

VOLUME ONE

ANNUAL REPORT 2006-2007

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OFFICE OF THE CHIEF EXECUTIVE

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

This 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 2006 to 30 June 2007 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 sincerely,

Mike Zissler
 Chief Executive
 Territory and Municipal Services

11 September 2007



OFFICE OF THE CHIEF EXECUTIVE

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 Ministers 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 instance of such referral, you should direct your attention to the relevant section in the annexed report for further information.

Yours sincerely,

Mike Zissler
Chief Executive
Territory and Municipal Services

11 September 2007



SECTION A

Performance and Financial Management Reporting

SECTION A

SECTION B

SECTION C

A.1 The Organisation

Our Role

The Department of Territory and Municipal Services (the Department) plays a key role in building Canberra's environmental, social, cultural and economic capital.

One of its objectives is the efficient delivery of a diverse range of sustainable, value for money services to the Canberra community, including public transport, roads, footpaths, cycleways, waste management, libraries, shopfronts and online services, ranger services, linen services, and a nursery. 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 provides and maintains healthy living spaces for the enjoyment of the people of Canberra, and helps ensure the ACT's natural and cultural environments are protected, preserved and enhanced. It implements sustainable practices in the management of parks, nature reserves and waste, and plays a key role in the preservation of heritage and wildlife. It facilitates access to a broad range of sporting and recreational activities through the management of sporting programs, venues, sportsgrounds and community events. Promotion of the ACT as a preferred tourist destination is also an objective of the Department.

It also manages and maintains Canberra's built environment to the highest possible standard, helping to ensure it is as clean and safe as

possible. Its many infrastructure assets, including roads, bridges, and community paths, are strategically planned, built, and maintained. The efficient management of Government property is another important objective for the Department. As a regulator it 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 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.

Our Values

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

- We are committed to quality service
- We embrace new ideas and innovation
- We encourage initiative and view change as opportunity
- We act with honesty and integrity
- We operate as a team and support teamwork
- We trust and respect each other
- We value diversity

Our Structure

TAMS was formed on 1 July 2006 with the integration of the Department of Urban Services, Environment ACT, Australian Capital Tourism, Sport and Recreation ACT, ACTION Authority, Canberra Stadium Authority and parts of the Office of Sustainability.

The Department is structured around four distinct groups, Community and Infrastructure Services, Enterprise Services, Environment and Recreation, and the Office of Chief Executive.

The Community and Infrastructure Services Network provides public library services, is responsible for asset information and asset acceptance, manages the Territory's owned buildings; leases commercial buildings and administers government office accommodation. It provides information and payment services to the ACT community through Canberra Connect Shopfronts, Call Centre and Web Centre. Through the Office of Transport 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, biosecurity and animal welfare. It regulates environmental

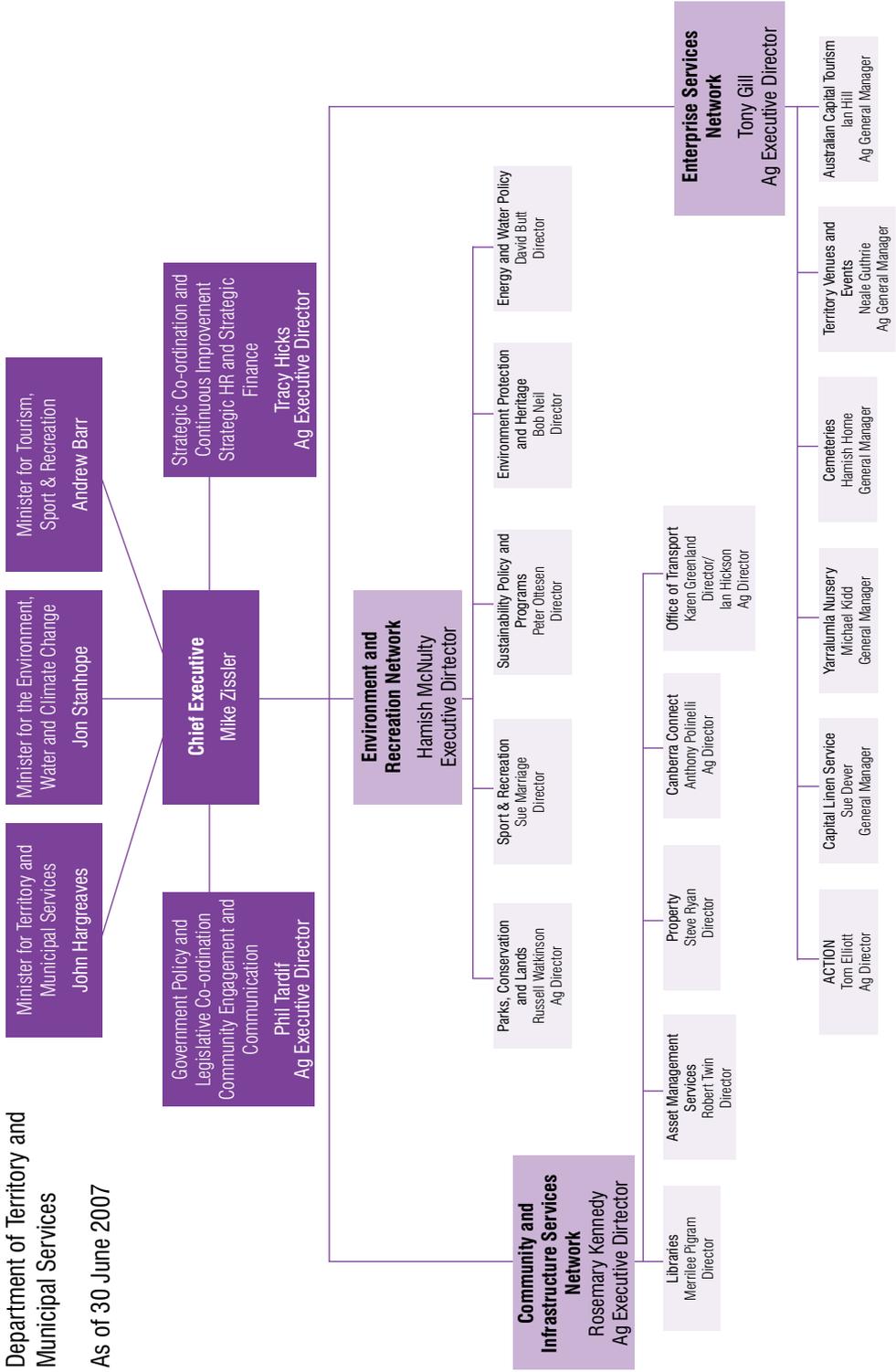
and heritage activities using compliance and licensing frameworks that help protect and preserve natural and cultural values. It also encourages participation in a range of sport and recreation activities, including the delivery of elite and community sport programs

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

The Office of the Chief Executive (OCE) provides advice and support to Ministers, the Chief Executive and the Networks to ensure effective governance arrangements are in place. It develops and contributes to whole-of-government legislation, and Departmental policies, procedures, and guidelines. It also provides practical advice and assistance in areas such as human resources and financial management, media management, risk management, community engagement and communications, and strategic planning. It is also responsible for providing leadership in organisational and cultural change and continuous improvement initiatives that assist to meet the demands of a changing environment.

Department of Territory and Municipal Services

As of 30 June 2007



Our Stakeholders

- ACT residents
- ACT businesses
- Community organisations
- Minister for Territory and Municipal Services
- Minister for Tourism, Sport and Recreation
- Minister for Environment, Water, and Climate Change
- Legislative Assembly
- Other ACT and Commonwealth Government agencies
- Our suppliers and contractors.

In our interaction with stakeholders and with each other, we actively apply 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.

A2 Overview

On July 1 2006 the Department of Territory and Municipal Services was formed, with the amalgamation of Urban Services, Environment ACT, Australian Capital Tourism, ACT Sport and Recreation, ACTION Authority, Canberra Stadium Authority and the Office of Sustainability. The new Department reported to two Ministers, John Hargreaves, Minister for Territory and Municipal Services and Andrew Barr, Minister for Tourism, Sport and Recreation. On 18 April 2007 the responsibilities for energy and water were transferred to the Department. These two functions, in addition to our environmental and land management responsibilities, now report to Jon Stanhope as Minister for the Environment, Water and Climate Change

To ensure the effective integration of these diverse organisations, a significant organisational change program, *Going Forward Together*, was undertaken during the year. The program's key features were a comprehensive and critical examination of organisational structures, processes and procedures, the innovative use of internal project teams to drive both the structural and cultural reforms required, and open and extensive communication between management, staff, and unions.

The program successfully delivered a more unified and streamlined organisation, the achievement of significant savings, and greater efficiencies in service delivery, particularly in the land management, transport and administrative areas. Ensuring a smooth

transition of staff and functions to the Shared Services Centre was also a focus, that also involved a major review of administrative functions in all Networks resulting in a rationalisation of roles and responsibilities and process improvement.

The 2006 /07 TAMS Strategic Plan was developed with a focus on the strategies required to successfully address the significant organisational changes required to be implemented throughout TAMS.

The Plan was grouped under five key themes - *Our People, Our Organisation, Our Community and Stakeholders, Our Service Delivery, and Our Budget*, and clearly set out the priorities, strategies and measures of success required to implement the necessary reforms. The Department's values and key stages in the change process were also clearly articulated.

Plans for each of the Networks and the Office of the Chief Executive were subsequently developed, with strategies and activities again linked to the key themes. Underpinning these documents were Business Unit Plans and Individual Work Plans, which contain detailed lists of activities, milestones and performance indicators. These plans were used as the basis for the development of individual performance agreements.

Achievements against the priorities and performance measures contained in the TAMS Strategic Plan and the Network Plans were reported bi-annually to the Strategic Management Team. Managers and staff were also provided with a Departmental "scorecard" that summarised achievements throughout the year.

SECTION A

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.

SECTION B

For a full list of legislation administered by the Department see page 147.

SECTION C

For legislation enacted in 2006/07 see page 149.

A.3 Highlights

The successful creation of a new department was a significant highlight for the 2006/07 reporting year. Staff across TAMS worked hard on core activities, but at the same time deliver on significant targets and implement recommendations from the ACT Government's 2006/07 budget.

Construction of the Gunghalin Drive Extension (GDE) is well underway with the section between Barton Highway and Ginninderra Drive opened to the public in late 2006. The section between Ginninderra Drive and Belconnen Way opened in May 2007. The section between Belconnen Way and Glenloch Interchange is scheduled for completion in October 2007 and Glenloch Interchange in mid 2008.

The Department looked at, and continues to review, ways to adapt to water shortages from both a supply and demand perspective. Adaptive management techniques, based on scientific expertise, continued to be applied to environmental flow regimes to ensure riverine environments were not adversely affected whilst water for urban consumption is maximised.

The Department highlighted its commitment to water savings with the operation of new laundry equipment at Capital Linen, decreasing water consumption by 20% from 2005-06.

A significant factor in the work of Parks, Conservation and Lands was the need to remove a large number of dead and dying trees and the challenge of watering of

young trees due to the drought. Removal has been necessary due to the need to maintain public safety. The drought has also affected the overall look and feel of the city with sportsgrounds being heavily impacted. Yarralumla nursery faced its sixth year of drought. In response to this challenge the Nursery focused on developing and implementing systems to efficiently use water, including the construction of a water recycling system for the Yarralumla site. The Department consulted with the sports industry on the possible introduction of Stage 4 water restrictions and in the 2007/08 is developing a masterplan to address this issue. The drought has also been a significant issue in balancing fire hazard protection with maintenance of conservation values across the ACT.

