland – Vanessa Harverd
ACT Athletics Association	\$500	World Mountain Running Championships – Switzerland – Elizabeth Bennett
ACT Athletics Association	\$500	World Mountain Running Championships – Switzerland – Mark Bourne
ACT Athletics Association	\$500	World Mountain Running Championships – Switzerland – Simon Fairweather
ACT Badminton Association Inc	\$4000	Operational Assistance
ACT Baseball	\$1000	Facilities Plan Finalisation
ACT Baseball Association Inc	\$26,000	Operational Assistance
ACT Baseball Association Inc	\$1000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Michael Collins
ACT Baseball Association Inc	\$4546	Planning Report Block 32, Section 34
ACT Broomball Association Inc	\$2000	Operational Assistance
ACT Canine Association	\$6000	Operational Assistance
ACT Chess Association / ACT Junior Chess League	\$500	World Youth Chess Championships 2007 – Turkey – Emma Guo
ACT Chess Association / ACT Junior Chess League	\$250	World Youth Chess Championships 2007 – Turkey – Mirabelle Guo
ACT Companion Dog Club Inc	\$12,000	Lighting Project Stage 2
ACT Cricket Association Inc	\$3000	Women's High Performance Coaching and Officiating Scholarship – Anna Baker
ACT Cricket Association Inc	\$42,000	Operational Assistance
ACT Cricket Association Inc	\$2200	Upgrade of Cricket Training Nets at Aranda
ACT Cross Country Club	\$500	IAU 24-Hour World Challenge Championships – Canada – Martin Fryer
ACT Cycling Federation	\$26,000	Operational Assistance
ACT Cycling Federation	\$1000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Oenone Wood
ACT Cycling Federation	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Oenone Wood

Recipient	Amount	Project Description
ACT Cycling Federation	\$2000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Jane Armstrong
ACT Cycling Federation	\$1500	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Jane Armstrong
ACT Cycling Federation	\$1500	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Michael Milton
ACT Cycling Federation	\$1500	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Daniel Ellis
ACT Cycling Federation	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Daniel Ellis
ACT Equestrian Association Inc	\$6000	Operational Assistance
ACT Equestrian Association Inc	\$1500	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Rob Oakley
ACT Equestrian Association Inc	\$322,000	Drought Assistance – Creating four artificial arena surfaces
ACT Fencing Association Inc	\$2000	Operational Assistance
ACT Gridiron Inc	\$3000	Operational Assistance
ACT Gymnastic Association Inc	\$42,000	Operational Assistance
ACT Hang Gliding and Paragliding Association	\$2000	Operational Assistance
ACT Ice Dragons	\$4000	Club Expansion and Development
ACT Ice Hockey Association	\$500	International Ice Hockey Federation World Inline Championships – Munich – Jordan Gavin
ACT Ice Hockey Association	\$500	International Ice Hockey Federation World Inline Championships – Munich – Oliver Rozdarz
ACT Ice Hockey Association	\$500	International Ice Hockey Federation World Inline Championships – Munich – Stuart Phillips
ACT Ice Hockey Association Inc	\$4000	Operational Assistance
ACT Little Athletics Association Inc	\$14,000	Operational Assistance
ACT Men's Intellectually Disabled Basketball	\$1228	Funding assistance to attend Ivor Burge Championships in Albury – February 2008
ACT Monaro District Golf Association Inc	\$6000	Operational Assistance
ACT Motor Cycle Club	\$42,000	Drought Assistance – Increase capacity of dam, construct overflow dam, harvest storm water at Fairbairn Park complex
ACT Netball Association Inc	\$42,000	Operational Assistance



Recipient	Amount	Project Description
ACT Olympic Council Inc	\$50,000	Sponsorship 2008 Australian Olympic Team
ACT Pistol Association	\$4000	Operational Assistance
ACT Pistol Association	\$1500	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – James Nomarhas
ACT Pistol Association	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – James Nomarhas
ACT Rogaining Association Inc	\$4,000	Operational Assistance
ACT Rowing Association Inc	\$26,000	Operational Assistance
ACT Rowing Association Inc	\$3000	Women's High Performance Coaching and Officiating Scholarship – Tara Huntly
ACT Rowing Association Inc	\$4250	Increasing the Use of the Lake
ACT Showjumping Club Inc	\$2000	Show-jumping Timing Gear
ACT Small-bore Rifle Club	\$1000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Matt Inabinet
ACT Small-bore Rifle Club	\$2000	Target-scoring machine
ACT Small-bore Rifle Club	\$3000	2 <sup>nd</sup> Round Olympic/Paralympic Training Grants – Matt Inabinet
ACT Softball Association	\$42,000	Operational Assistance
ACT Softball Association	\$2000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Clare Warwick
ACT Softball Association	\$3000	Women's High Performance Coaching and Officiating Scholarship – Vikki Bingley
ACT Softball Association	\$4575	Indigenous Softball Program
ACT Softball Association	\$13,500	Diamond and public walkway refurbishment
ACT Squash Rackets Association Inc	\$26,000	Operational Assistance
ACT Squash Rackets Association Inc	\$7750	Strategic Facilities Analysis and Planning
ACT Squash Rackets Association Inc	\$26,831	Sports Loan Interest Subsidy Scheme
ACT Swimming Incorporated	\$26,000	Operational Assistance
ACT Swimming Incorporated	\$2000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Katrina Lewis
ACT Swimming Incorporated	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Katrina Lewis

Recipient	Amount	Project Description
ACT Tenpin Bowling Association	\$6000	Operational Assistance
ACT Touch Association	\$42,000	Operational Assistance
ACT Underwater Hockey Club	\$1670	Purchase of Underwater Hockey Goals
ACT Veterans Athletic Club Inc	\$14,000	Operational Assistance
ACT Volleyball Inc	\$26,000	Operational Assistance
ACT Water Ski Association Inc	\$4000	Operational Assistance
ACT Wrestling Inc	\$2000	Operational Assistance
ACTSPORT Inc	\$81,200	Operational Assistance
ACTSPORT Inc	\$1000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Deahanne Mary McIntyre
ACTSPORT Inc	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Deahanne Mary McIntyre
AFL Canberra Ltd	\$42,000	Operational Assistance
AFL Canberra Ltd	\$5000	Strategic Planning Process
Ainslie Football and Social Club	\$10,000	Canberra City Bowling Club Shades
APC Rowing	\$1000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Brandie O'Connor
Basketball Canberra	\$42,000	Operational Assistance
Belconnen Bowling Club	\$88,000	Drought Assistance – Installation of rainwater harvesting system and tanks
Belconnen Dog Obedience Club	\$17,000	Drought Assistance – Installation of tanks for storm water harvesting
Belconnen Model Aero Club	\$20,000	Drought Assistance – Installation of synthetic grass runway
Belconnen Wests Tennis Club	\$30,000	Resurfacing Courts 7 and 8
Belnorth Football Club	\$1500	Concreting of Paths at Giralang Playing Fields
Billiards & Snooker Association ACT	\$4000	Operational Assistance
Black Mountain Rowing Club Inc	\$3100	Black Mountain Rowing Club Safety Initiatives
Boccia ACT	\$500	Boccia ACT Branch to attend National Championships in Brisbane – May 08
Bowls ACT	\$10,900	Bowls ACT Water Saving Strategy Planning

Recipient	Amount	Project Description
Bowls ACT	\$26,000	Operational Assistance
Boxing ACT Inc	\$1500	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Steve Rudic
Boxing ACT Inc	\$1500	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Gerard O'Mahony
Burley Griffin Canoe Club Inc	\$2000	Operational Assistance
Calisthenics ACT Inc.	\$1500	Equipment
Calisthenics ACT Inc	\$9000	Operational Assistance
Calwell Little Athletics Club	\$9480	Calwell Oval – Long Jump Run Up Upgrade
Canberra & District Rugby League Referees Association	\$2100	Open Communications System
Canberra Archery Club	\$15,000	Safety Fence – Lyneham
Canberra BMX Club	\$500	UCI World BMX Championships – Canada – Leigh Darrell
Canberra City Gymnastics Club Inc	\$32,906	Sports Loan Interest Subsidy Scheme
Canberra Cross Country Ski Club	\$1000	Tour Leader Training
Canberra District Rugby League	\$26,000	Operational Assistance
Canberra District Rugby League	\$5000	Strategic Plan
Canberra Dragon Boat Association Inc	\$5000	Land Fill and Boat Stowe
Canberra Dragon Boat Association Inc	\$9000	New Boats
Canberra Dragon Boat Association Inc	\$4000	Operational Assistance
Canberra Grammar School	\$51,000	Drought Assistance – Collection of pool backwash and roof water run-off for storage in tanks and irrigation of sportsgrounds
Canberra Men's Centre	\$1000	White Ribbon Campaign
Canberra Netball Association	\$54,000	'Play it Safe' Court Resurfacing
Canberra Police and Citizens Youth Clubs Inc	\$2000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Denis Roberts
Canberra Police and Citizens Youth Clubs Inc	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Denis Roberts
Canberra Police and Citizens Youth Clubs Inc	\$5500	PCYC Dance Floor Upgrade
Canberra Rifle Club Inc	\$3000	Operational Assistance
Canberra Yacht Club	\$8800	Rescue Coach Boat Replacement

Recipient	Amount	Project Description
Capital Football	\$3000	Women's High Performance Coaching and Officiating Scholarship – Allyson Flynn
Capital Football	\$5000	2008 School Girls Morning-Tea
Capital Football	\$15,000	Review of Women in Sport and Recreation and associated activities
Capital Football	\$50,000	Operational Assistance
Capital Football	\$42,792	Pilot Synthetic Surface – Hawker Enclosed Oval
Capital Football	\$170,000	Drought Assistance – Hawker Enclosed Oval – installing a synthetic surface, light and pavilion extensions
Capital Football	\$234,300	Drought Assistance – Hawker Enclosed Oval – Seed funding for installation of a synthetic grass surface.
Dragons Abreast Australia – ACT and Region	\$7000	Purchase of a 10-seater Dragon Boat
Eastern Suburbs Rugby Union Club	\$5600	Extension to Existing Change Room Facilities
Eastlake Cricket Club	\$2000	Provision of Sun Protection – Junior Cricket
Eastlake Football Club	\$21,700	Drought Assistance – Couch conversion of Calwell Oval
Fairbairn Golf Club	\$72,000	Drought Assistance – Couch conversion of fairways
Federal Golf Club	\$137,000	Drought Assistance – Couch conversion of fairways
Heart Foundation ACT	\$70,000	Kids at Play
Hockey ACT	\$1000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Nathan Burgers
Hockey ACT	\$42,000	Operational Assistance
Hockey ACT	\$10,000	Development Model – Audit Process – Engaging Consultants
Hockey ACT	\$5906	Sports Loan Interest Subsidy Scheme
Hockey ACT	\$2000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Nicole Arrol
Hockey ACT	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Nicole Arrol
Hockey ACT	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Nathan Burgers
Hockey ACT	\$338,000	Drought Assistance – National Hockey Centre – Storm-water harvesting and recycling project

Recipient	Amount	Project Description
Islamic Society of Belconnen	\$2000	Fun and Friendship for Life
Judo Federation of Australia (ACT) Inc	\$250	Pacific Rim Judo Championships – China – Arek Zygmunt
Judo Federation of Australia (ACT) Inc	\$500	Pacific Rim Judo Championships – China – Duke Didier
Judo Federation of Australia (ACT) Inc	\$500	Pacific Rim Judo Championships – China – Thomas Hill
Judo Federation of Australia (ACT) Inc	\$4000	Operational Assistance
Judo Federation of Australia (ACT) Inc	\$2000	1 <sup>st</sup> Round 2008 Olympic/Paralympic Training Grants – Matthew D'Aquino
Judo Federation of Australia (ACT) Inc	\$3000	2 <sup>nd</sup> Round 2008 Olympic/Paralympic Training Grants – Matthew D'Aquino
Murrumbidgee Country Club	\$36,000	Drought Assistance – Installation of a more efficient irrigation system.
Noah's Ark Resource Centre	\$2500	Resource Library Box Trailer
Norths Junior Rugby Club	\$1600	Junior Rugby Sevens Carnival
One Basketball Canberra	\$2025	Indigenous Basketball Program
Orienteering ACT Incorporated	\$26,000	Operational Assistance
Pedal Power ACT Incorporated	\$14,000	Operational Assistance
Radford College	\$23,000	Drought Assistance – Grey Water Recycling from Gymnasium to Water P and F Ovals
Red Hill Tennis Club	\$11,800	Artificial Grass Court for Red Hill Tennis Club
Sailability ACT	\$500	Access Class World Championships – Debra Boys
Snow Sports ACT Ltd	\$26,000	Operational Assistance
Softball ACT	\$252,000	Drought Assistance – Hawker International Softball Centre – Replacing Current Grassed Areas with Soil Diamonds and Couch Grass
Southern Regions Oztag Association	\$8000	Operational Assistance
Special Olympics ACT	\$500	2007 World Summer Special Olympics – Shanghai China – Ellen Leechman
Special Olympics ACT	\$500	2007 World Summer Special Olympics – Shanghai China – Kylie Scott