The opening of the new Civic library on 1 December 2006, provided Civic branch users with a much improved library facility, including access to 14 public internet PCs, an IT training room, a flexible meeting space, revitalised library collections and several multiscreens with Foxtel services available. Despite its temporary closure due to storm damage in February 2007, it is now up and running with the addition of a driver's licence facility.

In line with improved service provision, Canberra Connect introduced new online smartforms for citizen and business payment to government. These were embraced enthusiastically by the community and won an industry award.

Twenty two former school sites were transferred to TAMS and the community is being consulted on possible future uses

for the sites. There has been a great deal of interest in maintaining the sites for a variety of community uses.

The community continues to be a central focus in the delivery of TAMS services. A significant achievement in this area was a partnership development with ACT Health for the progression of Phase 2 of the Kids at Play program. This focussed on the education of parents, grandparents and primary carers to increase the level of physical activity and healthy nutrition in children's lives.

The development and launch of the ACT Road Safety Strategy was a significant achievement that focussed on reducing death, injury and trauma on the Territory's roads. It falls in line with the National Road Safety Strategy 2001-2010 and includes an integrated approach to the four Es: Education, Encouragement, Engineering and Enforcement.

A new agreement was negotiated with the AFL for the continuation of matches at Manuka Oval for the period 2007-2009 and distribution of more than \$1.9m in grants to community organisations for a range of sports development activities occurred.

The new venue of Stromlo Forest Park hosted its first major event, the Brindabella Challenge, within one month of its opening. The event attracted 1751 participants. TAMS was also successful in its bid to host the 2009 World Mountain Bike and Trials Championships.

Floriade was a great success with record numbers of visitors (375,000) and a bright and colourful theme of Carnivale. This was a 5.2% increase on the figures for 2005.

Many areas of the Department received awards, acknowledging the work done by TAMS staff.

- Yarralumla Nursery continued to demonstrate its commitment to the community through operating two successful work-for-the-dole programs during 2006-07 and also received the Chief Minister's Inclusion Award of Excellence for 2006.
- Capital Linen Service received an award from the ACT Vocational Education and Training Authority as a finalist in the Employer of the Year category at the 2006 ACT Training Excellence Awards.
- One of ACTION's drivers, Wayne Farley, won the National Bus Rodeo competition, a skill test for bus drivers.
- One of our Trainee Rangers, Euroka Gilbert, won the ACT Aboriginal and Torres Strait Islander Student Trainee Apprentice of the Year Award.
- The Canberra Connect Call Centre was awarded the Runner Up Award in the National Government Contact Centres Awards for Excellence in 2006-07.
- Canberra Connect were also finalists in the e-Awards for Excellence for their online payment projects, SmartForms.
- The Payroll section (now part of Shared Services) won a Commissioner for Public Administration Award for their work in implementing the new chris21 payroll system.
- Two TAMS staff, Neil Cooper and Hilton Taylor, received a US Medal of Thanks for their help fighting fires in the United States.

A.4 Outlook

In 2006/07 a key focus for the Department was the implementation of a broad ranging organisational change program that delivered more streamlined structures and significant efficiencies. During 2007/08 the Department will build on these reforms to deliver a wide range of Government priorities.

Delivering the actions set out in the Government's Climate Change Strategy, "Weathering the Change" will be a major focus, with a number of initiatives to commence during the coming year. TAMS will aim to be a role model for sustainable practices. Approved energy and water efficiency projects will be undertaken in TAMS buildings, the number of fuel efficient / low emissions vehicles in the TAMS fleet will be increased, new waste management strategies will be developed, and we will continue a program of installation of energy efficient street lights.

An integrated transport strategy will provide an overarching strategic direction for the Department's transport responsibilities. It will take into consideration issues such as land use and new developments, infrastructure planning for roads and parking, and accessible public transport.

Public transport will be a key focus. Significant enhancements will be made to ACTION including the introduction of a new network, purchase of additional easy access, environmentally – friendly buses, an improved maintenance regime, and work

on the acquisition of a new ticketing system. Reforms to the taxi and hire car industry will also continue.

Improved management of TAMS numerous assets will also be a focus, with a review of all current asset management systems and plans, and the subsequent development of a Strategic Asset Management Plan.

Sporting and recreational facilities and events opportunities will continue to be provided to the community. Floriade will celebrate its 21st birthday during September 2008. Manuka Oval will host an one day international cricket match in January 2008 and Stromlo Forest Park will be further developed and promoted as a world class cycling venue. Construction of the Harrison Playing Fields will begin, including a canteen, seating, and landscaping. A draft ACT Sport Recreation Strategy will also be developed to guide future developments.

Tidbinbilla Nature Discovery Centre will open in early 2008 and continue to be developed as a major environmental and recreational attraction.

The look of Canberra will be improved with considerable investment in upgrades to suburban shopping centres, including Ainslie, Garran and Melba, that will involve improvements to street furniture, lighting and the introduction of public art.

District parks will be revitalised across the city. Playgrounds will be improved, park seats, picnic tables and benches upgraded, additional barbeques installed, and landscaping and new plantings undertaken.

An extensive program to remove dead or hazardous trees will be implemented, in addition to pruning and plantings in parks, reserves, and suburban streets. Remedial landscaping, including tree replacement and refurbishment of shrub beds will also occur, as will increased watering of developing trees.

Water supply and recycling will continue to be a significant issue during the year requiring the adoption of new water technologies, sourcing alternative options, recycling as much as feasible and meeting the requirements for the possible introduction of Stage 4 water restrictions.

Significant capital works projects will be completed or commenced, including Gungahlin Drive Extension, the new Tharwa Bridge, Airport Roads Stage 1, duplication of Athllon Drive, and upgrades of Lanyon Drive.

Strategies will also be implemented to further develop the capability and capacity of employees. Accredited management development programs, at Diploma and Certificate IV level will be offered, and a series of workshops and seminars on best practice in local government delivered. The introduction of a revised performance management system will also help to clarify performance standards and skills gaps. The Risk Management Framework, that requires the systematic identification, analysis, evaluation and treatment of all risks, will continue to be implemented across the Department.

There will be increased use of customer satisfaction measures to better inform service improvement, and service charters will be

introduced to assist community understanding of service standards. Increased use of benchmarking will also help to determine how performance compares with similar jurisdictions and where it can be improved.

These major initiatives will be implemented in conjunction with the delivery of services that the ACT community expects. I am confident that the concerted effort that went into creating the Territory and Municipal Services will provide the foundation to further improve our services and help meet the challenges that lie ahead.

Mike Zissler

Chief Executive



A.5 Management Discussion and Analysis

See Volume 2

A.6 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 implementation of integrity and 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 and fraud risk, identified through both risk assessment and integrity risk assessment processes. Additional audits were included in the program during 2006–07 in response to areas of high risk identified during the year.

During 2006–07, a business integrity risk assessment was conducted throughout the Department, and from this process the Fraud and Corruption Prevention Plan was updated. This was subsequently endorsed by the Audit Committee.

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

Five instances of potential fraudulent behaviour were reported during 2006–07. Two related to theft of monies, one inappropriate use of the internet and another related to unauthorised disclosure of information. The remaining case related to inappropriate behaviour of a company contracted to provide services on behalf of the ACT Government.

No evidence of fraudulent activity was found in one case following investigation, and control systems have now been strengthened. The remaining four cases were referred to the Australian Federal Police (AFP) for investigation.

In relation to investigations reported in the Department of Urban Services (now TAMS) 2005–06 annual report, one is still under investigation by the AFP and the other case has gone to court with a conviction recorded.

For more information:

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A.7 Risk Management and Internal Audit

Risk Management

Territory and Municipal Services (TAMS) Risk Management Framework is based on the Australian and New Zealand Standard 4360:2004, and designed to allow for risks identified in any area to be escalated to the appropriate level. The framework forms part of the governance arrangements for the Department, and is supported by the Risk Management Reference Group (RMRG) which is required to report to the Strategic Management Team (SMT) and the Internal Audit Committee on key risk areas for the Department. The RMRG includes representation from all business units, as well as from the ACT Insurance Authority (ACTIA).

During 2006-07, TAMS continued to develop its capability in identifying and managing risk, including awareness-raising at entry level, and at regular management meetings. The Risk Management Framework contains mechanisms for elevating risk events to the appropriate management level. This mechanism is overseen by the Risk Management Working Group, a sub-committee of the RMRG.

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

Internal Audit

The Territory and Municipal Services (TAMS) Audit Committee oversees, on behalf of the Chief Executive, the Department's governance, risk and internal control environment.

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 six times during the year, including a meeting to review the departmental financial statements. Each meeting was attended by all Committee members with the exception of one meeting, where one member was absent. 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.

The Audit Committee Charter and the Internal Audit Charter have been revised in accordance with recommendations from the Auditor General's Office.

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

SECTION A

SECTION B

SECTION C

Reports presented to the Committee during 2006-07 were:

- Privatised Vehicle Inspections
- Parking Operations – Review and Revenue Collection
- Urban Open Space Procurement Processes
- Review of Security Arrangements
- Firearms Procedures and Controls
- Recruitment Practices across TAMS
- Asset Management Processes and Procedures
- Management of Pool Contract
- Rego ACT Procurement Process
- Credit Card Processes and Procedures
- Fuel Card Management and Controls
- Camera Enforcement
- Management of the Cleanaway Contract
- Environmental Scan

The Audit Committee is informed by the Department's Risk Management Reference Group (RMRG).

For more information:

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A.8 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 units are outlined in the organisational chart on page 5.

Organisational Changes

In July 2007 the Department of Territory and Municipal Services was formed, with the amalgamation of Urban Services, Environment ACT, Australian Capital Tourism, Sport and Recreation, ACTION, Canberra Stadiums, and the Office of Sustainability. To ensure the effective integration of these diverse organisations, a significant organisational change program, *Going Forward Together*, was undertaken during the year.

The program's key features were a comprehensive and critical examination of organisational structures, processes and procedures, the innovative use of internal project teams to drive both structural and cultural reforms, and open and honest communication between management, staff, and unions. The program successfully delivered a more unified and streamlined organisation, achievement of significant savings, and greater efficiencies in service delivery, particularly in the land management, transport and administrative areas.

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.

Corporate and Operational Plans

The 2006-07 Territory and Municipal Services (TAMS) Strategic Plan was developed with a focus on the strategies required to successfully address the significant changes required to be implemented throughout TAMS.

The Plan contains priorities, strategies and measures of success grouped under five key themes - *Our People, Our Organisation, Our Community and Stakeholders, Our Service Delivery, and Our Budget*. The Department's values and key milestones in the change process are also clearly articulated.

Plans for each of the Networks and the Office of the Chief Executive were subsequently developed, with strategies and activities again linked to the key themes. Underpinning these documents were Business Unit Plans and Individual Work Plans that detail actions, projects, milestones and performance measures. These plans were used as the basis for the development of individual performance agreements.

Achievements against the priorities and performance measures contained in the TAMS Strategic Plan and the Network Plans were reported bi-annually to the Strategic Management Team. Managers and staff were also provided with a Departmental 'scorecard' that summarised achievements throughout the year.