Recipient	Amount	Project Description
Special Olympics ACT	\$500	2007 World Summer Special Olympics – Shanghai China – Kellie Momi
Special Olympics ACT	\$500	2007 World Summer Special Olympics – Shanghai China – Michelle Stirzaker
Sporting Shooters Association of Australia ACT Inc	\$5000	Operational Assistance
Sports Medicine Australia – ACT Branch	\$2400	Indigenous Sports First-Aid Course Program
Sports Medicine Australia – ACT Branch	\$33,600	Operational Assistance
Table Tennis ACT Inc	\$14,000	Operational Assistance
Tennis ACT	\$42,000	Operational Assistance
Tennis ACT	\$20,000	ACT Tennis Facilities Review
Tennis ACT	\$12,000	Governance Reform Process Completion
The Royal Life Saving Society Australia – ACT Branch	\$6000	Operational Assistance
The Royal Lifesaving Society Australia – ACT Branch	\$7500	Muslim Aquatic Recreation Program
Transplant ACT	\$500	Transplant Games – Bangkok – Michael Kennedy
Transplant Australia	\$500	Transplant Games – Bangkok – Robert Benson
Transplant Australia	\$500	Transplant Games – Bangkok – Steven Hall
Triathlon ACT	\$42,000	Operational Assistance
Tuggeranong Archery Club	\$11,500	Archery Waiting and Shelter Area
Tuggeranong Valley Cricket Club	\$1476	Sports Loan Interest Subsidy Scheme
Tuggeranong Valley Rugby League Football Club	\$2500	Purchase Portable Electronic Scoreboard
Tuggeranong Valley Rugby Union and Amateur Sports Club	\$138,000	Drought Assistance – Vikings Park – Installation of a Sewerage Treatment Plant
Tuggeranong Valley Rugby Union and Amateur Sports Club	\$13,000	Drought Assistance – Town Centre Sports Club – Harvest Storm Water to be Used on Bowling Greens. Reduce Irrigated Areas.
Tuggeranong Vikings BMX Club – ACT BMX Association	\$250	World Titles – BMX 2007 – Canada – Peter Frew

Recipient	Amount	Project Description
Tuggeranong Vikings Swim Club Inc.	\$2200	Electronic Starting Equipment
Valley Rebels Cricket Team	\$250	Cricket Tournament 20x20 Charity Event
Western District Hockey Club	\$3000	Financial Management Operations Assistance
Western District Rugby Union Football Club Ltd	\$80,000	Installation of Lights at Jamison Enclosed Oval
Weston Creek Cricket Club Inc	\$20,000	Renovation of Stirling Cricket Practice Facilities
Western District Rugby Football Club	\$25,000	Drought Assistance – Lighting – Jamison Oval
Woden Valley Gymnastics Club	\$2200	Equipment Upgrade
Woden Valley Soccer Club	\$20,000	Mawson Club House Fit-Out
Yachting ACT	\$5000	Operations Assistance
Yarralumla Tennis Club Inc	\$16,500	Synthetic Grass Surface for Two Courts
YMCA of Canberra	\$15,000	YMCA Pryme Mover Program Development
YMCA Sailing Club	\$15,000	Training Boat Upgrade Program

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## C.16 Territory Records Act 2002

### Territory and Municipal Services (TAMS) Records Management Program

The *Territory Records Act 2002* requires an agency to address all of the elements set out in section 16 of the Act as well as those set out in the Standards released by the Director of Territory Records under the Act.

In implementing its Records Management Program for the year ending on 30 June 2008 TAMS has met the requirements as specified in the *Territory Records Act 2002*.

A draft ACT Government Veterinary Records Disposal Schedule was prepared during 2007–08. Revisions of the Environmental Management and Parks Reserves and Public Places Records Disposal Schedules were also prepared.

Records and Information Management training of staff throughout TAMS has continued during the year. The 'Nuts n Bolts' training introduced in 2006–07 to address the Acumen audit of 2006 was changed to a more comprehensive training session in August. Separate training sessions were held for ACTION staff, and Record Contact Officers attended training for Public Access to Territory Records.

The number of staff trained in 2007–08 was:

Training Session	Number of Attendees
TAMS Records Training	169
ACTION	24
Public Access	19

Preparation for the opening of Territory Records continued in 2007–08. This included:

- training for selected TAMS officers
- a question-and-answer page published on the TAMS Intranet
- applications exempting records from public access under section 28 of the *Territory Records Act 2002* lodged with the Territory Records Office.

During 2007–08, records sentencing and disposal was carried out in Parks, Conservation and Lands, Strategic Finance, ACTION, Roads ACT, Road User Services and Environment Protection and Heritage. A records management budget initiative was helpful in the sentencing of TAMS financial management records. These sentencing projects will achieve savings in storage costs, and also help to identify TAMS records minimising the risk of destroying critical records.

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## C.17 Human Rights Act 2004

The *Human Rights Act 2004* commenced operation on 1 July 2004 and is part of the government's commitment to build a human rights culture in the ACT, and to ensure that Territory managers are working within a human rights framework.

During the year, staff from the department attended training sessions conducted by the Human Rights Commission, which included information on the *Human Rights Act 2004*.

ACT Library and Information Services continued to make information and resources on issues relating to human rights available to the public in its collections.

The department also continued to obtain advice from the Human Rights Unit of the Department of Justice and Community Safety (JACS) about the human rights implications of proposed operational policy and legislation. Statements of compatibility were provided for all new Bills within the department's responsibility introduced in the Legislative Assembly. Where relevant, Cabinet submissions prepared by the department addressed human rights issues as required by the Cabinet Handbook.

TAMS is currently reviewing the *Road Transport (Alcohol and Drugs) Act 1977*. As part of this review, the department is consulting with the Human Rights Unit of JACS to ensure human rights considerations are taken into account as part of the review.

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## C.18 Commissioner for the Environment

The Commissioner for the Environment did not conduct any investigations during the 2007–08 reporting period.

### Review of the Office of the Commissioner for the Environment

The Acting Commissioner, Mr Darro Stinson undertook a review of the role of the office in the context of the increasing prominence of sustainability and climate change issues. On the basis of the review the role was expanded to a full-time position known as the Commissioner for Sustainability and the Environment.

Mr Darro Stinson was appointed Acting Commissioner on 9 May 2007 until the end of August 2007.

Dr Maxine Cooper took up the role of the Commissioner for Sustainability and the Environment in September 2007 with the task of refining the broader functions of the new Office.

### Input into State of the Environment Reporting

TAMS continued to assist the commissioner in strategic planning and enhanced cooperation in the supply of data by agencies for the 2007 ACT State of the Environment Report.

### Updates on Status of Recommendations

Agencies provided updates to the commissioner on the implementation of the commissioner's recommendations from earlier reports and inquiries. These updates were incorporated into the commissioner's 2007–08 annual report.

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#### For more information:

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## C.19 ACT Multicultural Strategy 2006-09

The ACT Multicultural Strategy 2006-09 provides a shared framework for ACT Government agencies to work towards a common goal and an integrated government response to multicultural issues in the community. Territory and Municipal Services (TAMS) contributes to the outcomes of the strategy through implementing activities, indicated under the relevant themes below.

### Human Rights

During 2007-08 TAMS conducted a comprehensive range of diversity-related training. Specifically, 100 executives, managers and staff have attended Aboriginal Cultural Awareness training sessions.

The Chief Executive conducted 'Brown Paper Bag' workplace presentations to promote diversity initiatives with staff at remote work locations and field-based staff. The visits provided the opportunity to identify issues and 260 staff in total participated.

All new staff participate in a departmental induction session. During the presentation on workplace diversity, staff are provided with information on the *Human Rights Act 2004*.

In addition, TAMS conducted management and leadership development programs including a range of senior leadership workshops and seminars. Participants in the Diploma of Government and

Certificate IV in Front Line Management are provided with information on the Act and the ACT Multicultural Strategy 2006-09.

During the year staff attended training sessions conducted by the Human Rights Commission that included information on the *Human Rights Act 2004*.

### Access and Equity

Where possible, the department provides information to job applicants in languages other than English. In conjunction with the Shared Services Centre, TAMS continued to explore the provision of induction information to new starters in a number of languages.

In addition, TAMS made information in languages other than English available to staff on a range of mental health issues.

In order to attract applicants from culturally and linguistically diverse backgrounds Strategic Human Resources progressed a long term strategy for attraction, recruitment and retention.

The TAMS recruitment and selection policy require that all new and varied positions be reviewed by an independent external consultant prior to the recruitment process being undertaken. The policy also requires that all recruitment and selection processes be conducted consistent with ACT Public Service requirements and include specific reference to commitment to Equal Employment Opportunity principles and practices.

Performance agreements for executives and senior staff include their responsibilities to promote and value diversity. This commitment includes the promotion and valuing of diversity within their network and also as a member of the executive team. The responsibility includes influencing organisational culture, providing strategic leadership and direction in diversity management and formulating strategic diversity priorities.

During 2007–08, TAMS ensured that selection panels involved in interviewing people from Aboriginal and Torres Strait Islander backgrounds included members from culturally diverse backgrounds.

TAMS conducted management and leadership development programs including a range of senior leadership workshops and seminars. Within these programs, there is a strong emphasis on the importance of considering the needs of special groups, including people from a culturally and linguistically diverse background, when developing policies, programs and services.

## Ageing and Aged Care Issues

Through the Home Library Service and Mobile Library, part of the ACT Library and Information Services (ACTLIS), language resources are delivered to the elderly and people who are housebound or have limited mobility. Language resources that may assist older people with special needs, such as health related issues, are purchased.

## Cultural and Religious Acceptance

During 2007–08, the Department of Territory and Municipal Services Union Collective Agreement 2007–10 was certified. Information sessions were given to all staff that provided details of leave provisions including leave for ceremonial and cultural activities.

Guidance was provided to executives and managers regarding leave arrangements for Aboriginal and Torres Strait Islanders staff for NAIDOC week in July. In addition, the department provided details on NAIDOC week activities in TAMS through its fortnightly internal newsletter.

Currently all new staff participate in a departmental induction session which includes a module on workplace diversity. Information is provided to staff on relevant legislation, ACT Government policies and TAMS initiatives to ensure that all staff appreciate the business advantages of diversity in the workplace.

TAMS sponsored four Work Experience and Support Program (WESP) placements in 2007–08.

The ACT Government website portal continues to incorporate design features that represent the diversity of our community, including a photo montage of Canberrans from a variety of different cultures.

## Language Policy

ACTLIS holds more than 18 language collections either developed for larger communities or through donated material from smaller communities. Bulk

loans are provided for small, new and emerging communities such as in Farsi, Tamil and Urdu. Further languages are catered for with newspapers, magazines, multicultural DVDs and bilingual picture books. Every library holds a collection for learning English, as well as providing access to the Translating and Interpreting Service in order to assist customers at counters.

## Leadership and Governance

TAMS conducted management and leadership development programs including a range of senior leadership workshops and seminars. In 2007, people from culturally and linguistically diverse backgrounds participated in these programs. Just over half of management development participants were women. Within these programs, there is a strong emphasis on the importance of considering the needs of special groups when developing policies, programs and services.

Throughout the year, the Workplace Diversity Contact Officer Network has been provided with information on current issues relating to equity and diversity across TAMS. Currently, the department has a network of 23 people.

During the year, TAMS undertook an organisational scan so as to better understand the demographics of the workforce. Specific data has been collected on EEO target groups. This information will be used to guide workforce planning and capability development.

## Migration of Parents

This theme is not applicable to the department's operations.

## Settlement Services for Newly Arrived Migrants

ACTLIS supports English Conversation Groups in partnership with the Home Tutor Program of AMES, two Advanced English Conversation groups in partnership with the Migrant Resource Centre, and one IELTS support group. Special resources are available to assist new settlers, including authoritative dictionaries for long-term loan and information about issues such as health and parenting in many languages.

## Terrorism

ACTLIS have continued to work with various ethnic communities to develop resources and displays aimed at dispelling some of the wider community's misconceptions about their beliefs and practices.

## Young People

ACTLIS has bilingual picture books in many languages, multicultural story times and special story times involving local culturally and linguistically diverse communities. The service has a close working relationship with the ACT Ethnic Schools Association, providing programs, displays and resource materials and multicultural story time kits for groups. It also provides assistance with some new and emerging communities, for example the Tongan community, to develop their own readers where none exist.

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## C.20 Aboriginal and Torres Strait Islander Reporting

Services and programs delivered by Territory and Municipal Services (TAMS), which are aimed at addressing the disadvantage that limits the opportunities and choices of some Aboriginal and Torres Strait Islander people, are developed in line with the goals of The Canberra Social Plan.

The *ACT Whole-of-Government Aboriginal and Torres Strait Islander Framework 2006-2013* (the framework) directs policies and actions to address the social and economic needs of Aboriginal and Torres Strait Islander people in the ACT. The TAMS-specific *Aboriginal and Torres Strait Islander Service Plan 2006-2009* (service plan) recognises that through the services the department delivers to the ACT community and how it shapes workforce, it has the opportunity to achieve better outcomes for Indigenous Australians.

The framework and the service plan are consistent with the *Overcoming Indigenous Disadvantage Report* (OID) produced by the Productivity Commission. They substantially reflect the OID report's strategic indicators. The OID report provides the national framework for governments assessing progress on overcoming Indigenous disadvantage. The following section of the Annual Report details how TAMS' locally focused services have addressed those national issues raised in the OID report which are relevant to the department's operations.

### Positive Development, Education and Respect

TAMS has been involved in a number of educational programs aimed at the wider ACT community that help in building awareness and understanding.

The TAMS Indigenous Interest Working Group met six times during 2007-08. The working group is chaired by the Executive Director of the Office of the Chief Executive and brings together Indigenous staff from across the department, staff with an interest in Indigenous affairs, and representatives from business units that focus on employment, or provide service delivery initiatives for the Indigenous community.

During 2007-08 the Working Group initiated the development of a TAMS Indigenous Communications Strategy, informed the development of a TAMS Indigenous Employment Strategy and supported a project which will see two ACTION buses vinyl-wrapped with artwork painted by the local Indigenous community.

The department continues to promote awareness of the culture and history of local Indigenous people through the guided activities of Parks, Conservation and Lands involving Indigenous staff, and through self-drive heritage trails developed by Australian Capital Tourism in conjunction with the Heritage Unit in Environment Protection and Heritage.

Aboriginal cultural awareness training also occurred within the department and was well attended by executives, managers and additional staff. At all major Departmental meetings and forums, TAMS staff acknowledged the Ngunnawal people's traditional custodianship of the land.

Guidance was provided to executives and managers regarding leave arrangements for Indigenous staff for NAIDOC week in July 2007 and for the Commonwealth apology to the stolen generations in February 2008. In addition, the department provided details on NAIDOC week activities in TAMS through its fortnightly internal newsletter and intranet.

## Strong Communities and Cultural Identity

The nature of a community influences a range of outcomes for Indigenous people, including health and substance misuse, safety, development and employment.

Indigenous people can derive social, cultural and economic benefits from their connection to traditional country. In 2007–08 TAMS has focused on protecting the Indigenous heritage of the ACT, with the Heritage Unit continuing to work through issues with the Aboriginal community in developing ACT Heritage Guidelines to ensure Aboriginal sites are protected. In 2007–08 four Aboriginal Community Partnership Projects were funded through the ACT Heritage Grants Program including: Archaeological GIS Analysis; the Raw Material Sourcing Study in the ACT; Cultural Heritage Training for Representative Aboriginal Organisations; and Aboriginal Archaeological Collections Audit.

Work towards protection of Indigenous heritage sites also progressed, with the Heritage and Information and Communication Technology Units involved in the development of the Corporate Geographic Database throughout 2007–08. The database allows continual input, management and display of heritage

information on cultural or historically significant sites, including Indigenous heritage sites, which will act as a comprehensive guide for other departments and in assessing development applications.

The 2007 Celebrate Heritage Festival also adopted an Indigenous focus, with Indigenous Heritage as its theme. The event was held at Corroboree Park from 9 to 11 November 2007. The Heritage Unit was active throughout the festival, providing funding and helping with organised activities that included a range of guided tours and bushwalks.

NAIDOC week celebrations from 8 to 14 July 2007 were supported by TAMS. The Indigenous Sport Program (ISP) facilitated a NAIDOC Sports Day for the community and ISP was recognised as the Aboriginal/Torres Strait Islander Organisation/Agency of the year at the 2007 ACT NAIDOC Awards.

The Mobile Library Service run by ACT Library and Information Services continued with the development of a collection program that acquires material which reflects both traditional and contemporary Indigenous culture, as well as purchasing publications and recordings of Indigenous artists. The Mobile Library visits the Winnunga Nimmityjah Aboriginal Health Centre in Narrabundah on a monthly basis where this collection is accessible to Indigenous people.

## Healthy Environments

Participation in organised sport, arts or community group activities can foster improved social interaction within communities, health, learning and academic performance.



Sport and Recreation Services continue to run an Indigenous Sport Program that aims to encourage active participation and skill development of Indigenous people in sport. The program also contributes to positive individual development for young people.

Activities undertaken by Sport and Recreation Services in 2007-08 included:

- employment of an Indigenous Sport Development Officer responsible for the coordination of sport programs and services for Indigenous people and communities in the ACT and surrounding region
- in partnership with local community organisations, facilitating the development and implementation of eight sports programs aimed at increasing participation by Indigenous people in the region including: AFL, basketball, cricket, football (soccer), netball, rugby union, softball and tennis
- assisting Indigenous community members to complete accredited industry training courses including sports first aid, and National Coaching and Officiating Accreditation Schemes Level 0 and Level 1 accreditation in identified sports
- liaising with Indigenous community members on the opportunities available and services provided in mainstream sporting organisations through: conduct of workshops; attendance at inter-agency meetings; attendance at community meetings and events; communication via an Indigenous email network; community newsletters and the TAMS website
- regular liaison with sport and recreation service providers on Indigenous history, needs,

issues and sport-specific strategies to increase participation opportunities for Indigenous people

- delivering Cultural Awareness Training courses to service providers, sporting clubs and associations, providing information on Indigenous history, culture and specific information relating to the Indigenous people of the ACT
- participation in NAIDOC Week celebrations by hosting the Indigenous Sports Day for junior participants, sponsoring the ACT NAIDOC Sports person of the Year Award and attendance at the Aboriginal Hostels Ltd Luncheon
- participation in Indigenous community networks to support further development of participation opportunities in the ACT and surrounding region including: with the Aboriginal Corporation for Sporting and Recreational Activities (Observer); the Canberra and District NAIDOC Aboriginal Corporation (Observer); the Gugan Gulwan Aboriginal Youth Corporation; and the Winnunga Nimmityjah Aboriginal Health Service (Observer).

## Improved Economic Opportunity and Sustainability

The benefits of economic participation are wide ranging and closely related to living standards and broader wellbeing. It also influences community interaction and family development.

In 2007-08, TAMS conducted a comprehensive review into employment that included a review of the draft *Environment ACT Aboriginal and Torres Strait Islander Employment and Career Development Strategy*. Following on from this review, a

departmental employment strategy was developed using a consultative planning process that included Indigenous staff. Information on the TAMS strategy has also been provided to members of the local Indigenous community for feedback.

In addition, the department extended the Indigenous Traineeship Program and employed an additional four trainees. The new *TAMS Union Collective Agreement 2007-2010* includes provisions that streamline the employment of successful trainees at the completion of their traineeship.

Consistent with developing a learning framework, TAMS managers and staff developed culturally sensitive approaches in the workplace. For example, Strategic Human Resources have a number of policies relating to processes for retention of existing staff and attraction and recruitment processes for new staff.

In recognition of the department's achievements, it was nominated for a Diversity@Work Award in the category of Indigenous Australians.

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## C.21 Ecologically Sustainable Development

Territory and Municipal Services (TAMS) continues to look for innovative ways to better manage Canberra's built and natural assets and to conserve resources for future generations. During the year, the department played a vital role in: safeguarding, preserving and enhancing Canberra's urban and non-urban environment; continuing to work towards an overall reduction in water, energy, and chemical use in the management of open spaces and sporting facilities; as well as reducing our waste stream.

### **Sustainability Policy and Framework for ACT Government Agencies**

The ACT Government has a commitment to embedding sustainability into ACT Government operations and decision-making.

ACT Government agencies have undertaken numerous initiatives over the past four years to embed sustainability into their operations and decision-making. However, in the absence of an over-arching framework, work to date has tended to be ad hoc.

TAMS is exploring the benefits of an overarching Sustainability Policy and Framework for ACT Government agencies. A framework approach could help to ensure sustainability initiatives across agencies are conducted in a cohesive and planned manner.

## **Sustainable Transport**

### **Fleet Vehicles**

TAMS operate a wide range of vehicles to enable a range of services to be provided to the Canberra community. These vehicles include passenger vehicles, utilities, four-wheel drives, vans, buses, trucks and specialised road maintenance vehicles. These vehicles are either leased or owned outright.

TAMS has approximately 900 vehicles in total. This is comprised of approximately 450 vehicles in a variety of configurations and 450 ACTION buses both leased and owned.

Fuel consumption figures for the ACTION bus fleet, as well as all vehicles and plant leased through Rhodium Asset Solutions are shown in the following table:

	Unleaded (L)	Diesel (L)	Liquified Petroleum Gas (L)	Compressed Natural Gas (L)
ACTION buses	0	6,527,530	0	1,935,508
Vehicles leased through Rhodium Asset Solutions	468,258	542,087	44,267	0
Total fuel consumption by type (L)	468,258	7,069,617	44,267	1,935,508

Based on the fuel consumption figures, the total associated greenhouse emissions for TAMS is 26,435 tonnes/ $\text{CO}_2$  with a breakdown by fuel type as follows:

	Unleaded (L)	Diesel (L)	Liquified Petroleum Gas (L)	Compressed Natural Gas (L)
Greenhouse emission (tonnes/ $\text{CO}_2$ )	1,124	19,387	71	5,853

Minimising resource use with regard to its fleet continues to be a focus for TAMS. The total average fuel consumption per month for leased vehicles is approximately 80,000L (source: Rhodium fuel data). Steps that TAMS has taken to minimise its fuel consumption through the operation of its vehicle fleet include:

- replacing six-cylinder passenger vehicles, utilities, four-wheel drives and vans with four cylinder vehicles where operational circumstances permit
- ordering light commercial vehicles with engines with the most fuel efficient engines such a turbo-diesel
- ordering passenger vehicles that have comparably low fuel consumption figures
- implementing passenger vehicles with an engine capacity of 1500cc or less where capability needs permit
- assessing and trialling light commercial vehicles fitted with hybrid technologies.

To assist in choosing vehicles that have the lowest pollution emissions, TAMS has established a dedicated Fleet Management Group. This group is responsible for providing expert advice to business units about emission ratings when replacing vehicles.

### ACTION's Fleet Replacement Program

The most significant way ACTION can reduce emissions is through alternative fuels and a more efficient fleet. Following the government's agreement to a fleet replacement program, ACTION is undertaking a procurement process for the supply of 100 new buses over the next four years. The new fleet will be Euro 4 compliant and will further reduce emissions.

In the 2007-08 Budget, \$8.0 million was allocated for the replacement of 16 diesel older buses with new compressed natural gas (CNG) buses. Two of the 16 CNG buses were delivered by the end of 2007-08, with the remainder to be delivered by October 2008.

ACTION buses averaged 59,000 passenger boardings per week day, significantly reducing the number of private vehicle kilometres travelled and associated emissions.

### Sustainable Transport Plan

The Sustainable Transport Plan sets a direction and policy framework to achieve a more sustainable transport system for the ACT over a 25 year period to 2026. The plan seeks to maintain the high levels of accessibility that Canberra enjoys by achieving a shift towards more walking, cycling and public transport.

#### - TravelSmart

TravelSmart is a national initiative and encourages the use of healthier, more sustainable transport choices including walking, cycling and public transport. TravelSmart also encourages smart ideas for reducing car travel such as working from home and doing several errands on a trip instead of making separate trips. The ACT's TravelSmart projects are jointly funded by the Australian Government (Australian Greenhouse Office) and the ACT Government.



#### - Park 'n' Ride

The Park 'n' Ride program allows a person to park for free during certain times near ACTION's three bus interchanges. Work was substantially progressed on the development of a Park 'n' Ride Strategy in 2007-08, including the identification of a preferred site for a new Park 'n' Ride facility at Mawson.

#### - 3 For FREE

The 3 for FREE scheme was designed to encourage commuter travelling to Civic and the town centres to carpool and thus increase vehicle occupancy rates. The intent of the scheme is to have fewer vehicles on the road and less demand for all-day parking. The scheme operates between 7.30 am and 9.00 am (10 am in Tuggeranong) Monday to Friday. Vehicles with at least three people in them can park for free. After 9 am the unused spaces revert to normal pay parking spaces.

#### - Bike 'n' Ride

In order to encourage sustainable transport, all of the ACTION Intertown Series buses are equipped with bike racks. Each bike rack can hold two bicycles and each bicycle can be loaded or unloaded without affecting the other. Anyone who chooses to use this service rides the bus for free.

The trial of bike racks fitted to ACTION buses servicing the Intertown bus route 300 series was evaluated and the successful outcome has resulted in an additional 55 bike racks being received in 2007-08 to be fitted to the remaining ACTION buses servicing those routes. The Intertown route provides a high frequency service between Canberra's four main town centres. In October 2007, ACTION introduced free travel for cyclists using bike racks on ACTION's buses as one of the initiatives under the government's Climate Change Strategy.



## Energy Use

For the purposes of the calculation of energy usage, TAMS occupies a 10,538m<sup>2</sup> net lettable area in office environments and a 23,695m<sup>2</sup> net lettable area in non-office environments. Non-office environments include Canberra Connect shopfronts, depots for use by TAMS staff, Capital Linen Service, regional libraries and Domestic Animal Services. Calculation of energy usage in office environments is based on a total of 628 actual staff.

In TAMS office environments 8409 mega joules of electricity was consumed per staff member and 7064 of gas was consumed per staff member. In TAMS non-office environments, 496 mega joules of electricity was consumed per m<sup>2</sup> of net lettable area and 530 mega joules of gas was consumed per m<sup>2</sup> of net lettable area.

Data was collected for 28 sites. Gas data, where installed, was not available for some non-office sites due to billing arrangements.

The procurement activities of ACT Property Group have achieved 23 per cent of all electricity consumed by the ACT Government coming from green energy sources. This meets the target set for 2007-08.

ACT Property Group will ensure compliance with the procurement principle 'environmental sustainability' when purchasing goods, services and works for building maintenance, management and government leasing activities. ACT Property Group is also developing an ACT Government Real Estate Policy which will include a broad range of environmental sustainability policies and principles which will apply

to the construction of new and the management of existing government buildings.