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, Community and Infrastructure Services Executive Director, Environment and Recreation Executive Director, Enterprise Services Executive Director, Strategic Coordination and Continuous Improvement Executive Director, Government Policy and Legislative Coordination Director, Strategic HR Director, Strategic Finance
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 SMT.	Executive Director, Community and Infrastructure Services Director, Roads ACT Director, Property General Manager, Office of Transport Manager, Asset Management Services Manager, ACT Library and Information Services Director, Canberra Connect
Environment and Recreation Network Management Meeting	Provides a strategic leadership and coordination role for the network and provides information on and implements decisions/recommendations from SMT.	Executive Director, Environment and Recreation Director, Parks, Conservation and Lands Director, Environment Protection and Heritage Director, Energy and Water Policy Director, Sustainability, Policy and Programs Director, Sport and Recreation
Enterprise Services Network Management Meeting	Provides a strategic leadership and coordination role for the network and provides information on and implements decisions/recommendations from 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, Australian Capital Tourism
TAMS Audit Committee	Oversees TAMS' governance, risk and internal control environment.	Chair – Independent Member Independent Member Executive Director, Environment and Recreation General Manager, ACTION Executive Director, Strategic Coordination and Continuous Improvement Advisors – Director, Strategic Finance Internal Audit Manager, Auditor General's Office

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

Name of Committee	Role of Committee	Membership
Community Advisory Group	<p>The CAG is advisory in nature and exists to:</p> <ul style="list-style-type: none"> • Provide information and advice about the community, that will help TAMS directly target community engagement activities to the relevant audiences • Assist TAMS to analyse the most appropriate techniques for types of engagement • Advise TAMS on any issues that may arise from consultation mechanisms • Assist TAMS in communicating constraints and opportunities with community engagement mechanisms and • Provide a forum for a broad range of community members to express their perspectives on TAMS' services. 	<p>Chair Representative from the Aged community Representative from Women Youth and Multicultural communities Representative for Families Representative for Science and Environment Representative for people with a disability Representative for general community Representative from Community Councillor</p> <p>Ex-officio Chief Executive Executive Director Strategic Coordination and Continuous Improvement Head, Community Engagement and Communications Manager, Community Engagement and Publications</p>

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A.9 Financial Report

See Volume 2

A.10 Statement of Performance

See Volume 2

SECTION A

SECTION B

SECTION C

A.11 Analysis of Agency Performance:

Community and Infrastructure Services

Business Overview

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

Regulatory Services are provided through the Office of Transport and consists of Road Transport Regulation and Planning and Roads ACT.

The business units are:

Office of Transport: Transport Regulation and Planning develops regulatory policy on public passenger transport, driver competency, vehicle safety, heavy vehicles and parking practices. This framework is implemented through measures including the accreditation of public passenger transport service providers, driver licensing functions, vehicle registration and inspection processes, and audits of heavy vehicle compliance. As a result of the Administrative Arrangement Orders in April 2007, Road Transport Regulation assumed responsibility for strategic transport planning. Planning for the ACT's future private and public transport needs involves modelling future needs and analysis of trends, developing and contributing to planning projects and providing advice on the transport impacts of land development initiatives.

Office of Transport: Roads ACT manages 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, and is responsible for the operation and maintenance of the Canberra's roads, bridges, community paths, driveways, street signs, line marking, traffic signals, street lighting and urban stormwater drainage assets.

Canberra Connect provides a range of service delivery channels to the ACT community, from government and community information and advice, to the payment of a range government fees and charges. Canberra Connect delivers these services through shopfronts, a call centre and on-line (internet based). 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 support and advice to the Chief Executive and staff in implementing and complying with the record keeping practices required under the *Territory Records Act 2002*.

ACT Library and Information Service (ACTLIS) is comprised of the ACT Public Library, the ACT Heritage Library, the ACT Government and Assembly Library and the Virtual Library website. The ACT Public Library delivers library and information services through its eight branch libraries, two mobile library vehicles and the Home Library Service.

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 for properties that become surplus to agencies service delivery needs. Property Group also undertakes a range of whole of Government functions such as assets facilities management, energy procurement and strategic policy development and coordination in relation to property issues.

Asset Management Services 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.

Our Services

Transport Regulation and Planning continued to focus on improvements to the provision of public passenger services throughout 2006-07. In relation to public passenger services, changes were made to the Minimum Service Standards for taxi networks in March 2007 to address community concerns about the low level of service by the ACT taxi industry.

The outcomes of the implementation of the 2005 Wheelchair Accessible Taxi (WAT) Reference Group recommendations were followed up through focus groups in 2006-07. These focus groups suggested that WAT users considered there had been improvement in WAT services, but difficulties were still being experienced.

The new WAT lift fee payments (for WAT bookings where a Taxi Subsidy Scheme voucher was not used) were implemented in July 2006. These payments assist in



improving services to WAT users by making WAT operations more viable.

In March 2007, a new taxi network, with a strong emphasis on the provision of services to WAT users, was accredited.

The ACT Government's taxi licence release program of 40 new leased taxi licences was completed, with the second ballot of 10 leased taxi licences in August 2006 and the ballot of the final 20 leased taxi licences in May 2007.

Work commenced to assess the potential for peak period taxi licences to assist in meeting the need for taxis at times of high demand.

In consultation with the industry, a new mechanism was developed for managing taxi fare reviews.

Hire car regulatory requirements were modified in February 2007 to ensure that they did not prevent hybrid vehicles from being used as hire cars.

In relation to accessible public transport, a progress report on compliance with the Disability Transport Standards was provided to the Commonwealth Human Rights and Equal Opportunity Commission in late 2006. Further analysis was undertaken of ACT Government public transport services and infrastructure for compliance with the Standards. The analysis includes assessments of bus interchange and bus stop compliance and, together with the results of the five year Review of the Disability Transport Standards in 2007, will inform the review of the Action Plan for Accessible Public Transport in the ACT in 2008.



Significant progress was made in developing a scheme to encourage greater take up of green vehicles through differential stamp duty rates on the purchase of new vehicles.

2006-07 saw a road resealing program with a total of 201,000 (54 lane kilometres) square metres of Territorial Roads and 532,000 (166 lane kilometres) square metres of municipal streets and carparks resealed. This work included sections of Parkes Way, Majura Road, Hindmarsh Drive and Ginninderra Drive, plus a number of municipal streets in Deakin, Kambah, Narrabundah, Aranda, Giralang, Hackett, Hawker, Kaleen and Melba.

A significant asphalt overlay program was undertaken with work carried out on 34 sites, including 22 intersections/roundabouts. As a part of this program, the Canberra Avenue/Hindmarsh Drive intersection and a number of intersections on Hindmarsh Drive in Woden were resurfaced.

A number of severe storms hit various locations in Canberra between December 2006 and March 2007. Significant damage resulted to the stormwater drainage system, which is maintained by Roads ACT. The restoration work arranged cost in excess of \$5 million. Roads

ACT also received over 800 enquiries regarding flooding and damage to private property. Some 100 investigations were undertaken to look at the issues raised.

Roads ACT undertook a broad range of maintenance functions during 2006-07 period, covering a range of public infrastructure. For example:

Road Sweeping	17,500 km
Footpath Maintenance	26,500 m ²
Signs Maintenance/Replacement	4600
Incidence/Accident Response	1100
Patching of Potholes	2900

On-road cycling facilities were installed at 10 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:

- Hindmarsh Drive – Streeton Drive to Darwinia Terrace (completed)
- Captain Cook Crescent – Jerrabomberra Ave to Canberra Ave northbound carriageway (completed)
- GDE – Barton Highway to Belconnen Way
- Launceston Street – Yamba Drive to Melrose Drive (completed by mid 2007)

Implementation of on-road cycle lanes was further assisted by the recurrent funding on the arterial road network, through the road resurfacing and pavement rehabilitation maintenance programs:

- Hindmarsh Drive – Jerrabomberra Ave towards Dalrymple Street (completed by April 2007)
- Southern Cross Drive – Ratcliffe Crescent (west) to Kingsford Smith Drive (completed by April 2007).
- Athllon Drive – Beasley Street to Mawson Drive northbound direction (completed by April 2007)

Gravel road resheet works were completed on Top Naas Road, Boboyan Road and Smiths Road. Pavement rehabilitation works were completed on Northcott Drive into the Campbell Offices and work is being carried out on Tidbinbilla Road between Corin Road and Discovery Road.

The Minister for Territory and Municipal Services launched the ACT Road Safety Strategy 2007-10 and the ACT Road Safety Action Plan 2007-08.

Changes were made to the Road Transport (Vehicle Registration) Regulation 2000 to



support initiatives to encourage vehicle registration renewal transactions through channels such as Bpay, the internet and Canberra Connect.

The expansion of the ACT traffic camera network was progressed, with two new speed and red light cameras operational in April 2007 and further three sites planned for operation in 2007-08. Field trials for new radar based mobile speed cameras were successfully completed in April 2007.

Transport Planning and Strategy responsibility moved from the ACT Planning and Land Authority to TAMS in April 2007. Work continued on the development of an ACT Parking Strategy, with a public consultation process closing in early May 2007.

Work commenced on the development of a Park and Ride Strategy, to be included in the ACT Parking Strategy. Work also commenced on the development of a Strategic Public Transport Network Plan. Other priorities included transport modelling for major development initiatives and progression of a large-scale travelsmart program.

Construction of the Gunghalin Drive Extension (GDE) is well underway with the section between Barton Highway and Ginninderra Drive opened to the public in late 2006 and the section between Ginninderra Drive and Belconnen Way opened in May 2007. The section between Belconnen Way and Glenloch Interchange is scheduled for completion in September 2007 and Glenloch Interchange in mid 2008.

Planning and Environmental approvals have been obtained for the new bridge at Tharwa and detailed design has commenced. The new bridge is expected to be completed by end of 2008.

As part of the strategy to improve road user safety at signalised intersections, 10 new signals were installed. In addition, the traffic signal upgrade program continued with upgrades of controllers at four locations.

Road Safety improvements were implemented at the Ashley Drive/Johnson Drive intersection and on Naas Road.

As far as traffic improvements at schools, various measures were implemented at Burgmann Anglican School in Gungahlin and outside St Peter and Paul in Hughes. Investigations were also carried out at a number of schools that closed at the end of 2006 to determine the need, or otherwise, to remove measures relevant to closed schools. At the same time, investigations were carried at those schools receiving additional students to determine the need, or otherwise, for additional traffic management measures.

Canberra Connect continue to build strong working relationships across government by delivering shopfront, call centre and online information and payment channels on behalf of agencies to the ACT community.

During the 2006-07 financial year, Canberra Connect partnered closely with Shared Services, Disability, Housing and Community Services (DHCS) and TAMS, in order to effectively deliver specialised call handling services to the community.

In addition, the Call Centre was the response mechanism for many ACT Government campaigns and events such as *Live In Canberra*, *Investing In Australia's Capital*, *Seniors Concerts bookings*, "Canberra Glassworks opening tours bookings", and also provided SES storm and flood events call handling.

Due to this increase in service delivery, the Canberra Connect Call Centre has expanded from a 24 to a 49 seat capacity operation. In close partnership with InTACT, the Call Centre phone system was rolled over to Voice Over Internet Protocol. This has enabled skills-based routing of calls which diverts service specific calls to targeted operators with the appropriate knowledge to answer the call.

The Canberra Connect 'Integrated Customer Services System' continues to expand its knowledge base, increasing the ability of the Canberra community to easily seek answers from government on frequently asked questions, submit service requests and provide feedback to agencies. The system allows users to track a request for service from inception to completion, and ensures consistency of information from all contact points.

Coinciding with the establishment of TAMS, Canberra Connect launched the new TAMS website with the migration of 22 websites into one, displaying a consistent look and feel. The new look and feel allows access without requiring a knowledge of the departmental structure.

Canberra Connect also launched a new Internet service environment to provide businesses and the community with improved access to an extensive range of ACT Government information

and services. The updated portals, www.act.gov.au and www.canberraconnect.act.gov.au, offer customers a seamless integration to around 1400 ACT Government services and information.

Canberra Connect has implemented an integrated electronic forms and secure online payment solution that has a whole of ACT Government focus. Canberra Connect's SmartForms system allows businesses and the community to access electronic forms *anytime, anywhere*, and enables immediate payment for services. Canberra Connect will continue to build forms that are 'fit for purpose' and provide customers with easy, centralised access over the Internet to a wide range of electronic forms and payment services. Since becoming operational in July 2006, customers have used the online facilities to pay \$21.8 million in revenue.

The Canberra Connect Call Centre was awarded the Runner Up Award in the National Government Contact Centres Awards for Excellence in 2006-07.

Property Group manages a number government facilities that are tenanted by over 185 community, commercial and industrial tenants. The Grant Cameron Centre in Holder, for example, is home to more than 50 community groups including SIDS for Kids and Red Cross Meals on Wheels, while the Parkwood Road Recycling Estate has more than 40 tenants, many of whom provide resource recycling services to the Canberra community.

The transfer of 22 school buildings to Property Group occurred on 31 December 2006. Community consultation will occur in 2007-08 to determine their future use.

The Facilities Management staff of Property Group provide a variety of services to the Canberra community including maintaining public ponds and fountains which are filled with non-potable water in line with the water restrictions. Other community services included a successful graffiti removal program in the Woden/Weston region, the repair of the sheep sculpture near the Canberra Centre which was accidentally knocked over by a security van, putting up flags and banners throughout Canberra as well as the erection and removal of the Canberra Christmas tree and associated decorations in the early hours of the morning in the week either side of Christmas.

Asset Management Services ensure 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 2190 development applications and submissions were considered during 2006-07, representing a 46% increase on the previous year. Despite this increase the percentage of applications responded to within the 10 day requirement period remained the same.

The unit conducts regular audits to ensure that relevant standards are maintained and to highlight areas where the Department needs to be proactive in providing advice to ensure compliance. A total of 10 supplier audits were conducted during 2006-07. In addition, the

unit conducted 1,440 compliance inspections (up 20% on last year) and responded to approximately 4920 queries relating to Driveways and Stormwater Easements.

The Integrated Asset Management System (IAMS) is becoming the primary source for all asset condition information and is used to assess the total current value of this asset base. The system is also being adapted to support two major new maintenance contracts for streetlights and stormwater assets. Asset managers are now realising the benefits of this integrated solution in the form of reports and tracking the mapping of the interdependence of assets.

During the year, the new Integrated Asset Management System (IAMS) successfully recorded around 200 enquiries from the public through the Canberra Connect Call Centre each week. These include reports about damage to kerbs, trees, playgrounds 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 was achieved for all concrete assets. The system will be adapted to provide a timely response to calls in the future.

Another example of the improved service delivery at low cost to Canberra users is the Traffic Control Device (TCD). During the year, all TCD drawing files were placed on the Internet for direct access by the development industry. This data is updated regularly and through ease of access, developers are now more likely to use the latest information for

new developments. Internet access has also saved consultant's time in obtaining this information, improving the efficiency of this part of the development process.

ACT Locate remains a popular web locate and mapping facility used across the ACT, 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.

In 2006-07, ACTLIS underwent a major review that has been documented in the Library Services Consolidation Project (http://www.tams.act.gov.au/__data/assets/pdf_file/40468/ACT_Library_Report_tabled.pdf). The outcome of this process has been a revitalised library service with supply times and centres that better match demand. Major work including the introduction of Radio-frequency identification (RFID) technology remains to be done to complete the revitalisation.

The second phase of the Belconnen Library refurbishment was completed in September 2006, resulting in a much more user-friendly facility. The new Civic Library was opened on 1 December 2006, providing Civic branch users with a much improved library facility, including access to 14 public internet PCs, an IT training room, a flexible meeting space, revitalised library collections and several multiscreens with Foxtel services available. August 2006 saw an e-book and e-audiobook

service go live, SMS messaging for library notices, and an email service notifying borrowers of the possibility of their library items becoming overdue. Due to storm damage, Civic Library was shut to the public for four and a half months. It reopened on 16 July 2007.

All parts of ACTLIS saw growth in use during 2006-07. For example, the ACT Public Library lent 2,728,964 library items in 2006-07, an increase of 3% over 2005-06.

Future Directions

Future priorities for Transport Regulation and Planning include the development of an ACT Parking Strategy, implementation of the green vehicle policy, monitoring taxi industry performance and industry adjustments, development of new Action Plan for Accessible Public Transport, and completion and evaluation of the Travelsmart program.

Early in the new financial year, Canberra Connect will open its new facility within the Civic Library. This new location will offer all Drivers Licence and Proof of Age card transactions to the ACT public.

The National Policy Framework for Indigenous Libraries and Services and Collections was launched in September 2006. ACTLIS has adopted this framework and is implementing its policy for services to Indigenous people in the ACT.

Property Group will complete the office accommodation rationalisation exercise with the relocation of the Department of Education and Training from Tuggeranong to Braddon and the under leasing of the Manning Clark Offices to the Commonwealth. With this result, the ACT Government will have reduced its leased office accommodation portfolio by just over 12,000m² since mid 2006.

Planning has progressed for an upgrade of Pialligo Avenue and options for linking this into the future Majura Parkway. A taskforce was established by the Minister for the Territory and Municipal Services to monitor the progress of this planning as well as to identify an agreed arrangement for the staging of the future works.

Roads ACT will implement the Road Safety Action Plan 2007-08. It will progress the construction of the Lanyon Drive upgrade and the design of the Tharwa Drive upgrade.

Full implementation of the Integrated Asset Management System (IAMS) is due for completion in December 2007. This will result in a complete representation of the infrastructure and landscape assets managed by TAMS and enable a more accurate assessment of asset values and maintenance requirements across the Territory. A field-based extension will also be commissioned during 2007.

Asset Management Services is preparing to establish an intranet portal to improve its capacity to integrate the range of information sources

across the Department. This will be established in late 2007 and will assist in resolving some of the information system integration issues in relation to development works.

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Environment and Recreation

Business Overview

The Environment and Recreation Network of Territory and Municipal Services (TAMS) comprises of five business units:

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. Within TAMS, Sport and Recreation Services has been re-united with the sports facilities function, with responsibility for the management of Government sporting facilities and future facility planning. Through Sport and Recreation Services, the Territory provides support for athletes at the ACT Academy of Sport, assisting local athletes to reach their sporting potential while also administering the Territory's agreements with a number of elite sporting teams.

Energy and Water Policy

This branch joined TAMS in April 2007 from the Chief Minister's Department. The branch manages the ACT's extensive legislative program for implementing National Electricity market reforms, reviews and develops an energy policy, oversees the development of a second line of input for ACT electricity supply, contributes to the ACT Government

consideration of ActewAGL's proposal for a gas fired power station in Hume, and represents the ACT in the Senior Council Officials servicing the Ministerial Council on Energy. The branch also represents the ACT in the State and Territory development of a national emissions trading policy.

The branch manages the ACT's commitments under the National Water Initiative managed by the National Water Commission. They liaise with ACTEW on water policy and restrictions, represent the ACT on the Murray Darling Basin Council and Commission, contribute to the development of a Googong Catchment Management Plan, chair the lower Cotter Catchment Working Group and oversee rehabilitation from the 2003 bushfires.

Environment Protection and Heritage is comprised of the following branches:



Environment and Protection Unit

The Environment Protection Unit is responsible for regulatory activities related to water resources, air quality, environmental noise, contaminated sites, clinical waste, hazardous materials, water quality, pesticides, lakes and fisheries and the development and implementation of policies and strategies to protect our environment. This includes community participation and education, integrated catchment management and implementation of measures to reduce impacts on the environment. These responsibilities are fulfilled through a combination of providing education, information and advice, resolving complaints, formal regulation and managing incentive programs that deliver improved environmental outcomes.

Licensing and Investigation

This unit has responsibility for issuing all licenses under the *Nature Conservation Act 1980* for persons to keep, import or export native fauna. This includes all private and commercial activities associated with native animals as pets. Additionally, the Licensing and Investigation Unit regulates the movement into and out of the Territory of live fish and some plant materials subject to local and interstate quarantine requirements. The Investigation branch conducts investigations into alleged breaches of all legislation administered by the Environment Protection and Heritage branch with Territory and Municipal Services. The legislation includes *The Nature Conservation Act 1980*, *The Environment Protection Act 1997*, *The Heritage Act 2005*, *The Tree Protection Act 2005* and *Water Resources Act 1998*.

Tree Protection Unit

This unit has the responsibility for receiving and assessing all applications for activities associated with regulated trees in the built-up urban areas of the ACT. The *Tree Protection Act 2005* requires approvals for such activities as major pruning, ground works and lopping or complete tree removal. Qualified Inspectors of the Tree Protection Unit assess each application and make recommendations to the Conservator of Flora and Fauna. The Conservator of Flora and Fauna may also seek advice from an Independent Tree Advisory Panel appointed by the Minister.

City Rangers

City Rangers have the responsibility for patrolling the urban areas of Canberra and ensuring compliance with a number of laws that relate to municipal requirements. These include the issue of permits for the use of public places, the investigation and removal of abandoned goods, including cars, shopping trolleys and other property, as well as the regulation of overgrown vegetation that may cause line of sight concerns or impede pedestrian and cyclist movement. The City Rangers also provide a 24 hour, seven day a week response capacity to collect 'sharps' found in public places and impound signs found placed illegally along Canberra's roads and open public places. The City Rangers also enforce Canberra's *Litter Act 2002* and the *Roads and Public Places Act 1937*.

Domestic Animal Services

Domestic Animal Services (DAS) regulates the keeping of dogs and cats in the ACT. The Registrar issues licenses to keep both dogs and cats and also has responsibility for enforcement of the *Domestic Animals Act 2000*. Rangers patrol the urban and open public place areas of the ACT to ensure straying dogs are removed from those areas and therefore do not detract from the amenity of those places for users. Rangers respond to complaints of harassing or attacking dogs and seize those dogs. An investigation is undertaken into every complaint of harassing or attacking dogs. Rangers also investigate and where appropriate take action against animals causing a nuisance. These include barking dogs, crowing roosters and noisy caged birds. The Registrar maintains and operates the Animal Shelter where lost dogs can be secured until claimed by their owners or otherwise re-homed.

Heritage Unit

The Heritage Unit is bound by the *Heritage Act 2004* and the majority of officers in the team are also Authorised Offices under the Act. Work in this area includes assisting in the conservation of the ACT's heritage assets to ensure their identification, preservation, protection, maintenance and enhancement (where appropriate) for present and future generations. Grants are also administered by this team to individuals and community groups involved in heritage conservation.

Water Resources

This team sits within the auspices of the Environment Protection and Heritage Branch. Work undertaken for the team is primarily for the Environment Protection Authority, therefore the majority of officers in the team are also Authorised Officers under the *Environment Protection Act 1997*. This unit administers water licences and ensure the Territories water resources are conserved and managed sustainably.