It is the ACT Government's preference that new office accommodation sub-leases are sought in buildings that are green star rated, meet water efficiency measures, public transport accessibility and provide bicycle facilities and continue to promote the ACT Government's Office Fit-out Guidelines.

The focus in 2007-08 was on installing water and energy saving devices where works are undertaken in those areas. For example water saving devices have been installed in bathrooms and kitchens. Where heating and cooling systems are replaced, energy and water saving options are used where appropriate. This has included the installation of air cooling devices that do not utilise water to achieve cooler air.

ACT Property Group will continue to examine the energy usage of the government owned and occupied buildings for which it is responsible. When appropriate, the group will work with agencies to assist them reduce energy usage.

The free energy efficiency information service through the Home Energy Advice Team (HEAT) and the ACT Energy Wise home energy audit program, with its associated rebate scheme, continued to be provided to assist ACT residents increase the energy efficiency of their homes.

In working towards an ecologically sustainable environment, in 2007-08 ACTION undertook the following actions:

- shutting down all non-essential equipment when offices are unoccupied

- use of GreenPower
- recycling facilities and systems for paper, cardboard, plastics, glass, toner, cartridges and oils
- battery, metal and tyre recycling in workshops
- triple interceptor waste water systems in the workshops
- strict vehicle servicing regime to ensure leaking fuel, oil and coolant is detected as soon as possible and leaks rectified
- storm water lock off valve systems to deal with major fuel spillage in the workshops
- reduced washing of buses program due to ACT water shortages.

## Greenhouse Emissions

Information on greenhouse emissions was unavailable for 2007-08. However an Online System for Comprehensive Activity Reporting (OSCAR) is currently being introduced so this information is expected to be available in 2008-09.

## Water Consumption and Improving Water Efficiency

In TAMS office environments, water usage is 9.8 kilolitres per staff member, and 0.57 kilolitres per m<sup>2</sup> of net lettable office area. Water is mainly used in toilets, kitchen areas and cooling towers where installed.

In TAMS non-office buildings, water usage is 1.35 kilolitres per m<sup>2</sup> of net lettable area. In addition to toilets and kitchens, water is also used for activities

such as washing down horticultural equipment and commercial linen processing. Staff and visitor numbers are not available to calculate water consumption per person at non-office sites.

Water consumption data was limited due to billing arrangements. Data was collected for 19 sites which include all the major owned office tenancies occupied by TAMS. Work is currently in progress on improving the collection of data for future reporting years.

Ongoing water restrictions made it necessary to continue implementing water efficiency measures, particularly to help reduce the use of potable (drinking) water for parks, street trees and recreational facilities. A number of initiatives to conserve and reuse vital water resources were continued or introduced.

Irrigation systems in three parks on the shores of Lake Ginninderra continue to use lake water for irrigating grass following their conversion from potable water. Capital Linen installed new laundry equipment that will provide significant reductions in water, gas and electricity consumption into the future. Similarly, Yarralumla Nursery completed a zero run-off water recycling project that will see a 50 per cent reduction in the amount of water extracted from Lake Burley Griffin for the nursery's plant watering needs.

As part of the ongoing water saving measures, irrigation continued to be turned off on 20 sportsgrounds and significant areas of open space. The department will examine using less water-reliant grasses and water retaining crystals in the restoration of some ovals, to determine their suitability for use on sportsgrounds.

The software for control irrigation management system (CONTROL) has been upgraded, further enhancing the department's capability to provide a more water efficient irrigation system. In 2007-08 CONTROL has been installed in an additional six sportsgrounds, eight parks and 18 school ovals. This initiative is expected to deliver significant water and dollar savings.

PCL has contributed to improved water efficiencies by upgrading five public toilets that improve function and accessibility and reduce water usage and maintenance costs. Also undertaken in 2007-08 was the conversion of cisterns to dual flush toilets at all toilets in the Woden/ Weston, Belconnen and Gungahlin regions. The majority of taps on hand basins in these toilets and on BBQ's were fitted with spring loaded taps to reduce water wastage.

Irrigation upgrades and conversions to second-class water from potable water have occurred at Weston Park. PCL continues to expand the use of non-potable water for its maintenance activities. Approximately 34,000 young trees have been watered with non-potable water.

In the non-residential sector, implementation of over 70 water efficiency audits recommendations will be pursued by collaborating with building owners and lease holders to retrofit water efficiency fixtures (the audits were conducted between 2004-07 at over 70 commercial properties occupied by some of the higher water users in the ACT).

Recently, a survey questionnaire was sent to the property owners/managers seeking feedback on the effectiveness of the audit report, to see whether any

water efficiency measures had been implemented since the audit, and if incentives would help drive water efficiency improvements. Once the returns are in, an analysis of the results will be undertaken to further develop the collaborative retrofit effort with building owners/managers.

In 2007-08, audits were completed at six commercial properties (school audits received priority in 2007-08, limiting the number of commercial audits undertaken). Work also continues with the property owners/managers on four non-residential properties to improve water efficiency. The sites include a golf course, a high rise office building, a shopping centre and a multi-unit complex. These sites are to be used as 'demonstration' sites for future referrals. Results are being analysed through various stages of upgrades.

Work is also being pursued at 24 ACT schools to implement the results of indoor and outdoor water-efficiency audits completed last year. These works including retrofitting water-efficient fixtures, improving efficiency of irrigation systems, and management and maintenance arrangements. During 2007-08 a further 15 schools have completed water-efficiency audits with a further five to be completed by June 2008.

A range of changes were implemented across the suite of programs, providing incentives and support to the community to improve water efficiency in the residential sector.

The GardenSmart program continued to be popular with well over 1000 new participants since July 2007. Rainwater tank rebates were also increased by \$200 to provide a greater incentive to install tanks with internal plumbing connections.



The WaterSmart Homes program, with its showerhead replacement and associated dual flush toilet rebate, ceased in July 2007 as a result of several companies, accredited in the ACT under the ACT/ NSW Greenhouse Gas Abatement Scheme, providing services to supply and install water-efficient showerheads and energy-efficient light bulbs at no cost to ACT residents.

A new dual flush toilet rebate scheme, ToiletSmart, was implemented in May 2008. A total of 4400 dual flush toilets are expected to be supplied and installed by 30 June 2009 under this new scheme. A recent grey water hose program resulted in 10,000 grey water diversion hoses being given away to ACT residents.

Work commenced on the development of a new IrrigationSmart program, with a pilot program expected to occur in late 2008.

A communication and education program to increase awareness of water-efficiency issues and of the ACT Government's water-efficiency programs continued to be provided through the *Think Water Act Water* website ([www.thinkwater.act.gov.au](http://www.thinkwater.act.gov.au)) and at a range of public events and presentations.

## Resource Efficiency and Waste

### Mixed Recycling, General Waste and Organic Waste

Waste generation figures were only available for one of the department's main buildings, Macarthur House, in 2007-08 and were determined by the numbers of rubbish bins collected. Therefore, the

figures reported below are the maximum possible amount of waste generation, as the bins are never completely full. Work is currently in progress on improving the collection of waste generation data for future reporting years.

In terms of mixed recycling, Macarthur House generates 193,440 litres or 193m<sup>3</sup> of waste per annum. This equates to approximately 395 litres per person.

Macarthur House generates approximately 624m<sup>3</sup> of general waste per annum. This equates to approximately 1.28 m<sup>3</sup> per person.

In terms of organic waste, Macarthur House produces 133,120 litres or 133m<sup>3</sup> per annum. This equates to approximately 272 litres per person.

The total waste at Macarthur House is approximately 1641m<sup>3</sup> of which 62 per cent is reclaimed waste. In summary, the recycling efforts at Macarthur House save a maximum total of 1,017m<sup>3</sup> from going to landfill each year.

### Paper

The total paper and cardboard recycled is determined by the number of blue bins and secure bins, each with a capacity of 240 litres, which were collected in Macarthur House in 2007-08:

- 137,280 litres of paper and cardboard were collected from blue bins.
- 416,000 litres of paper and cardboard were collected from 4m<sup>2</sup> hoppers.
- 137,280 litres of paper and cardboard were collected from secure bins.

This equates to approximately 690,560 litres or 691m<sup>3</sup> maximum paper and cardboard recycling each year.

For the purposes of the calculation of paper usage, total paper usage by the department was 21,488.42 reams in 2007-08. This is equivalent to approximately 11.6 reams used per staff member.

The total recycled content paper used by percentage of recycled content (A4 equivalent sheets) is as follows:

- 100% Recycled: 252,000 sheets
- 80% Recycled: 35,000 sheets
- 50% Recycled: 1,742,500 sheets
- 10% Recycled: 124,500 sheets.

### Waste Systems Provided

TAMS has implemented a number of programs in Macarthur House that contribute to workplace recycling and waste reduction. Organic waste collection bins have been placed in all kitchens and signage developed to educate staff on recycling and composting. Similarly, dual-compartment desk side waste separation bins have been provided to ensure the separation of waste and recycling materials. This program is being used as a template for similar programs in other ACT buildings.

### Programs and Initiatives

TAMS has been undertaking a review of the NOWaste by 2010 Policy and Strategy. The review will provide an analysis of the economic, environmental and social costs and benefits of options up to and beyond the 2010 target.

Implementation of the NOWaste Strategy resulted in the recovery of 590,000 tonnes of material that would otherwise have been disposed of at

landfills, representing a recovery rate of 74 per cent. However, waste to landfill increased particularly from commercial waste generators, with waste from these sources increasing by almost 14,000 tonnes or 14 per cent over the last year.


Continuing implementation of the Waste Pricing Strategy further increased commercial tipping fees to provide an additional incentive for businesses to use cheaper recycling services, with the landfill charge set at \$99.00 per tonne, whereas the typical recycling cost was less than \$55 per tonne.

The future challenge will be to encourage businesses to make a concerted effort toward achieving the NOWaste goal by changing their current waste practices. Waste Service Providers will also need to play a critical role in the types of services they provide and promote. Commercial waste generators must take greater responsibility for the waste they generate and start using recycling alternatives, rather than just sending all mixed waste to landfill.

Disposal of waste in the new landfill cell at the Mugga Lane Resource Management Centre commenced this year. The new cell has a synthetic liner and state of the art environmental protection systems to ensure that land-filling activities do not adversely impact on the environment. The new cell provides around six to seven years landfill capacity to the ACT community, depending on waste generation rates.

A number of new contracts were commenced at the Mugga Lane Resource Management Centre during the year. The new contracts include a Resource Recovery Contract that is processing source-separated and





mixed construction and demolition waste materials, and also recovering recyclable materials from the transfer station and landfill face. Around 30 per cent of the transfer station waste is now being recovered for recycling.

The Reusables Contract has seen an expansion of repair and refurbishment activities, improved drop-off arrangements and implementation of a fee-for-service household pick-up service. The Landfill and Weighbridge Operations Contract involves operating disposal services within the new landfill cell with increased environmental requirements, including using a reusable day-cover system rather than soil day cover (which consumes valuable landfill capacity).

Landfill gas continues to be extracted from Mugga Lane and Belconnen landfills and converted into renewable electricity for the Canberra grid and community. This electricity is powering approximately 3500 Canberra households. An additional gas collection system was installed in the closed landfill cell at the Mugga Lane Resource Management Centre during the year and has resulted in increased levels of methane being captured.

The Materials Recovery Facility in Hume continues to sort, bale and transport the ACT's recyclable materials to markets where they are turned into products ranging from steel cans to road cones. During 2007-08, the facility sorted an estimated 54,000 tonnes of recyclables, an increase of 6,000 tonnes on the previous year.

TAMS manages the Parkwood Road Recycling Estate which provides un-serviced land in relatively large lot sizes for a number of recyclers and small businesses.

Over time it is expected that the estate will only accommodate recyclers. TAMS is also working with CMD on the land release process for the new Hume Resource Recovery Estate. The estate will be used to encourage innovative resource recovery companies to locate and offer their services in Canberra. The first parcels in the estate are expected to be released in 2008-09.

The Waste Wise schools program has been incorporated into the Australian Sustainable Schools Initiative – ACT (AuSSI – ACT) since early 2007. The AuSSI aims to provide all ACT schools with an education curriculum package that incorporates water, energy, waste and biodiversity to enable schools to become a Sustainable School. Participation in the program grew to 85 in 2007-08 from 25 schools in 2006-07. Fifteen schools have now become accredited Waste Wise Schools and another 40 are working towards this goal.

'Second-hand Sunday' was held on 18 November 2007, attracting the highest number of participants to date. This event raises awareness of the value of re-use and allows the community to take practical steps to deal with unwanted hard waste, minimising the quantity that is sent to landfill. The event is undergoing review to ensure that the format gives the best possible results.

More than 30,000 cubic meters (10,000) tonnes of mulch by-product generated by urban tree management and fire hazard reduction works within the city area was used in shrub bed areas. This was a means of retaining soil moisture, restricting weed growth and improving soil condition when the material decomposes. This initiative was recognised in the 2007 ACT NOWaste awards. Additionally, more

than 2000 tonnes of solid timber was made available to the experimental project at Goorooyaroo Nature Reserve for habitat creation. Previously this material would have been treated as waste.

## Conserving Biological Diversity

The Parks, Conservation and Lands (PCL) Strategic Plan was prepared and distributed in 2007-08. It focuses on realising PCL's vision:

*Integrated land management conserves biodiversity and supports an enjoyable, healthy and sustainable lifestyle.*

PCL has prepared several land management plans. The Namadgi Draft Management Plan was finalised and forwarded to the Planning and Environment Committee for review before being tabled in the Legislative Assembly. The Draft Management Plans for Jerrabomberra Wetlands and Googong Foreshores were completed and released for public comment. They are expected to be finalised in 2008-09.




The endangered Northern Corroboree Frog eggs collected from the wild in 2003 by PCL are now maturing adults and approaching breeding age either this year (2008) or next year. Over 1000 Corroboree Frogs are held in captivity, while in the wild the populations have almost become extinct.

The completion of the Sphagnum Bog Mapping and Recovery Plan is an action identified in the ACT Climate Change Strategy. PCL has commenced projects identified in the plan. Also commenced is the Riparian Survey to map riparian vegetation communities and habitat. Field work and reporting for the Large Aquatic Biota project, which investigates the response of large aquatic species to environmental flow regimes within the Cotter River system, has been conducted.

The Alpine Bog Rehabilitation project received an ACT LandCare Award for excellence in environmental rehabilitation of a sensitive alpine ecology community (2007-08).

The control of Serrated Tussock in Jerrabomberra Grasslands and Callum Brae Nature Reserves is an important conservation activity. The purpose is to protect endangered vegetation types and grasslands which are home to the endangered Earless Dragon. Recent benefits include regeneration of native Red-leg grass. The implementation of the updated Namadgi National Park Feral Horse Management Plan has contributed to reducing impacts on sub-alpine wetlands and associated threatened species. This has also been the case for the implementation of the annual Namadgi National Park pig management program.

The Alligator Weed control program continued to focus on gathering data on the level of infestation



in ACT waterways and the effectiveness of control methods. Infestations were mapped and treated in the Ginninderra Catchment. The Tuggeranong Valley was extensively surveyed and found to be free of Alligator Weed. An Alligator Weed field day for community and employees was held to assist in identification and treatment.

Two animal management activities that were issues in 2007–08 were equine influenza and the kangaroo cull on Department of Defence lands at Lawson.

Equine influenza is a highly contagious exotic viral disease and was found in a horse in Sydney in August in 2007. This led to an outbreak of the respiratory disease in equine species in NSW and Queensland. The ACT participated in the national response to eradicate the virus by declaring the ACT as a quarantined area and establishing a Local Disease Control Centre. PCL led the response with assistance from staff across TAMS.

Considerable effort was directed to the development of a plan in response to a possible outbreak in the ACT, vaccination of racing industry and high value horses, as well as extensive surveillance and monitoring of horse movements within (and into and out of) the ACT. There have been no recorded cases of equine influenza in Australia since December 2007 and the ACT has remained disease-free.

A plan for the management of Eastern Grey Kangaroos (*Macropus giganteus*) in the ACT is currently being prepared. The purpose of the plan is to set out the approach to be adopted in managing grazing pressure by Eastern Grey Kangaroos. Particular consideration is being given to the protection of

lowland native grasslands and grassy woodlands. As well as being a favoured kangaroo habitat, these areas contain ecological communities and species that are declared threatened under ACT and Commonwealth legislation. The plan aims to provide a holistic approach to kangaroo management across all land in the ACT.

Educating the community about the importance of conserving biological diversity was enhanced through the completion and opening of the \$7.8 million Sanctuary at Tidbinbilla. Visitors have a safe but enjoyable experience where they can explore and learn about nature. The sanctuary will become better known as a major venue for the Victorian Brush Tailed Rock Wallaby recovery work, the Northern Corroboree Frog breeding program, and macropod fertility trials.

The visitor experience at the Sanctuary at Tidbinbilla has been enhanced with the signing of an agreement with Conservation Volunteers Australia (CVA) to manage a 'Volunteer Interpreter Program', with support from Tidbinbilla's rangers and wildlife staff.

The popular publication, *Get Out There! A Guide to the Australian Capital Territory's Parks and Open Space System* was updated and broadly distributed along with a variety of flyers, maps, guides and brochures. *Get Out There!* encourages the community to care for the ecological integrity of the ACT's parks and open spaces within the ACT.

Partnerships have continued to strengthen with Greening Australia and CVA. The former has assisted PCL in the rehabilitation of the Lower Cotter Catchment and at Stromlo on lands devastated by

the 2003 wildfires. CVA have partnered with PCL to recruit and train up to 40 volunteers for interpretive activities in the Sanctuary at Tidbinbilla.

The Natural Heritage Trust (NHT) and the National Action Plan continue to support a number of Parks, Conservation and Lands projects supporting community involvement in Natural Resource Management. One such project has engaged the local Indigenous community in tree planting, stream restoration, Aboriginal interpretation and heritage protection activities.

Park Care, LandCare and other volunteer groups were again active to help address land and water degradation in the ACT. Training, equipment, tools and insurance cover were provided and group activities coordinated for maximum impact. Retaining the groups' existing members, as well as attracting new and younger members, remains a challenge.

The enormous contribution of individuals and groups to natural resource management in the ACT was again recognised in the annual National and ACT LandCare Awards, coordinated by PCL.

Managing the land to prevent the impact of wildfire is a core activity of PCL. The ongoing input to the development of the Strategic Bushfire Management Plan Version 2 and the development of the Sub-Regional Fire Plans determine what fire minimisation activities are conducted. The completion of the 2008 Bushfire Operational Plan (BOP) which, among other activities, led to controlled burns at Mount Pleasant, Cooleman Ridge, Urambi Hills, Stromlo Forest at Weston Creek, Gossan Hill, Black Mountain, Isaacs Ridge, Bruce/O'Connor Ridge, Gilmore Hill and Uriarra, and Pierces Creeks Forests.

2007-08 saw the successful delivery of the largest (post-2003) hazard reduction burn at Potters Hill, achieving fire management outcomes in conjunction with positive ecological outcomes. The burn at Potters Hill successfully achieved a mosaic burn pattern with residual patches of unburnt vegetation remaining for habitat purposes.

## Enhancing Environmental Health

A core activity in Parks, Conservation and Lands is the management of the green infrastructure (trees, shrubs, groundcovers) within Canberra and throughout the ACT. Within Canberra, 4000 new trees have been planted in fire-affected areas. Since the 2003 fires, 15,000 new shrubs have been planted in the urban fire affected areas and 1000 of the new shrubs that died as a result of the prevailing drought have been replaced. 3600 dead and dangerous trees in urban areas have been removed including the majority of dead and dangerous trees in high-use recreational nodes and campgrounds in non-urban parks and open space.

The re-vegetation of bushfire-affected areas in rural locations is still ongoing, but many significant milestones have been reached. Since 2003, PCL has: grass-seeded over 7000 hectares of the burnt plantation estate; cleared over 11,000 hectares of burnt pine plantation estate; and re-established 2977 hectares of commercial pine plantation outside the Lower Cotter Catchment.

Weed control works have been routinely programmed for shrub bed areas.

The *Urban Trees Asset Management Plan* for the period 2005–22 continues to inform the development of the large-scale staged replacement of the ageing urban forest as part of the Urban Forest Renewal Initiative.

PCL is an active member of the Parks Forum. The Parks Forum is the peak industry association for park management agencies in Australia and New Zealand. One initiative being coordinated by the Forum is the Healthy Parks Healthy People program. PCL facilitates the promotion and adoption of this program within the ACT. Healthy People communicates the physical, social, spiritual and mental benefits associated with using parks as venues for recreational and environmental activities. Healthy Parks communicates balancing the protection of our natural and cultural heritage and use of our urban and non-urban open space with the needs of Canberrans and their visitors now and in the future. Parks Week, held in early October 2007, was used to promote the program and PCL's services.

## Future Directions

TAMS is exploring the benefits of introducing a Sustainability Policy and Framework for ACT Government agencies as a means of addressing sustainable resource use, including working towards being carbon-neutral.

It is important that the ACT Government has a clear picture of its greenhouse gas emissions profile. This data is being collected through an Online System for Comprehensive Activity Reporting (OSCAR). A consultant has been engaged to ensure all agencies are trained in the reporting system during the 2008–09 financial year. The system collects all data including fuel, energy usage, greenhouse emissions, waste management and water consumption for each ACT Government agency. This will enable the ACT Government and TAMS to better report on energy usage in government-owned buildings and facilities.

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## C.22 ACT Women's Plan

### Representation and Recognition

The TAMS Women's Committee continued to meet throughout 2007-08. The current membership of 15 people includes 10 women and five men.

The review of the Women's Workplace Action Plan (WWA Plan) commenced in December with the commitment to develop a new Women's Action Plan by mid-2008. To date, the WWA Plan has had an internal focus in that it comprehensively considers issues for women working in TAMS. However, as the ACT Women's Plan intends that agencies "develop effective and responsive policies, programs and services to meet the needs of women and girls", the opportunity will be taken for TAMS to extend the scope of the plan to include programs and services that meet the needs of women and girls. Consultations will be conducted with women's groups in the ACT to identify issues and gaps in service delivery.

The active promotion of women in a variety of roles throughout the department continued via career expos, recruitment processes and marketing strategies.

### Good Health and Wellbeing

The main focus for the Women's Committee since July 2007 has been implementing the Work and Life Balance Action Plan. A number of recommendations for responding to issues raised in the TAMS Work and Life Balance survey were translated into an Action Plan. The main areas of focus are:

- to communicate information in the survey report to TAMS staff

- getting management and supervisory level buy-in on improving flexible work practices
- providing information to staff and management on current entitlements and how the conditions can be accessed
- getting more detailed and specific information from staff and managers about what are the 'blockers' to accessing conditions
- exploring ways to engage more effectively with staff based out of offices.

Survey result information has been circulated to all TAMS staff in brochure form. Six focus groups were held with TAMS staff to get detailed information on 'blockers' in accessing work and life conditions of employment. Approximately 70 staff participated. Four TAMS Internal Facilitators conducted sections of the focus groups.

The *Improving Flexibility and Responsiveness of Work Practices* resource book has been developed to assist with getting management and supervisory level buy-in on improving flexible work practices. Information will be provided to staff and management on current entitlements and how the conditions can be accessed.

### Responsive Housing

This is not applicable to the operations of the department.

### Safe, Inclusive Communities

The 'round town program provides access to recreational events in local areas across the ACT which, among other objectives, assists in addressing issues of social isolation



for women. During 2007–08, there were 31 *'round town'* events held across Canberra including Gungahlin, Tuggeranong, Dunlop, Woden and the City. The estimated attendance at these events was 50,000 people. A special Mother's Day event was held on 11 May 2008 at Glebe Park, with more than 5,000 people attending. The event raised over \$1200 for Karinya House and the Zonta Club of Canberra, both not-for-profit women's organisations.

## Economic Security and Opportunities

This is not applicable to the operations of the department.

## Flexible Education and Training

TAMS conducted management and leadership development programs including a range of senior leadership workshops and seminars. Within these programs there is a strong emphasis on the importance of considering the needs of special groups, including

women, when developing policies, programs and services. In 2007, 53 per cent of management development participants were women.

The inaugural TAMS Great Debate was held in September 2007 with 200 people attending from the department, the ACT public sector and women's groups in the ACT community to hear Senator Kate Lundy debate ABC television personality, Virginia Haussegger.

Events are arranged so as to maximise the opportunities for women to be able to participate.

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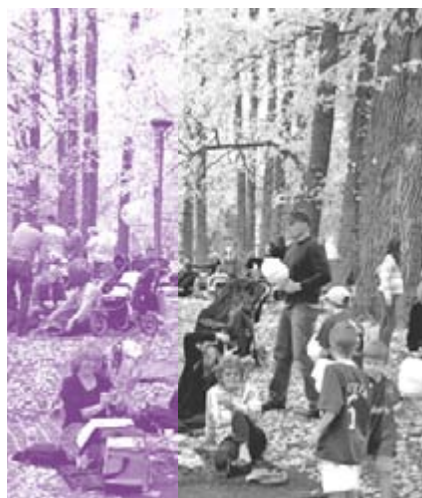
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## APPENDICES

# Animal Welfare Authority

## Legislative Framework and Functions

The *Animal Welfare Act 1992* (the Act) establishes the Animal Welfare Authority (the authority) with statutory functions associated with the administration of the Act. The Executive Director of Environment and Recreation is appointed as the authority.

The authority publishes and circulates codes of practice for animal welfare throughout the Territory. People may also apply to the authority under Section 26 of the Act for a licence to either use or breed animals for research and teaching. The Act provides that people may apply to the authority for permits to conduct a circus using animals other than those prohibited under the Act (Section 53) or trap animals for commercial, domestic or private purposes (Section 64). The Act also authorises the authority to appoint people as either inspectors or authorised officers.

As at 30 June 2008, two Inspectors from the RSPCA (ACT), one authorised officer from Environment Protection and Heritage and all serving Australian Federal Police were authorised under the Act.

## 2007–08 Activities

### Act Amendments

Section 6 concerning Commercial Trapping Permits was amended during this period.

### Codes of Practice

The Animal Welfare Advisory Committee prepared one Code of Practice for approval under the Act. The revised Code of Practice for Animal Boarding Establishments in the ACT was revised.

### Animal Research Licences

Three licences were issued.

### Circus Permits

No permits were issued.

### Animal Trapping Permits

No permits were issued.

### Appointment of Inspectors

No inspectors were appointed.