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 our parks and reserves, and maintains the look of the city and its environs. It comprises of the following sections:

City Places and Open Spaces

The City Places and Open Spaces team are responsible for the management of Canberra's parks and open space system including the horticultural maintenance, operation, and cleaning of urban open space and the facilities within it. This includes graffiti and poster removal, bus interchange and shopping centre cleaning, garbage collection services, tree management and delivery of Floriade and floral displays.

Parks and Reserves

This team is responsible for the management of the ACT's urban and non-urban parks, nature reserves and National Park.

Planning and Design

Planning and Design coordinates PCL's review and comment on Structure, Concept, Landscape and Estate Plans for the development of existing or future public lands, develop and review policy relating to public lands, prepare Master Plans and Plans of Managements for public lands, develop and implement capital works projects for public lands, and determine priorities for capital works expenditure.

Programs Coordination

This unit coordinates and provides strategic direction for on-ground activities such as weed and pest animal control, wildlife management at Tidbinbilla Nature Reserve, forestry management, restoration of the Lower Cotter catchment and management of visitors and volunteers. The unit is also developing major contracts for the maintenance of town facilities and urban open spaces and oversees the Government horse paddocks contract.

Research and Monitoring

Research and Monitoring provides ecological advice and services that assist environmental management and conservation of natural resources in the ACT.

Systems Support

Systems Support coordinates, develops and implements core business, monitoring, reporting and compliance procedures across PCL.

Fire Management

The Fire Management team is responsible for the development of fire management policy and co-ordinates fire management planning and operations within TAMS. The



unit develops annual agreements with the Emergency Services Authority (ESA) on fire fighting preparedness and suppression capability for the Parks Brigade and ensures this capability is maintained throughout the bushfire season.

SUSTAINABILITY POLICY AND PROGRAMS is comprised of the following sections:

Built Environment

The Built Environment team is responsible for promoting and assisting the implementation of the Government's sustainability policy, *People, Place, Prosperity* to other agencies and the community. This includes advising on major infrastructure projects and other initiatives. It also provides strategic policy advice on waste management issues, including the NoWaste strategy, participating in the National Packaging Covenant and other national waste issues. It also provides legislation services for the ERN network.

Natural Environment

Natural Environment develops policy and provides high level advice relating to management of the Territory's natural resources and primary industries, including biodiversity

conservation, biosecurity, plant and animal health, the rural sector, animal welfare and domestic animals. The section supports Government membership of the Natural Resource Management Ministerial Council, the Primary Industries Ministerial Council, Animal Health Australia and Plant Health Australia. It also administers ACT delivery of the Natural Heritage Trust, the National Landcare Program and National Action Plan for Salinity and Water Quality. Natural Environment administers the ACT Environment Grants program and provides secretariat support to a number of ministerial advisory committees.

NoWaste

NoWaste manages the delivery of municipal waste infrastructure and services to the ACT community, including household garbage and recycling collections, landfills and transfer stations, Regional Recycling Drop-off Centres and the Hume Resource Recovery Facility. This includes developing and administering complex waste related contracts, asset management strategies and capital works programs for all waste infrastructure.

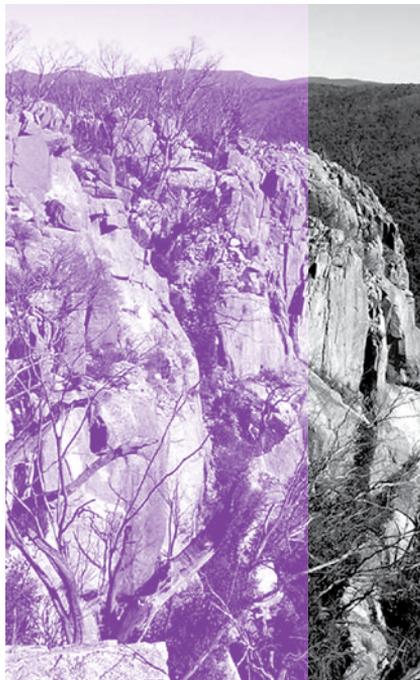
Climate Change

This section provides the Government with advice on international, national and local climate change issues including renewable energy, and will be responsible for implementing aspects of and monitoring overall ACT Government implementation of the Climate Change Strategy. It also administers the ACT Greenhouse Gas Abatement Scheme, maintains the ACT Greenhouse Gas Inventory, funds the Home Energy Advisory Team (HEAT) and Act EnergyWise programs, administers the ACT Energy Efficiency and Renewable Energy Technology Showcase Funds and administers

legislation relating to Greenhouse Gas Abatement and Fuel Sales Data.

Programs Implementation

The programs implementation team manages the water efficiency incentives program which focuses on reducing potable water consumption in the residential, commercial and government sectors. It also monitors and reports, on progress by agencies in meeting Governments *Think Water Act Water* Implementation Plan. The team also is responsible for implementing the ACT/ Commonwealth joint funded \$17m Canberra Integrated Urban Waterways Project, which aims to reduce potable water consumption by 3GL through retro-fitting the existing stormwater infrastructure to better utilise stormwater, sewer mining and aquifer recharge and recovery. It manages programs to reduce energy consumption through the HEAT advisory service and ACT Energy Wise (audits and rebates), Sustainable Schools, and Waste, community education and public awareness programs.



Our Services

The ACT Heritage Council has commenced a Heritage Registration Strategy. The project aims to review and process the backlog of approximately 291 historic, natural places and objects nominated to the Register over many years. The Council developed 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. This work is expected to be completed in the next financial year.

The 2006-07 ACT Heritage Grants Program funded 30 projects. 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 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.

During 2006-07, Environment Protection and Heritage also released an annual water report, released a community report on Waterwatch, undertook community training sessions on water quality and ecology identification and consolidated a regional spatial database of willow species.

Parks, Conservation and Lands (PCL) have integrated fire management officers from the former Parks and Places in Urban Services and Environment ACT to form the group called the

Fire Management Section (FMS). This group is responsible for strategic planning, technical advice and co-ordination to support TAMS land management activities with bushfire suppression and fire fuel management across the ACT.

The FMS enhances the Department's fire-management capability through the following activities:

- Coordinating the Department's fire season readiness
- Development of the Bushfire Operational Plan
- Coordinating the implementation of the Bushfire Operational Plan
- Improving communication and coordination of bushfire-related issues and activities
- Contributing to Departmental and ACT-wide policy development, standards and goal setting on bushfire related issues
- Implementing a program of skill and knowledge development to better develop fire management capacity
- Monitoring and auditing the achievements of whole-of-Department fire management activities.

Fire fighting personnel in PCL attended up to 84 wildfires throughout the ACT and were involved in numerous interstate deployments to Narrabri, the Blue Mountains, Bega, Tumut, Thredbo, and Victoria.

Fire Fuel Management activities undertaken this year consisted of 1052 hectares of prescribed burning and more than 6,000 hectares of other hazard reduction activities

including slashing, grazing, physical removal and chemical management of fuels. Up to 647 kilometres of fire trails under went some form of treatment during 2006-07.

During 2006-07, Parks, Conservation and Lands received approximately 6150 tree-related maintenance requests from the community. This can be attributed to a number of factors including the long-term impact that the prevailing drought has had on trees, the ageing of the urban forest and the affect of storms. However, this figure is lower than the previous three years which is a result of a concerted effort by the tree management teams, additional funding provided by Government for the removal of drought-affected trees and the contracting of out of power line clearance work.

It is estimated that more than 10,000 public trees have died during the past five years as a result of the drought. In 2006-07, approximately 2000 dead and drought affected trees were removed at a cost of about \$400,000.

As a result of the prevailing dry conditions, approximately 23,000 street and urban park trees (up to 3 to 4 years of age) were watered from late October 2006 to mid-May 2007 at a cost of \$390,000. Approximately 50% of the water applied came from non-potable sources, in order to meet Stage 3 water restrictions that were introduced in December 2006. In addition, approximately 13,000 young trees in the Cotter Road buffer area and 10,000 young trees on Narrabundah Hill, both adjacent to Duffy, were watered at a cost of approximately \$50,000.

Six play space areas in Canberra's urban parks were refurbished during 2006-07. A liberty swing was opened at Black Mountain district park. Toilet refurbishments were undertaken at Latrobe Park, Deakin, Yarralumla Bay and Yerrabi Pond District Park. Minor landscape upgrades to barbecues, plantings, irrigation and gates at various locations were undertaken.

During 2006-07, City Places and Open Spaces installed water saving measures, including dual flush systems and spring-loaded taps in 44 public toilets across the city. They also procured a major contract for the delivery of horticultural maintenance and cleaning services in the Woden and Weston Creek Region. This contract operates on a performance based payment system, which is the first time this type of contract has been implemented by the ACT Government for delivering horticultural maintenance and cleaning services.

Parks and Reserves have played a major role in implementing the weed and feral pest management programs and actions in the Bushfire Operations Plan.

Substantial work has also been done in town and district parks to refurbish ageing plantings, visitor infrastructure and remove drought dead trees. This has included planting of 15,000 shrubs and trees and 20 new picnic settings. Parks receiving particular attention included John Knight Memorial Park, Glebe Park and Weston Park.

Over 50 playgrounds had soft-fall replaced to improve safety and 20 barbecues had new hotplates installed to ensure reliability.

During 2006-07, Program Coordination developed a Draft ACT Weeds Strategy for 2007-17, worked with ACTEW Corporation to rehabilitate the Lower Cotter catchment by removing pine wildlings from over 1500 hectares of the catchment, and coordinated extensive weed control activities. They also implemented a partnership with Greening Australia to engage and involve volunteer and community groups, in a range of on-ground catchment restoration activities.

During 2006-07, Research and Monitoring further developed the new breeding program for the endangered Northern Corroboree Frog and finalised the ACT Aquatic species and Riparian Zone Conservation Strategy.

Sport and Recreation Services developed many community partnerships in 2006-07, including the:

- Negotiation of a new agreement with the AFL for the continuation of matches at Manuka Oval for the period 2007-2009
- Distribution of more than \$1.9m in grants to community organisations for a range of sports development activities
- Comprehensive review of the Sport and Recreation Grant Program to improve efficiency and more effectively meet industry needs
- Implementation of the Actively Ageing program to operate in six community locations and providing physical activity opportunities to hundreds of older Canberrans



- Launch of the Good Sports Territory community campaign to promote the benefits of positive behaviours in sport
- Implementation of the national Harassment Free Sport program and developing ACT cross agency referral protocols under the *Play By The Rules* initiative

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

- WaterSmart Homes Program
- GardenSmart Program
- Dual Flush Toilet Rebate
- Showerhead Rebate Program
- Rainwater Tank Rebate Program

The following programs are being developed for implementation in later years:

- Greywater Rebate Program
- IrrigationSmart Program

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

Over 20 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 efficiency of irrigation systems and management and maintenance arrangements.

The NoWaste by 2010 Turning Waste into Resources Action Plan continues to be implemented. The plan includes key programs targeting the government sector, businesses, construction and demolition industry, educational institutions, public events and general community engagement.

In 2007, TAMS commenced a review of the NoWaste by 2010 Strategy. The review will provide an analysis of the economic, environmental and social costs and benefits of options as we approach the 2010 target and as we approach the end of the current 2004-2007 Action Plan – Turning Waste into Resources.

Implementation of the NoWaste Strategy resulted in the recovery of 621,000 tonnes of material that would otherwise have been disposed of at landfills, representing a recovery rate of 75%. However, estimated waste generation rates have risen despite a record level of resource recovery. The current estimated waste generation figure is 815,000 tonnes.

Participation in the Waste Wise schools program grew in 2006-07 from 25 schools to 65 schools. Twelve schools have now become accredited Waste Wise Schools. The Waste Wise program also became part of the

Sustainable Schools program in 2006. This program incorporates Water, Energy, Waste, Biodiversity and Curriculum components to become a Sustainable School.

In February 2006, TAMS launched a trial of public place recycling within Glebe Park in partnership with The Australian Food and Beverage Council under the Councils 'Do the Right Thing' slogan. Audits of the trial will be used to assess the feasibility and effectiveness of extending public place recycling facilities to other locations.

Second-hand Sunday was held on 1 April 2007 with the largest ever number of participants. The event supports resource conservation through extending the life of existing products and reduces waste which might otherwise go to landfill.

Future Directions

The development of a number of heritage travel routes including the installation of on-ground directional and interpretative signage will continue. These diverse heritage trails will encourage visitors and residents to explore the rich natural and cultural heritage attractions of Canberra and the region. The heritage trails will take visitors to popular viewpoints such as Mount Ainslie, Red Hill, Black Mountain and Mount Pleasant, and provide links to themed itineraries as well as new and existing heritage attractions.

A closer working relationship with the local Indigenous community will continue through inviting their participation in heritage surveys

and encouraging input into the development of recommendations for future management of Aboriginal heritage places.

Induction training will be provided for sub-contractors on major development projects with regard to heritage issues, such as Aboriginal site recognition and the relevant ACT legislation.

Future directions for Sport and Recreation include:

- Partnership development with ACT Health for the progression of Phase 2 of the Kids at Play program, targeting the education of parents, grandparents and primary carers to increase the level of physical activity and healthy nutrition in children's lives
- Implementing a Memorandum of Understanding (2006-09) with the Department of Communications, Information Technology and the Arts for the funding of the Indigenous Sports Program
- Continuing to fund the Disability Sport Education Program through a service agreement with ACTSPORT
- Working with the sports industry to confront the challenges that may be presented by the introduction of Stage 4 water restrictions.

Under the 2006-07 Capital Works funded Tree Replacement Program, the removal of 168 ageing street and parkland trees and replacement with 387 new trees will continue.

The Asset Management Plan for Urban Trees was updated in 2006-07 to include strategies for managing the identified need to remove and replace a large number of ageing trees over the next 10 to 20 years.

Town and District Parks were audited in 2006-07 and a priorities list prepared to guide future master planning projects.

A forward design study was completed for the Melba shops in preparation for refurbishment construction stage in 2007-08. Melba shop retailers and owners have been consulted as part of this process, as well as the community.

The Coronial report into the January 2003 bushfires was delivered during the year. As a result, the Fire Management Section of TAMS will develop sub-regional fire management plans which will form the link between the Strategic Bushfire Management Plan (SBMP) and the annual Bushfire Operations Plan. These plans will look at the requirements for protecting assets from fire hazards, together with the fire regimes needed to maintain the conservation values of important ecological communities. The plans will depict a proposed mosaic of controlled burns across the landscape that will reflect the appropriate balance between hazard reduction and maintenance of conservation values.

Another recommendation by the Coroner was to undertake additional training within the Department for new staff in fire management and to continue to hone the skills of existing fire fighters.

SECTION A

SBMP Version 2 will be undertaken by the Emergency Services Authority (ESA), and the Department will be a major contributor to the new document.

SECTION B

In 2006-07, the Climate Change Policy Unit developed the Climate Change Strategy and Action Plan. These documents were released early in July 2007. The ACT Climate Change Strategy sets out the directions that the Government will undertake between 2007-25 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 will contain the actions to be pursued for the next four to five years. The focus of this unit will now shift to implementation of the strategy.

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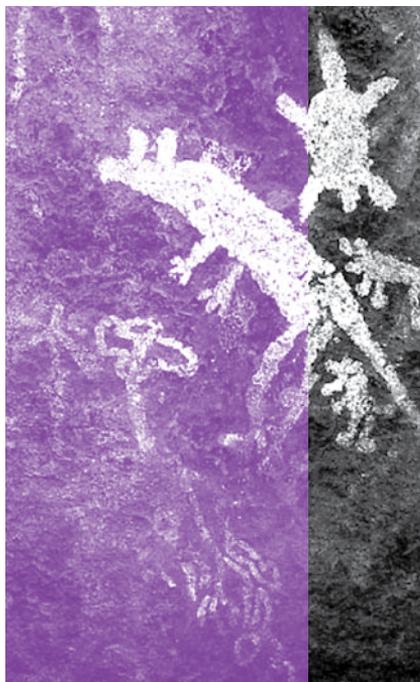
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Enterprise Services

Business Overview

The Enterprise Services Network comprises those business units that provide enterprise or commercial services across the ACT including ACTION Bus Service, Australian Capital Tourism, Capital Linen Service, ACT Cemeteries Authority (reported separately), Territory Venues and Events, and Yarralumla Nursery.

ACTION Buses is part of the Enterprise Services network. On 19 June 2006, the *Administrative (Miscellaneous Amendments) Act 2006* was introduced with the provision to abolish a number of independent statutory bodies, including ACTION Authority, effective from 1 July 2006, and to repeal the *ACTION Authority Act 2001*. From 1 July 2006, ACTION became a business unit of Territory and Municipal Services (TAMS).

ACTION provides the following services:

- 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 and the Department of Health
- Charter bus services for schools, sporting bodies and other organisations hosting Territory events and festivals.



Australian Capital 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, change negative perceptions in target markets and increase visitor numbers in domestic and international markets. Tourism also provides comprehensive visitor information and reservation services through the Canberra and Region Visitors Centre and the website www.visitcanberra.com.au. Services to industry include implementing programs that assist stakeholders and partners to enhance their businesses through partnership programs, advertising opportunities and marketing collateral.

Capital Linen Service provides linen rental and laundering services to a wide range of clients in the ACT region. This year it delivered over 5,000 tonnes of linen to its customers, which include public and private hospitals, hotels, restaurants and major tourist attractions.

Cemeteries is a business unit of the Enterprise Services network. The Enterprise Services Network provides support to the Chief Executive 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 manage Manuka Oval, Canberra Stadium, Stromlo Forest Park and the redevelopment of Tidbinbilla Nature Reserve. In 2007 it undertook the operational implementation of Floriade. Territory Venues and Events hosted over 170 major events (A-League, cricket, AFL, NRL, Super 14, etc) across their venues in this reporting period.

Yarralumla Nursery is a Government owned commercial wholesale and retail plant nursery that operates within Enterprise Services.

As one of its core businesses, the Nursery grows and supplies plant material for ACT Government landscape development projects, Parks, Conservation and Lands 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 Government departments.

Our Services

ACTION regularly reviews its network to determine whether changes are required. The 2006 review, Network 06, took into account the parameters of funds available, fleet, and the Certified Agreement. To operate within the available budget and better match resources with demand, a number of services were modified or removed based on low level of demand for those services.

The changes made to the ACTION network in December 2006, were in, part made to achieve budget savings. The changes focused on the less patronised off-peak services. For example, prior to Network 06, on the weekends between 6.00 am and 7.00 am the lowest 88 patronised services carried approximately 29 passengers in total. 74 of these services had nil patronage.

The changes also impacted some peak and shoulder services (services close to peak times) resulting in heavier loadings on some



services as well as timing issues. Other factors contributing to the impact included traffic congestion on major roads, increased adult patronage and slow validation of tickets. ACTION subsequently introduced a number of measures to address these issues, including:

- The extension of some peak services into off-peak
- The addition of extra district services and the diversion of resources to higher demand trunk routes
- The implementation of on-platform ticket validation as a time-saving measure.
- The advertisement of pre-ticket sales and timetables
- Improved fleet availability for morning peak
- Earlier start times for some school services

On 5 February 2007, following feedback from drivers and customers, ACTION introduced 37 additional services. On April 30 2007, ACTION introduced a further 84 trips.

In 1998, following the (Roger) Graham Report, ACTION undertook a major re-design of its network. The major change was the implementation of through-routing, where possible. Since that time the network has been modified annually, reaching a point where connectivity of routes and the efficiency of services are not at an optimum level, and therefore a complete 'overhaul' and review of the community's public transport needs is required.

As a result, in June 2007, ACTION engaged an international transport services consultant to review its bus services and to develop a

comprehensive network service plan. This will assist ACTION to build a network that better meets the needs of the community now and into the future.

Tools to be used in the development of the plan include:

- Boarding and alighting count
- On-board customer questionnaire
- Previous customer feedback regarding Network 06
- Feedback from staff
- Community consultation, including an on-line customer survey.

It is proposed that a new network will be introduced early in April 2008.

There has been a 1% reduction in total patronage during 2006-07. However there has been a 4.3% increase in adult patronage. This is consistent with the Sustainable Transport Plan and the objective of increasing the modal share of adult journey to work trips on ACTION buses.

The total attendance figure for Floriade 2006 was 375,151, the largest attendance figure since records began and a 5.2% increase on 2005. The 2006 event saw an increase in direct expenditure totalling \$22.5 million, up by 9.8% compared to 2005.

A successful Rally of Canberra held from 1 to 3 June 2007 resulted in significant media coverage and positive feedback from crews, participants, volunteers and spectators.

Tourism proceeded with the successful implementation of Project SCAN (Tourism Snowy Mountains, Capital Country Tourism, Australian Capital Tourism and Tourism NSW). In addition, it supported the development and education of attractions through the Canberra and Capital Region Tourism Awards.

Awareness of the Canberra District wine industry was raised through facilitating the coordination of the marketing and release of the *Liquid Geography* branding and the website, www.canberrawines.com.au. A Canberra and District Food and Wine Day was conducted at The Rocks in Sydney during March 2007. Tourism's successful partnering with two regional food producers and 12 wineries resulted in increased awareness of the food and wine experience available in this region.

The 2006 Events Assistance Funding (EAP) round was successfully delivered. Through the EAP, 17 events were supported with the aim of increasing their tourism appeal.

There was an increased length of stay for domestic visitors to the ACT from 2.6 nights in the year ending March 2006 to 3.2 nights in the year ending March 2007. For international visitors, the average length of stay for those that came to the ACT for pleasure/holiday increased from 3.5 nights in the year ending March 2006 to five nights in the year ending March 2007.

The following marketing campaigns were conducted in 2006–07:

- Hibernation, Ski Canberra and Ski Stopover
- The Floriade campaign included promotion of the World Carnivale Trail which extended the international and world theme throughout some of Canberra's top tourist attractions through to the end of November 2006
- 2006 Brindabella Challenge
- 'See Yourself' brand activity throughout the year
- In cooperation with the National Gallery of Australia's, the *Egyptian Antiquities from the Louvre* exhibition resulted in nearly 150,000 visitors and nearly 500 accommodation packages sold through the Canberra and Region Visitors Centre.
- The launch of a 40 page Canberra travel supplement in the May Malaysian *Women's Weekly* publication in April 2007.

Capital Linen enjoyed steady growth in sales volume across all market segments, with its customers experiencing high activity levels.

Capital Linen Service replaced its second continuous batch washer and commissioned a new chemical delivery system and water recycling system. This investment in modern technology provided significant reductions in water and energy usage as well as improving product quality and service reliability for customers.