### Investigations

A total of 904 complaints regarding the alleged mistreatment of animals were investigated during the year by investigators from the RSPCA (ACT). The complaints related to companion animals in urban and rural areas, stock animals in rural areas, and companion animals at commercial establishments.

### Prosecutions

Ten cautions were issued. Eight current investigations may lead to possible prosecutions under the Act. One prosecution was completed during the year. The defendant was found guilty of causing pain to an animal and was fined \$500.

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# ACT Heritage Council

## Legislative Framework and Functions

The ACT Heritage Council (the council) is established under the *Heritage Act 2004*. The council's functions include advising the Minister about a variety of issues including:

- criteria by which the heritage significance of places and objects is to be determined
- incentives for the conservation of the heritage significance of heritage places and heritage objects
- promotion of public awareness of heritage places and heritage objects as well as other matters relating to heritage significance in the Territory.

## Membership

In addition to two permanent members, the Chief Planning Executive of the ACT Planning and Land Authority (ACTPLA) and the Conservator of Flora and Fauna, a maximum of nine expert members are appointed to the council by the Minister.

The Chief Minister appointed the new ACT Heritage Council under the *Heritage Act 2004* for a period of three years beginning on 28 April 2008. A total of nine members were appointed, six with expertise in various disciplines and three public representatives. All members' terms expired on 28 April 2008.

## Membership of the ACT Heritage Council at 30 June 2008

The tenure of the membership is from 28 April 2008 to 28 April 2011.

- Dr Michael Pearson (Chair)
- Dr Dianne Firth (Deputy Chair)
- Mrs Louise Brown
- Dr Lenore Coltheart
- Mr David Johnston
- Mr John Kemister
- Dr Warren Nicholls
- Mr Colin Stewart
- Mr Josip Zivco.

## Meetings

Six ACT Heritage Council meetings were held during the year. Apart from fulfilling legislative requirements in relation to heritage registrations and providing advice on development applications referred to it by the ACT Planning and Land Authority (ACTPLA), the Council also advised the Minister on: major policy issues relating to Tharwa Bridge and the conservation of Canberra's nineteenth century rural heritage and significant twentieth century architecture. Gerhard Zatschler, Secretary, attended the National Heritage Chairs and Officials Meeting in Sydney in September 2007. Bob Neil, Director of Environment, Protection and Heritage, and Dr Michael Pearson, Chair, attended the National Chairs and Officials Meeting in Cairns in March 2008.

## Task forces

During 2007–08, the task force system used by the council continued to provide opportunities for

members to participate in a number of projects. Papers were also circulated for members to consider out of session as part of the means by which the council conducts its business.

A total of 19 task force meetings were held during the year covering work in a range of heritage-related areas:

### Development Applications Task force

This task force continued to consider development applications referred to it by ACTPLA. The task force, whose membership consisted of Dr Michael Pearson, Josip Zivko and Dr Dianne Firth, held five meetings.

### Heritage Grants Task force

The task force met once in 2007–08 and made recommendations for the 2007–08 ACT Heritage Grants Program. The members of the task force were David Johnston, Dr Warren Nicholls and Dr Michael Pearson.

### Register Assessment Task force

The Register Assessment task force was re-established and continued its work of assisting to review and update the ACT Heritage Register to reflect the full range of the ACT's heritage. Membership of the task force consisted of Dr Michael Pearson, Dr Dianne Firth, Dr Lenore Coltheart, and Dr Warren Nicholls. The Taskforce met seven times during the year.

### Aboriginal Heritage Task force

The task force was established in May 2006. Membership consists of Dr Michael Pearson, David Johnston and Louise Brown. Dr Nichols was co-opted into the task force in December 2007. The task force met six times during the year to coincide with each of the council meetings, plus an additional special meeting. In addition, they considered a number of issues out of session to provide guidance on a number of complex issues.

Significant achievements from the year include the commissioning of a review of the status and function of the Representative Aboriginal Organisations as defined by the *Heritage Act 2004*, and the development of the draft Aboriginal Heritage Guidelines which have been circulated for comment prior to finalisation.

## Promotion of Heritage Awareness

The ACT Heritage Council held or supported a diverse range of activities, events and projects aimed at promoting and celebrating the ACT's heritage. The largest of these was the 2007 Heritage Celebrations. Held in November 2007, the Heritage Celebrations continue to serve as an important vehicle for heritage promotion, awareness and education. In 2007, the Heritage Celebrations involved a three-day program of events including a one day celebration at Corroboree Park. The theme for the 2007 Heritage Festival was 'Our Indigenous Heritage'.

## Inter-Government Relations

### National Heritage Chairs and Officials Forum

The ACT Heritage Council Secretary and the Director of Environment Protection and Heritage participated in this forum, which took place in Sydney in September 2007 and in Cairns in March/April 2008. The forum provides for cooperation and sharing of ideas across States and Territories and with the Commonwealth. It also develops agenda papers for the Environment Protection and Heritage Ministerial Council.

## ACT Heritage Grants Program

### 2007–08 Program

The 2007–08 program funded 26 projects totalling \$262,000. The ACT Heritage Grants Program is the primary source of funding for individuals and community organisations involved in heritage conservation in the ACT. The Heritage Council provides advice to the Minister on the grants program.

## Conserving Aboriginal Heritage

### Aboriginal Heritage Strategy

The ACT Heritage Council Unit has commenced a cooperative project with Fire Management officers in Parks, Conservation and Lands to identify the conditions under which land management activities may be undertaken without compromising heritage values. Following the establishment and testing of management guidelines, final procedures will be submitted to the Heritage Council for endorsement and introduced as standard practice for land management activities.

## Heritage Register

### Register Backlog

The Heritage Council established a project in 2007–08 to process a backlog of historic places and objects nominated to the Heritage Register. This included the appointment of temporary staff. In total 23 places/objects have been assessed and had decisions on provisional registration made.

### New ACT Heritage Register Online

The Heritage Unit commenced building an integrated database and GIS system to manage the Register and

improve the accessibility of the register. The website was upgraded to include an improved heritage list and a complete set of register entries for provisional and fully registered sites.

## Administrative Support

### Support by Heritage Unit

The Heritage Unit in Environment Protection and Heritage continued to provide administrative support for the Heritage Council during 2007–08.

## Remuneration

### Entitlement

Council members are entitled to remuneration in accordance with the ACT *Remuneration Tribunal Act 1995* (Statement Number 190 – part time holders of Statutory Offices).

### 2007–08 Payment

Remuneration paid to Council members during the year totaled \$14,794.

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# Conservator of Flora and Fauna

## Conservator of Flora and Fauna

The Executive Director of Environment and Recreation, Territory and Municipal Services (TAMS) holds the office of the Conservator of Flora and Fauna. Established by the *Nature Conservation Act 1980*, the Conservator of Flora and Fauna has additional responsibilities under the *Land (Planning and Environment) Act 1991*, (which was replaced by the *Planning and Development Act 2007* on 31 March 2008) and the *Tree Protection Act 2005*.

### Nature Conservation

The Conservator acts on issues that affect the conservation matters embodied in the *Nature Conservation Act 1980*. This relates in particular to protecting native plants and animals, including the administration of a licensing system for the taking, keeping, selling, importing, exporting, disturbing, displaying and killing of native plants and animals; managing the nature reserve system; and protecting and conserving threatened species and ecological communities.

### Native Animal and Plant Licensing

The following licences relating to plants and animals were issued in 2007–08:

### Activity Licences

The number of 'keep' licences was 634. These include the private and commercial keeping of native animals including birds, reptiles, amphibians and a small number of exotic species.

- Import a native animal into the ACT — 56.
- Export a native animal from the ACT — 31.
- Take a native animal from the wild (these are entirely for scientific research and later release purposes) — 37.
- New keep licences to keep a native animal — 121.
- Remove and/or interfere with the nest of a native animal (these are entirely related to authorised tree removal and result in the relocation of the nest and animal) — 4.

### Licences Under Fisheries Act 2000

Import/export live fish (these are entirely related to the pet retail industry) — 12.

### Investigations

Ten investigations were instigated during this financial year:

- Two matters have been referred to DPP.
- Two matters referred to outside agencies.
- Two alleged offenders were issued a formal caution.
- Three investigations are still active.



## Inspections

Conservation Officers inspected pet shops and private licence holders of non-exempt animals in the ACT including the National Zoo and Aquarium, to ensure compliance with the relevant laws of the Territory.

## Conservation Offences

Regular liaison occurred between Parks, Conservation and Lands Rangers and the Australian Federal Police Rural Patrol. Minor offences, such as walking a dog off a lead in a reserve area were also reported during the year. Other offences which were recorded for information only, included motor cycles in the reserves and vandalism to assets and amenities, including graffiti and fence damage.

## Land Management

The Conservator is responsible for managing public land identified in the Territory Plan in accordance with the management objectives specified in Schedule 1 of the *Land (Planning and Environment) Act 1991* (now Schedule 3 of the *Planning and Development Act 2007*).

## Plans of Management

### Namadgi National Park Revised Draft Plan of Management

The Minister for Planning referred the plan to the Legislative Assembly Standing Committee on Planning and Environment in December 2007. The Standing

Committee commenced an inquiry into the plan in March 2008. Completion of the final plan is expected in 2008. The final plan will replace the original management plan for the park adopted in 1986.

### Jerrabomberra Wetlands Nature Reserve Draft Plan of Management

The draft plan has been revised in response to public consultation. It will be sent to the Minister for Planning for referral to the Legislative Assembly Standing Committee on Planning and Environment in 2008. When finalised, the plan will replace the 1994 management plan for the reserve.

### Googong Foreshores Draft Plan of Management

The draft plan of management was released for public comment in September 2007. It is being revised in response to comments received and is expected to be finalised early in 2008–09. The draft Googong Foreshores Plan of Management establishes a framework for managing activities within the foreshores to ensure that they do not impact on the area's primary purpose of providing a potable water supply.

As Googong is located within NSW, the plan of management for Googong was not required under the provisions of the *Land (Planning And Environment) Act* but it was considered necessary for protection of the water supply.

### Plan of Management for Gungahlin's Urban Open Space and Public Access Sportsgrounds

The plan was approved by the Minister for Planning in November 2007. The plan has been prepared in



accordance with the vision for Gungahlin's urban parks and sportsgrounds developed in consultation with the community and user groups:

*Gungahlin is a city within a rural landscape with a linked system of quality parks and sportsgrounds that provide appropriate opportunities for recreation and sporting activities and interpretation of the natural and cultural heritage of the area.*

### Other Statutory Requirements Met Under the Land (Planning and Environment) Act 1991

The Conservator was consulted on one Draft Variation to the Territory Plan (Section 16) and 25 development applications affecting public land (Section 229); and made recommendations on three leases over areas of public land (Section 209) and one licence affecting public land (Section 210).

Since the Planning and Development Bill 2007 was enacted on 31 March 2008, the Conservator has been consulted on three draft variations to the Territory Plan (Section 61).

## Tree Protection

The Conservator is responsible for making decisions on applications to undertake defined tree-damaging activities on trees on leased urban land that meet the criteria for protection in the *Tree Protection Act 2005*.

### Application Decisions

The Conservator made decisions on 1888 Applications for a Tree Damaging Activity. 943 were granted approval with conditions and 270 were declined.

### Appointment of Advisers

The Conservator retained the following people as members of the Tree Advisory Panel:

- Mr Phillip Unger
- Dr Peter Coyne
- Mr Tony Fearnside.

The Tree Advisory Panel provides advice to the Conservator regarding the functions provided under the Act, including applications for approval to remove or otherwise damage a protected tree.

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# Environment Protection Authority

## Legislative Framework and Functions

The Environment Protection Authority (EPA) is established by the *Environment Protection Act 1997* (the Act). As a statutory position, the EPA is responsible for administering the Act. The Director, Environment Protection and Heritage (Environment and Recreation Network), holds the EPA position.

The administrative function of the EPA involves meeting the objectives of the Act, which include:

- protecting the environment
- ensuring decision-making incorporates ecologically sustainable development principles
- establishing a single and integrated regulatory framework for environmental protection
- encouraging responsibility by the whole community for the environment — general environmental duty of care.

The EPA meets these objectives by: granting environmental authorisations; promoting environmental awareness; entering into environmental protection agreements; developing codes of practice with industry; and issuing notices, environment protection orders and a range of other instruments. The Act covers all environment protection activities including air, noise, land and water pollution.

## Environment Protection Policies

The EPA develops policies and guidelines designed to help explain and apply the *Environment Protection Act 1997*. Known as Environment Protection Policies (EPPs), these policies and guidelines also assist in clarifying and applying the regulations made under the Act.

As of 30 June, nine EPPs had been developed since the Act came into effect. The range of regulatory areas covered by these EPPs is diverse, and includes air, noise, water, motor sport noise, outdoor concert noise, hazardous materials, wastewater reuse, and contaminated sites. There is also an EPP to cover general administration of the Act.

The General and Water Pollution EPPs were first released in 1999 and have subsequently been reviewed and updated to reflect the current Act, Regulation and EPA procedures, following recommendations for the review of the *Environment Protection Act 1997* (the Act) in 2004.

## Accredited Codes of Practice

Codes of Practice are developed by industry and are formal documents applying to a particular industry or activity. Codes set out ways of minimising environmental harm and ensuring compliance with the general environmental duty. Codes may be either specific to the particular activity or activities to which they relate or may apply across an industry. Relevant examples are as follows:

## Commercial Waste Industry

The ACT commercial waste industry has an accredited code of practice, developed in 1998, dealing with



operating hours, maintenance of equipment and complaint handling procedures.

### Environmental Authorisations

An Environmental Authorisation (EA) is a form of licence granted under section 49 of the Act, which sets out the conditions under which activities, with a significant potential to cause environmental harm may be conducted. During 2007–08, 39 EAs were issued, bringing the total issued since 1 July 1998, to 616.

Activity (Schedule 1 Class A of the Act)	2007–08 Authorisations	Total Authorisations
Controlled burns	0	14
Commercial incineration	0	1
Commercial wood preservation	0	2
Material crushing, grinding or separating	1	5
Commercial production of alcoholic beverages	1	1
Crematorium	0	1
Extraction of material from a waterway	10	18
Firewood	1	52
Keeping poultry	0	1
Commercial landfills	0	5
Logging	0	1
Milk production	0	1
Motor sports	1	20
Motor sports and outdoor concerts	0	1
Outdoor concerts	9	31
Ozone	0	249
Commercial use of agricultural and veterinary chemicals	7	144

Activity (Schedule 1 Class A of the Act)	2007–08 Authorisations	Total Authorisations
Petroleum storage	0	6
Road building material production	0	1
Production of concrete	0	12
Sewage treatment	0	2
Sewage treatment and incineration	0	3
Placement of soil on land	9	35
Timber milling	0	3
Stock sale yard	0	1
Waste petroleum recovery	0	1
Water skiing	0	2
Wool-on sheepskin tanning	0	1
<b>TOTAL</b>	<b>39</b>	<b>616</b>

## Environmental Protection Agreements

Environmental Protection Agreements are formal, non-contractual agreements between the EPA and businesses. In partnership with the EPA, these agreements are designed to help businesses to manage their environmental performance.

Section 38 of the Act provides for the EPA to enter into Environmental Protection Agreements generally for the purposes of the Act. The section also allows the agreements to be used instead of Environmental

Authorisations where people are conducting certain activities that entail a moderately significant risk of environmental harm (those listed in Schedule 1 Class B of the Act; see also subsection 42(2) of the Act).

As detailed in the following table, 26 Environmental Protection Agreements were made during the year, bringing the total issued since 1 July 1998 to 267.

Activity (Schedule 1 Class B of the Act)	Agreements for 2007–08	Total Agreements
Concrete Batching Plant	0	7
Land development/construction	25	247
Municipal services	0	1
Preservation of wood materials	0	1
Wastewater reuse	1	6
Forestry activities	0	1
Contaminated sites	0	4
<b>TOTAL</b>	<b>26</b>	<b>267</b>

## Contaminated Land Notifications

The EPA has received six Contaminated Land notifications under section 23A of the *Environment Protection Act 1997*. The majority related to operational and abandoned service station sites where contamination had been detected during routine maintenance or redevelopment of the sites. There have been 27 notifications since the contaminated land provisions were enacted in 1999.

## Contaminated Land Searches

Environment Protection has received 194 Contaminated Land Search enquires.

## Comments on Planning Documents

The Environment Protection Authority has made comments on 140 development applications.

## Complaint handling

During the year, the EPA responded to 1949 public complaints covering a range of issues, as presented in the following table:

Environmental Issue	Complaints 2007-08
Air	174
Noise	1389
Water	177
Pesticides	2
Solid fuel heaters	105
Other hazardous materials	12
Trees	2
Light pollution	15
Land Contamination	2
Waste collection	1
Other	70
<b>TOTAL</b>	<b>1949</b>

## Enforcement Activities

Individuals or businesses may incur penalties such as on-the-spot fines, environment protection orders or prosecution for breaches of the Act. On-the-spot fines have been issued for minor breaches of the Act, mainly at building sites and for, discharges to storm water and excessive noise. More serious matters are subject to orders or prosecution.

In one particular case involving significant pollution, the EPA and BP Australia have reached an out of court settlement in relation to an incident at BP's Chisholm Service Station in early 2006 – which involved the loss of over 64,000 litres of petrol into the environment. BP cleaned up the spill and will provide funding of \$150,000 over three years to the ACT Environment Grants Program. They will also provide an additional \$50,000 in BP solar products for use in a solar energy initiative of the ACT Government's choosing.



The following table lists the total number of notices and orders served and prosecutions completed since the commencement of the Act on 1 July 1998 and actions taken in 2007–08.

Enforcement Action	2007–08	Total
Service of first infringement	19	257
Service of final infringement	6	84
Environment protection orders	2	39
Environment improvement plan	0	4
Prosecution	0	3
Out of Court Settlement	1	1
TOTAL	28	388

## Water Resources Act 2007

In addition to the *Environment Protection Act 1997*, the EPA has responsibility for administering the *Water Resources Act 2007* (WR Act). The WR Act aims to ensure that the use and management of the Territory's water resources are sustainable while protecting the ecosystems that depend on the waterways. It is also designed to protect waterways and aquifers from damage.

Licences are issued under the WR Act for activities ranging from water abstraction and bore construction works, to construction and maintenance of waterway structures and bore water drilling.

As shown in the following table, 52 licences were issued, 10 for bore construction, three for waterway works and 31 for water use activities, bringing the total to 401 since the commencement of the WR Act 2007.

License Type Since 1 August 2007	2007–08	Total
Licence to take water	31	195
Drillers licence	8	43
Bore works licence	10	103
Waterway works licence	3	60
TOTAL	52	401





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# Report of the Director of Territory Records

## Introduction

This Report of the Director of Territory Records is provided to meet the requirement of Section 33 (1) (f) of the *Territory Records Act 2002* (the Act). The director's first report, a Subsumed Report in the 2003-04 Annual Report of the Department of Urban Services, provided a brief summary of the considerations that led the ACT Government to develop specific records legislation.

The rigorous records regime that was embodied in the Act applies to every agency of the ACT Government. The Act's sixth full year of effective operation has seen continued progress by agencies towards implementing procedures that meet their obligations under the Act.

In particular, the provisions in Part 3 that allow public access to records, which commenced on 1 July 2008, have engaged agencies in a considerable amount of work. The director has supported the work of agencies as they prepare their older records for access. He has liaised with the Territory Records Advisory Council and other organisations and individuals to facilitate community awareness and understanding of the procedures that apply in making records available to the public.

The Minister for Territory and Municipal Services, Mr John Hargreaves, MLA, stated in a speech to the Legislative Assembly that:

"The *Territory Records Act 2002* was one of the first pieces of legislation enacted by the Stanhope Government and followed a commitment made by Jon Stanhope in his speech *A Code of Good Government*, that Labor would establish a legislative basis to ensure that records would be properly kept and managed throughout the government. The records regime created by the legislation has now extended to every area of government. All Territory agencies have now implemented Records Management Programs which respond to the Standards for Records Management provided for in the Act. The legislation also requires agencies to prepare schedules for the disposal of their records and since the commencement of this Act, the Territory Records Advisory Council has recommended and the Director of Territory Records has approved, Records Disposal Schedules covering over 120 functions of government."

## Roles and Responsibilities

### The Director of Territory Records

Section 33 of the *Territory Records Act 2002* lists the functions of the director of Territory Records. In carrying out this very broad role, the Director works closely with each agency's Chief Executive and nominated Records Manager on tasks ranging from providing advice on the development of the agency's Records Management Program to reporting on the agency's compliance with that Program.

### The Territory Records Advisory Council

The council advises the Director of Territory Records on the development and review of standards and codes for records management and the disposal of

government records. The council also provides advice on the preservation of records about Aboriginal and Torres Strait Islander heritage in the ACT. The members of the council represent a broad spectrum of stakeholder interests within our community. They have vast records management experience and a deep commitment to the role of recordkeeping as a cornerstone of good government. Minutes of meetings are available on the Territory Records Office website ([www.territoryrecords.act.gov.au](http://www.territoryrecords.act.gov.au)).

The second council met for the two council meetings in 2007. Chaired by Mr George Nichols, other members were Ms Veronica Pumpa (Deputy Chair), Ms Judith Baskin, Ms Jill Caldwell, Ms June Penny, Mr Steve Stuckey, Mr Phillip Tardif, Mr Cecil Lester and Mr David Wardle. The director acknowledges the contribution made by the Chair of the first two councils, Mr George Nichols, and Ms Judith Baskin who has also been a member of both Councils.

The third council commenced with the first meeting in 2008. Chaired by Mr Steve Stuckey, other members are Ms Veronica Pumpa (Deputy Chair), Ms Jill Caldwell, Ms June Penny, Mr Phillip Tardif, Ms Rebecca Stubbs, Dr David Headon, Mr Greg Wood and Mr David Wardle. Appointments to the council are now being staggered to ensure continuity between council meetings.

During the year, the council received the draft Records Management Standard and Guideline on the Physical Storage of Records, and the Draft Standard and Guideline on Business Continuity and Records Management for its consideration. The council also provided advice on the Records Disposal Schedules tabled including those applying to the records of the ACT Director of Public Prosecutions and to Schools

Management Records. Council members undertake extensive and detailed work to ensure consistency between and within Records Disposal Schedules.

### The Council of Australasian Archives and Records Authorities (CAARA)

As a member of the Council of Australasian Archives and Records Authorities (CAARA), the ACT is represented by the Director at CAARA's bi-annual meetings. The director accords a high priority to ensuring that ACT recordkeeping is in line with developments in other Australian jurisdictions. Recent issues have included the adequate retention of digital records and contractors' records, and the provision of public access to records.

### The Territory Records Office

The Territory Records Office (TRO) carries out the work program of the Director of Territory Records. Section 33 of the *Territory Records Act 2002* requires the director to develop and approve standards and codes for records management by all ACT Government agencies. The standards allow agencies to create their own records management regimes within these policy parameters. For each of the six present standards, a complementary Guideline provides greater guidance to agency records managers. Below the level of Standards and Guidelines sit Records Advices. These are issued to provide more detailed advice on specific records management issues. A total of 43 Records Advices have now been issued. The Standards, Guidelines and Records Advices are available on the Territory Records Office website.

In addition to developing these documents, the TRO: provides advice to agencies; maintains the whole-of-government records management thesaurus



(Territory Version of Keyword AAA (TVKAAA)); provides support for the Territory Records Advisory Council; and assists members of the public in finding records of interest to them.

## Issues for ACT Government Records Management

### Public Access to Records

Under an amendment to the *Territory Records Act 2002* in May 2007, the Access provisions in Part 3 of the Act now commence on 1 July 2008. Part 3 establishes as a right, except in certain circumstances, access to government records that are over 20 years old. All records will open unless a Section 28 Declaration has been made under the Act.

The effect of the *Territory Records Act 2002* is to override the *Freedom of Information Act 1989* in relation to those records; and the Section 28 Declaration affects reactivating the FOI Act for a limited number of exempt categories, the most important being personal privacy. Consequently the *Territory Records Act 2002* preserves the appeal provisions of the FOI Act and ensures that those people who would have had access under the FOI Act continue to have access.

As required, the director continues to liaise with the Territory Records Advisory Council and other organisations and individuals, to ensure community awareness and understanding of the procedures that apply for accessing Territory records. Although created for the business purposes of government, these records are a community resource and the growing level of community awareness of the value of these records is demonstrated by an increasing number of enquiries.

The director continues to support the work of agencies as they prepare their older records for public access. Individual records are being assessed to ensure that information is not released where it should properly remain confidential. Records that are not to be openly available require a Section 28 declaration made under provisions of the *Territory Records Act 2002*.

In preparation for 1 July 2008, a Reference Archivist was appointed on 1 January 2008. In addition to providing advice about arranging and describing records in preparation for access, the Reference Archivist has been working with agencies to prepare finding tools to assist in meeting enquiries about these older records. The Reference Archivist has also been working closely with agencies on the identification of records that are anticipated to be of interest to researchers. To assist researchers, a series of short finding aids has been produced and, with assistance from others, more detailed research guides on specific topics are being prepared.

Once Part 3 commences, the Reference Archivist will focus on assisting members of the public in their interpretation and use of the records. As well as providing a central enquiry point for members of the public, advice will be especially valuable in cases where functions have moved between agencies and where enquiries involve more than one agency. The tasks facing agencies remain considerable, however the prospects are exciting, offering new opportunities for research by community members.

### Compliance

The more fully established the procedures under the Act become, the more the work of the director will focus on compliance. The director's role is to monitor

agencies' levels of compliance with their own Records Management Programs, whereas the Auditor-General has more wide ranging responsibilities under the *Auditor-General Act 1996*.

In November 2007 the Auditor-General announced the commencement of an audit "to determine whether agencies' record keeping policies, systems and procedures are in accordance with relevant legislation, government policies and accepted record keeping standards and principles". Audits have been undertaken in a number of agencies, including examining the role of the TRO in overall records management.

The director's 2006-07 Annual Report made clear that his compliance focus during 2007-08 would be on agency preparation for public access: "The focus of compliance activity will be on ensuring that adequate arrangements are in place for the commencement of the access provisions of the Act on 1 July 2008" (Annual Report of the Director of Territory Records 2007-08, p.6). While there will be attention given to other compliance aspects of an agency's Records Management Program during 2008-09, the emphasis on public access is expected to continue as agencies become familiar with day-to-day procedures involved in appropriately responding to enquiries from members of the community.