The linen replacement program was significantly increased to meet growing customer demand, resulting in fewer supply shortages.

New laundry equipment commissioned in 2005–06 generated significant savings in water and energy consumption. Water consumption decreased by 20%, electricity consumption decreased by 11% and gas usage decreased by 8% compared with 2005–06.

Capital Linen Service implemented a range of improvements across all areas of its operations to reduce costs, improve service delivery and provide a better work environment for its staff.

Workplace safety continued to be a major focus at all areas of the business. Compensation claims have dropped from 18 in 2003, to seven in 2005-06 and only three in 2006-07.

Capital Linen Service received an award from the ACT Vocational Education and Training Authority as a finalist in the Employer of the Year category at the 2006 ACT Training Excellence Awards.

During 2006-07, the Finance and Administration team at Canberra Stadium were required to incorporate Canberra Stadium, Manuka Oval, Stromlo Forest Park, Phillip Oval and Tidbinbilla Nature Discovery Centre into a new financial and administrative framework, incorporating policies and procedures from both TAMS and the Stadiums Authority. This was a challenging process, and within a very short timeframe Territory Venues and Events was able to:

- Register business names for all entities concerned
- Change their legal Trading Name with the Australian Taxation Office, in order to retain the existing ABN
- Expand internal reporting systems to incorporate the new entities/structure
- Develop new internal reporting structures and procedures

- Novate existing contracts at Canberra Stadium and Manuka Oval to the new management structure
- Implement tighter financial controls and procedures at Manuka Oval and Stromlo Forest park
- Complete a full asset stocktake and recording process at Manuka Oval
- Advise suppliers of the new name change so that Tax Invoice requirements could be met.

The 2006-07 financial year was the second 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. There was a slight decrease in Brumbies attendances which reduced variable income streams such as hirer's fees and food and beverage commissions. However, this was compensated to a degree by better than expected crowd attendance for the Canberra Raiders, in particular, Monday Night Football.

In July 2006, Canberra Stadium hosted an A League Soccer Match which attracted a crowd of 7,226 patrons and generated a net return of 7.5%.

Attendance and game statistics at Canberra Stadium during 2006-07 were as follows:

- Total attendance of 154,841 at 12 Raiders games
- Total attendance of 113,005 at seven Brumbies games
- Total attendance of 24,371 at five other events/games

The management of Manuka Oval was transferred to Territory Venues and Events on 1 January 2007. The major achievements were the novation of existing contracts with slightly improved revenue conditions for Territory Venues and Events in some agreements.

Though still in its infancy, third party revenues from cottage rental, catering commissions and venue hire appear to be positive and sound relationships are being established with all major stakeholders.

Attendance, game and function statistics for Manuka Oval during 2006-07 were as follows:

- Cricket matches and training sessions – 61
- AFL matches and training sessions – 80
- Total attendance of 24,874 at three AFL games
- Total attendance of 8,000 at Balloon Fiesta
- Executive Boardroom and Bradman Function Room usage - 154

Stromlo Forest Park was transferred to Territory Venues and Events during November 2006, in time for the Brindabella Challenge, which attracted 1751 participants.

The facility is very popular with the biking and horse riding fraternity and attracts considerable patronage after hours and on weekends.

In its sixth year of drought, Yarralumla Nursery has focused on developing and implementing the efficient use of water including the construction and commission of a water recycling system for the Yarralumla site and the commencement of a water use survey for

both Yarralumla and Pialligo, with the goal of developing a master plan for future water use.

In addition, the Nursery has undertaken an extensive review of its marketing plan, including an analysis of the change of species being used in the landscape to more effectively align the Nursery to the demands of customers, as well as observing new trends in landscape design for the future.

Operational progress during the year has included improvements in the efficiency of mechanising a plant production procedure, which has led to increased output and reduced costs.

The Nursery continues to demonstrate its commitment to the community through operating two successful work-for-the-dole programs during 2006-07 and also received the Chief Minister's Inclusion Award of Excellence for 2006.



Future Directions

ACTION will finalise a Bus Fleet Replacement project to provide a strategy for the ongoing replacement of its bus fleet. The project will report on the status of the bus fleet, develop options for fleet replacement, undertake economic analysis and recommend preferred options.

ACTION will also conduct a feasibility study into a replacement ticketing system, the first stage of a three-stage project to replace the ageing Wayfarer ticketing system. Major rebuilds on selected buses to extend their operating life from 12 years to 20 years will also be undertaken over the next twelve months.

Tourism launched a new creative for phase two of the 'See Yourself' campaign in late July 2007. This included two new 30 second TV commercials plus new marketing collateral. Tourism also engaged the National Capital Authority (NCA) and ACTEW in discussions regarding water options for the 20th Floriade, *Aussie Icons, Myths and Legends* – to be delivered from 15 September to 14 October 2007 – and for future Floriade events.

Tourism will host the Australian Tourism Awards in Canberra in February 2008, and will support the National Photographic Festival in October 2008 and the World Mountain Bike Championships in 2009. Further, Australian Capital Tourism will continue activity in the priority international market of Singapore in cooperation with Tourism Australia and other partners.

In 2007-08, Capital Linen Service 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.

The Tidbinbilla Nature Discovery Centre project will be delivered by Territory Venues and Events at a cost of \$6.7 million. In 2006-07, the Centre design was completed and construction commenced. Constructed elements include a new entry road and car park, predator proof fencing, walking tracks and the re-shaping of the wetland ponds. Construction will be completed in late 2007 and the Centre will be opened in early 2008.

The project aims to create an environment where visitors can encounter free ranging native wildlife, achieved via the development of the existing enclosed wetland precinct to provide a range of landscape settings and habitats for local and regional wildlife. In addition, the Centre will also feature innovative and informative exhibits, telling the stories of the interdependent relationships that exist between our environment, animals and people.

The Centre will also include a new veterinary facility and breeding enclosures. This will assist with the management of captive wildlife within the Reserve, particularly in relation to endangered species breeding programs.

Territory Venues and Events will also continue to actively foster the utilisation of its other function facilities and attract people to its various sporting venues; as well as prepare

SECTION A

for the 2009 World Mountain Bike and Trials Championships at Stromlo Forest Park. Further priorities for Territory Venues and Events include resolution of the ownership of Canberra Stadium and the establishment of facility master plans for Canberra Stadium, Manuka Oval and Stromlo Forest Park.

SECTION B

During 2007-08, the Yarralumla Nursery will continue to provide technical advice to the Government, and will explore further options to improve water efficiency in the face of Stage 4 water restrictions. The Nursery will also continue to develop the 'seed vault'.

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A.12 Human Resources (HR) Performance

With the implementation of the Shared Services Centre (SSC) in February 2007, Territory and Municipal Services (TAMS) Strategic HR has been working with the SSC to implement procedures and processes to ensure continued effective service delivery of a range of HR services. Working groups on recruitment services, HR reporting, payroll, learning and development, and employee relations will continue to meet in order to address issues.

A set of tools, including a training program, is also being developed to assist TAMS managers undertake a range of HR administrative processes. One of the most significant changes has been the transfer of HR delegations, which had been previously exercised by Strategic HR, to managers and supervisors.

Workforce Planning

TAMS is participating in the ACT Public Service (ACTPS) Attraction and Retention Working Party, which has been established to identify attraction, recruitment and retention issues and consider strategies to meet on-going challenges of recruiting employees to the ACTPS. Key issues for TAMS include increasing the number of apprenticeships and traineeships as well as identifying cost effective recruitment strategies for targeted positions.

The Department has also participated in the ACTPS Employment Screening Working Party to ensure appropriate pre-employment screening policies and processes are in place, particularly

for positions that include working with children and young people. A new Police Records check policy and a pre-employment risk assessment check have been implemented in TAMS for both new employees and external contractors.

A review of job descriptions is on-going to ensure that they meet the new ACTPS Work Classification Framework and competency based work level standards.

With the creation of TAMS, there has been on-going refinement of the organisational structure, to enable accurate reporting on staffing and other workforce indicators.

Payroll

The TAMS Payroll team won a Commissioner for Public Administration Award in January 2007, in recognition of the team providing a centre for excellence in professionalism, teamwork, and attention to detail during the implementation of the Chris21 payroll system.

The audit of the leave input processes was successfully completed.

The payroll team relocated to the Shared Services Centre in the Department of Treasury on 18 April 2007.

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A.13 Staffing Profile

Table 1: Staff Headcount by Classification
as of 30 June 2007

Classification Group	Female	Male	Total
Administration Service Officers	271	150	421
Capital Linen Service Officers	57	44	101
Executives	7	14	21
General Service Officers*	88	842	930
Public Affairs Officers	3	2	5
Professional Officers	33	17	50
Rangers	11	24	35
Senior Officers	86	129	215
Technical Officers	25	116	141
Veterinary Officers	0	1	1
TOTAL	581	1339	1920

*Please note: General Service Officers Group includes
ACTION Bus Operators

Table 2: Staff Headcount by Employment
Category as of 30 June 2007

Agency	Employment Category	Female	Male	Total
TAMS	Casual	23	39	62
TAMS	Permanent Full Time	390	1012	1402
TAMS	Permanent Part Time	136	207	343
TAMS	Temporary Full Time	27	72	99
TAMS	Temporary Part Time	5	9	14
TOTAL	TOTAL	581	1339	1920

Table 3: Staff Headcount by Average Length of Service as of 30 June 2007

Agency	Gender	<1	1-3 yrs	3-6 yrs	6-9 yrs	9-12 yrs	12+ yrs	Total
TAMS	Female	27	84	159	107	47	157	581
TAMS	Male	59	401	283	173	113	310	1339
TOTAL	TOTAL	86	485	442	280	160	467	1920

Table 4: Staff Headcount by Age Profile as of 30 June 2007

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	2	23	43	84	80	73	106	71	66	27	6	581
TAMS	Male	1	41	64	101	142	193	207	215	201	131	43	1339
TOTAL		3	64	107	185	222	266	313	286	267	158	49	1920

Table 5: Equal Employment Opportunity Profile as of 30 June 2007

Agency	Employment Status	Female	ATSI	Disability	CALDB	All Staff
TAMS	Casual	23	0	2	4	62
TAMS	Permanent Full-time	390	9	23	114	1402
TAMS	Permanent Part-time	136	9	5	27	343
TAMS	Temporary Full-time	27	0	2	2	99
TAMS	Temporary Part-time	5	0	0	1	14
TOTAL		581	18	32	148	1920

*ATSI - Aboriginal Torres Straight Islander

*CALDB - Culturally and Linguistically Diverse Background

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A.14 Workplace Health and Safety

Workplace Injury Prevention and Management Occupational Health and Safety (OHS) Initiatives

Territory and Municipal Services (TAMS) continued to promote a risk-based approach to managing safety, minimising the impact of workplace injury and increasing health and safety awareness department wide. In 2006-07, the TAMS workers' compensation premium increased from 2.99% to 4.24% of wages and salaries. The increase is in part due to an anomalous reduction from the previous year in which the Department of Urban Services (now part of TAMS) paid a workers' compensation rate of 4.31%. The trend from 2004-05 to 2006-07 is considered to be more reflective of workers compensation performance. ACTION achieved a decrease in premium rate from 8.15% to 8.11%.

Leadership:

OHS and Return to Work Policy Statements: Territory and Municipal Services (TAMS) OHS Policy Statements were reviewed and distributed across the Department. To display leadership commitment to the revised policy statements, both were signed by the Chief Executive and displayed throughout workplaces.