### Additional Records Management Standards

As flagged in last year's Annual Report, work commenced on two new standards and guidelines dealing with the physical storage of records and with business continuity and records management. These documents received initial scrutiny from the Territory Records Advisory Council, and are now being considered by agencies as is required by the Act.

### Review of the Standards for Records Management and the Act

Standards must be reviewed "as soon as practicable within five years of the date of commencement", and the first five standards commenced on 2 July 2003. In practice, to review the effectiveness of the standards requires also an evaluation of the effectiveness of the guideline associated with each standard. The review will also include the whole-of-government records management thesaurus (TVKAAA), and the Records Disposal Schedule for administrative records (TARDiS).

Accordingly, 2007-08 saw the commencement of work on reviewing these five standards and guidelines, TVKAAA and TARDiS. An initial review has been undertaken and discussions are now being held with agencies to gain a consensus view of any changes that may be required.

In addition, Section 58 of the *Territory Records Act 2002* says that the Minister must review the operation of the Act as soon as practicable after 1 July 2009 and must report to the Assembly within a year. The review of the standards and related instruments is a precursor to a review of the Act, and the findings from the present review will inform the broader review when undertaken during 2009-10.

### Future Directions

The immediate task for 2008-09 is to establish as routine the procedures associated with the opening to public access of those Territory records for which more than 20 years have elapsed since their creation and for which no Section 28 Declaration has been issued.

The director's compliance efforts in the coming year will again be directed towards securing appropriate public access to records.

After the commencement of Part 3 of the Act (public access) the review of the standards, guidelines, TVKAAA and TARDiS will be completed. Then, in 2009-10, the Act itself is to be reviewed.

The Territory Records Office must be ready to meet the interest in Canberra's history as the city approaches its centenary in 2013. Alliances with other institutions both within and outside of government will be vital to harness the documentary heritage resources that are available to this community, as well as to researchers outside of this jurisdiction that have an interest in the history and development of this region.

The infrastructure to house, interpret and provide access to this material will need to operate in parallel to the responsibilities for the creation and management of the current records of government.

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## Glossary

**Climate change** refers to any change in climate over time, whether due to natural variability or human activity. Scientific evidence shows that accumulated greenhouse gas emissions have already changed climate around the world and will continue to do so. The international debate about how to respond has shifted from simply cutting the emission of greenhouse gases (though this is still an important action) to learning how to live with the changes that are now inevitable.

**Floriade** is Canberra's annual festival of flowers, the biggest of its kind in Australia. Since its beginnings in 1988 Floriade has always been held in the heart of the city in Commonwealth Park, on the shores of Lake Burley Griffin. The word Floriade comes from the Latin word 'floriat', meaning 'to design with flowers'. The name was inspired by other flower festivals held in the Netherlands, called Keukenhof and Floriade.

**Greenhouse gases** are heat-trapping gases that are a natural part of the atmosphere. They maintain higher temperatures at the earth's surface than would otherwise be possible. This phenomenon is called the greenhouse effect. However, sound evidence confirms that human activities, particularly the use of fossil fuels (coal, oil and natural gas), broad scale deforestation, and land use changes, result in increases in the atmospheric concentrations of greenhouse gases (including carbon dioxide, methane and nitrous oxide). This is known as the enhanced greenhouse effect and is scientifically accepted as being primarily responsible for the rise in global temperatures recorded through the previous and current centuries.

**Indigenous** in the context of this annual report refers to both Australian Aboriginal and Torres Strait Islander peoples.

**Light rail** is a form of urban rail public transportation that generally has a lower capacity and lower speed than heavy rail and metro systems. The term is used to refer to modern streetcar/tram systems with rapid transit-style features that usually use electric rail cars operating mostly in private rights-of-way separated from other traffic but sometimes, if necessary, mixed with other traffic in city streets.

**Outcomes** are the results, impacts or consequences of actions by the government on the community.

**Outputs** are the goods and services produced by agencies on behalf of the government for external organisations or individuals.

**Procurement** is the acquisition of goods and/or services. It encompasses developing a business case, including risk assessment, approaching the market, assessing tenders or quotes, contract award, delivery of and payment for the goods or services and, where relevant, the ongoing management of a contract.

**Sustainability** is defined as forms of progress that meet the needs of the present without compromising the ability of future generations to meet their needs. Environmental sustainability refers to the environmental actions or impacts of what we do. In moving towards sustainability, we are attempting to reduce our ecological footprint or to tread more lightly on the Earth. This equates to reducing the amount of resources we use (and buy), the waste we produce and the emissions we produce.

## List of Abbreviations and Acronyms

<b>ABC</b>	Australian Broadcasting Commission
<b>ACROD</b>	Australian Council for the Rehabilitation of the Disabled
<b>ACT</b>	Australian Capital Territory
<b>ACTCOSS</b>	ACT Council of Social Services
<b>ACTEW</b>	Australian Capital Territory Electricity and Water
<b>ActewAGL</b>	Australian Capital Territory Electricity and Water Gas Light Company
<b>ACTGAL</b>	ACT Government Analytical Laboratory
<b>ACTIA</b>	ACT Insurance Authority
<b>ACTION</b>	ACT Internal Omnibus Network
<b>ACTLIS</b>	ACT Library and Information Service
<b>ACTOUT</b>	ACT Outdoor Group
<b>ACTPLA</b>	ACT Planning and Land Authority
<b>ACTAS</b>	ACT Academy of Sport
<b>ACTPS</b>	ACT Public Service
<b>AFL</b>	Australian Football League
<b>AFP</b>	Australian Federal Police
<b>AGIMO</b>	Australian Government Information Management Office
<b>AHA</b>	Australian Hotels Association
<b>AMES</b>	Adult Multicultural Education Services
<b>AMS</b>	Asset Management Services
<b>AMWU</b>	Australian Manufacturing Workers Union
<b>ANU</b>	Australian National University
<b>ATE</b>	Australian Tourism Exchange
<b>ATEC</b>	Australian Tourism Export Council
<b>ATSIEB</b>	ACT Aboriginal and Torres Strait Islander Elected Body
<b>AuSSI</b>	Australian Sustainable Schools Initiative
<b>AWA</b>	Australian Workplace Agreement
<b>BAZ</b>	Bushfire Abatement Zone
<b>BBQ</b>	Barbeque
<b>BOA</b>	Best of Australia
<b>BOP</b>	Bushfire Operational Plan
<b>BP</b>	British Petroleum
<b>BPay</b>	Bill Pay
<b>CA</b>	Computer Associates
<b>CAA</b>	Canberra Accommodation Association
<b>CAARA</b>	Council of Australasian Archives and Records Authorities
<b>CAG</b>	Community Advisory Group





<b>CBD</b>	Central Business District
<b>CC</b>	Cubic Centimetres
<b>CCTV</b>	Closed Circuit Television
<b>CDWIA</b>	Canberra District Wine Industry Association
<b>CE&amp;C</b>	Community Engagement and Communications
<b>CFMEU</b>	Construction Forestry Mining Energy Union
<b>CIT</b>	Canberra Institute of Technology
<b>CLS</b>	Capital Linen Services
<b>CMA</b>	Catchment Management Authority
<b>CMD</b>	Chief Minister's Department
<b>CNG</b>	Compressed Natural Gas
<b>CONTROL</b>	Control Irrigation Management System
<b>COTA</b>	Council on the Ageing
<b>CPSU</b>	Community and Public Sector Union
<b>CREEDA</b>	Capital Region Enterprise and Employment Development Association
<b>CRTOA</b>	Canberra and Region Tour Operators Australia
<b>CRVC</b>	Canberra and Region Visitors Centre
<b>CSIRO</b>	Australian Commonwealth Scientific and Industrial Research Organisation
<b>CVA</b>	Conservation Volunteers Australia
<b>DAS</b>	Domestic Animal Services
<b>DDA</b>	Disability Discrimination Act
<b>DET</b>	ACT Department of Education and Training
<b>DHCS</b>	ACT Department of Disability, Housing and Community Services
<b>DRG</b>	Disability Reference Group
<b>DVD</b>	Digital Versatile Disc
<b>EA</b>	Environmental Authorisation
<b>EAP</b>	Employee Assistance Program
<b>EEO</b>	Equal Employment Opportunity
<b>EP&amp;H</b>	Environment Protection and Heritage
<b>EPA</b>	Environment Protection Authority
<b>EPP</b>	Environment Protection Policies
<b>ESA</b>	Emergency Services Authority
<b>E-strategy</b>	Electronic Strategy
<b>FOI</b>	Freedom of Information
<b>FTE</b>	Full-Time Equivalent
<b>GDE</b>	Gungahlin Drive Extension
<b>GIS</b>	Geographic Information Systems
<b>GSO</b>	General Service Officer
<b>HEAT</b>	Home Energy Advice Team

<b>HR</b>	Human Resources
<b>IAMS</b>	Integrated Asset Management System
<b>IAP2</b>	International Association for Public Participation
<b>ICM</b>	Integrated Channel Management
<b>ICS</b>	Integrated Customer Support
<b>IELTS</b>	International English Language Testing System
<b>IO</b>	International Organisation
<b>ISO</b>	International Organisation for Standardization
<b>IWD</b>	International Women's Day
<b>JACS</b>	Department of Justice and Community Safety
<b>JCGRG</b>	Joint Community Government Reference Group
<b>JUMCC</b>	Joint Union Management Consultative Committee
<b>km</b>	Kilometres
<b>LED</b>	Light Emitting Diode
<b>LPG</b>	Liquefied Petroleum Gas
<b>M<sup>2</sup></b>	Metres Squared
<b>MATTA</b>	Malaysian Association of Tour and Travel Agents
<b>MCE</b>	Ministerial Council on Energy
<b>MCMA</b>	Murrumbidgee Catchment Management Authority
<b>MLA</b>	Member of the Legislative Assembly
<b>MOU</b>	Memorandum of Understanding
<b>MS</b>	Multiple Sclerosis
<b>NAIDOC</b>	National Aborigines and Islanders Day Observance Committee
<b>NATAS</b>	National Association of Travel Agents Singapore
<b>NCA</b>	National Capital Authority
<b>NCAA</b>	National Capital Attractions Association
<b>NGO</b>	Non-Government Organisation
<b>NHT</b>	National Heritage Trust
<b>NightFest</b>	Night Festival
<b>NOWaste</b>	NOWaste (Business Unit in Territory and Municipal Services)
<b>NPA</b>	National Parks Association
<b>NRL</b>	National Rugby League
<b>NRM</b>	Natural Resource Management
<b>NRMA</b>	National Roads and Motorists' Association
<b>NSW</b>	New South Wales
<b>OCE</b>	Office of the Chief Executive
<b>OHS</b>	Occupational Health and Safety
<b>P&amp;C</b>	Parents and Citizens'
<b>PABX</b>	Private Automated Branch Exchange



<b>PCL</b>	Parks, Conservation and Lands
<b>QANTAS</b>	Queensland and Northern Territory Air Services
<b>RAFT</b>	Remote Area Fire Team
<b>RFID</b>	Radio Frequency Identification
<b>RMF</b>	Risk Management Framework
<b>RMIA</b>	Risk Management Institution of Australasia
<b>RMRG</b>	Risk Management Reference Group
<b>RMWG</b>	Risk Management Working Group
<b>RSL</b>	Returned and Services League
<b>RSPCA</b>	Royal Society for the Prevention of Cruelty to Animals
<b>SBMP</b>	Strategic Bushfire Management Plan
<b>SEA</b>	Special Employment Arrangement
<b>Sec</b>	Section
<b>SEE</b>	Society, Economy and the Environment
<b>SES</b>	ACT State Emergency Service
<b>SGD</b>	Singapore Dollars
<b>SHOUT</b>	Self Help Organisations United Together
<b>SHR</b>	Strategic Human Resources
<b>SMS</b>	Short Messaging Service
<b>SMT</b>	Strategic Management Team
<b>SSC</b>	Shared Services Centre
<b>STO</b>	State Tourism Offices
<b>TA</b>	Tourism Australia
<b>TAFE</b>	Technical and Further Education
<b>TAMS</b>	ACT Department of Territory and Municipal Services
<b>TCD</b>	Traffic Control Device
<b>TRAP</b>	Transport Regulation and Planning
<b>TRO</b>	Territory Records Office
<b>TVE</b>	Territory Venues and Events
<b>TVKAAA</b>	Territory Version of Keyword AAA
<b>TWU</b>	Transport Workers Union
<b>UC</b>	University of Canberra
<b>UCI</b>	Union Cycliste Internationale
<b>UMCC</b>	Urunga-Mylestom Chamber of Commerce
<b>WAT</b>	Wheelchair Accessible Taxi
<b>WESP</b>	Work Experience Placements
<b>WISE</b>	Working in Safe Environments
<b>WR</b>	Water Resources
<b>WWA</b>	Women's Workplace Action

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## Other Sources of Information about Territory and Municipal Services (TAMS)

### Websites

[www.tams.act.gov.au](http://www.tams.act.gov.au)

[www.act.gov.au](http://www.act.gov.au)

[www.canberraconnect.act.gov.au](http://www.canberraconnect.act.gov.au)

[www.action.act.gov.au](http://www.action.act.gov.au)

### Publications

A range of hard copy publications is available from Canberra Connect shopfronts.

### Phone

Phone Canberra Connect on 13 22 81 to be connected to any TAMS business unit.







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