OHS Planning: OHS Planning for 2006-07 included liaising with the Shared Services Centre to clarify functions and processes. Injury Prevention and Management and Shared Services Workplace Health and Safety

commenced a series of information sessions presented to Network management teams to raise awareness of the changes in OHS services including reporting, and accident and incident investigation.

OH&S Steering Committee: The OHS Steering Committee met on a regular basis throughout the reporting period.

Policy and Procedure Development: A review of WISE OHS Procedures commenced during the reporting period to ensure that OHS procedures and guidelines adequately address changes to OHS functions and interaction between TAMS and Shared Services.

WISE Coordination Network: The WISE Coordination Network has been maintained with a total of 14 coordinators across TAMS.

OH&S Training and Induction: Corporate OHS induction training was conducted monthly. ACTION's workplace practices and principles training included raising staff awareness on security measures, being alert and reporting security breaches; managing suspicious items and people under the Hidden Obvious Typical or HOT principle, and the 'See Something, Say Something' campaign. Other OHS training for TAMS and ACTION staff included sharps training, evacuation and emergency procedures training.

Shared Services and TAMS IPM Briefing for Managers: Presentations run by Shared Services Workplace Health and Safety and TAMS IPM commenced in 2007. Presentations have been developed to explain roles and responsibilities under the OHS legislation and

the roles of Shared Services Workplace Health and Safety in providing OHS services to TAMS. TAMS IPM roles are also explained in the presentations and managers are reminded of the return to work process and their roles.

Emotional Wellbeing: In accordance with the ACT Public Sector Workplace Health Strategic Plan 2004-2007, TAMS undertook the following initiatives for the improvement of organisational climate and the promotion of emotional well being:

- *Mental Health First Aid:* E-learning modules 'Mental Health First Aid in the Workplace' have been reviewed regularly in the TAMS Mental Health and Wellbeing Discussion Group.
- *TAMS Mental Health Strategy:* Development of a strategy for raising awareness and providing information on mental illness and promotion of mental health commenced in 2007. This will be implemented over the next year.
- *Employee Assistance Program (EAP):* During the Departmental "Going Forward Together" program, a series of seminars were conducted on dealing with change. The seminar themes included 'Looking after Yourself when Dealing with Change' and 'Supporting and Leading Staff through Change'. Department wide promotion of the EAP program continued via workplace handouts, posters and email information.
- 'Running Your Own Brain' and 'Dealing with Hotheads and other Cranky People' - 98 TAMS staff participated in one day workshops.

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 Prevention

Accident/Incident Investigations: The Injury Prevention and Management team has continued to promote the importance of accident and incident reporting and investigation across all business units with the primary focus of injury prevention. Joint information sessions with staff of the Workplace Health and Safety (WHS) unit of Shared Services were used to promote and inform the process for arranging with Injury Prevention and Management (IPM) and Shared Services for accident/incident investigation.

A process of referral to Shared Services Workplace Health and Safety for accident/incident investigation and risk assessments was developed and communicated to TAMS business managers in these joint information sessions. Reports and recommendations for

action provided by Shared Services Workplace Health and Safety are tabled at the TAMS OHS Steering Committee and the progress of implementation of recommendations is monitored by that Committee.

Incidents during the year involving assaults on ACTION staff were of particular concern for the staff, their families, passengers, ACTION management and the Government. The ACT Government has worked closely with ACTION staff, the Transport Workers' Union and ACT Policing. A number of safety measures have been put in place, such as increased staffing and improved lighting at interchanges.

A number of major improvements have been or will be introduced to tackle safety and security concerns. These include:

- CCTV coverage in bus interchanges will be upgraded to a quality standard which will ensure security coverage of platforms and control rooms
- Staffing in interchanges will be increased, as will supervision and communications centre resources
- Refresher training on all safety and security modules will occur for all transport officers. This training will occur in consultation with the TWU and Transport Officers
- Safety reporting systems will be enhanced to make it easier for staff to report less significant incidents and to allow information to be passed onto ACT Policing for targeted patrols
- The completion of fitting CCTV cameras to the ACTION fleet
- The completion of an internal security audit and risk assessment.

During 2006-07, the Promoting a Healthy Workplace program continued to be implemented across the Department focussing on disease and illness prevention, increasing physical activity, emotional wellbeing and raising health awareness for staff.

Health Promotion:

- QUIT smoking information session
- Quick Start – Enterprise Services Network Health pilot program

Flu Immunisation: 573 employees from across TAMS participated in a flu immunisation program in March 2007.

Performance Indicators

Incidents: A total of 486 workplace incidents and injuries were reported during the year, (compared with 217 in Urban Services in 2005-06). The significant increase in reported workplace incidents and injuries is due to the inclusion of ACTION accident and injury data. A total of 212 workplace incidents and injuries were reported from ACTION. None of the incidents reported for TAMS resulted in a fatality.

Claims: A total of 110 workers' compensation claims were accepted in 2006-07, (compared with 46 in Urban Services in 2005-06). Again, the significant increase is due to the inclusion of claim data for ACTION.

The Department continues to perform well against the ACT Government workplace health and safety targets:

Target 1 – Reduce the incidence of workplace injuries (with 5 days or more incapacity) by 40% by 2012 and 20% by 2007.

As displayed in Figure 1, TAMS (including ACTION data) received 38 claims in 2006-07 where incapacity was present for 5 or more days compared to the target of 41 claims. Since the introduction of the targets, the Department has achieved a 22% reduction in the incidence of workplace injuries which exceeds the target of 20% reduction by 2007.

Target 2 – Eliminate all fatalities

No work place fatalities occurred in TAMS in 2006-07.

Target 3 – Reduce the average lost time rate by 40% by 2012 and 20% by 2007.

As displayed in Figure 2, the TAMS (including ACTION data) decreased its lost time rate due to workplace injuries to 1066.9 weeks in 2006-07.

This is less than the 1725.6 weeks target for the Department attributed by the ACT Government targets. Since the introduction of the targets, the Department has achieved a 49% reduction in the average lost time rate, which exceeds the target for 20% reduction by 2007.

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

As displayed in Figure 3, the Department has decreased its rehabilitation intervention rate to 11 weeks. This is less than the 13.3 weeks for the Department attributed by the ACT Government targets. Since the introduction of the targets, the Department has achieved a 55% reduction in the average time taken for rehabilitation, which exceeds the target for 45% reduction by 2007.

Figure 1: Incidence of Claims Where Incapacity Was Present for 5 or More Days

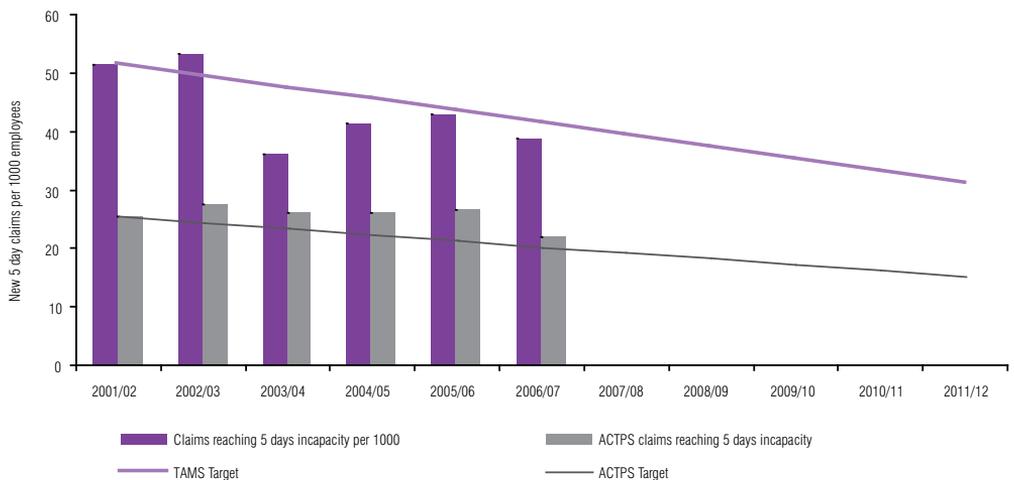


Figure 2: Average Weeks Lost to Workplace Injury

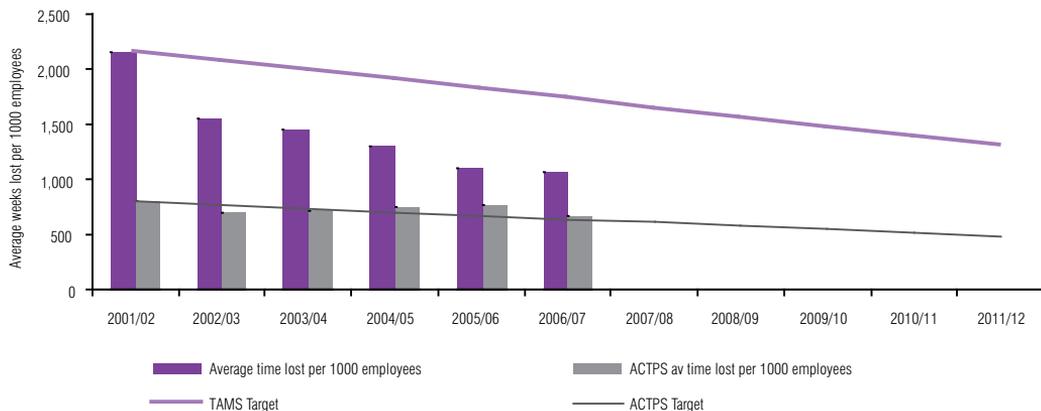
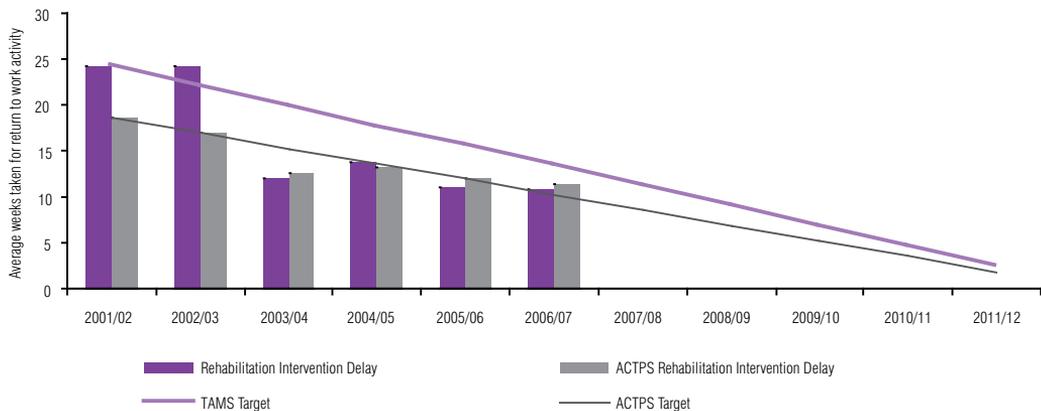


Figure 3: Average Time Taken for Rehabilitation Intervention



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A.15 Learning and Development

The Learning and Development Maturity Scorecard

TAMS was established on 1 July 2006. The Department focused on integration of staff, policies and procedures and commenced mapping towards the learning and development framework. However, our key challenges in the next year will be the following:

- Finding a balance between formal and informal learning and development opportunities
- Further analysis of cost benefit, return on investment and impact of training across the Department
- Increasing team based and individual opportunities for learning that are not compliance based (eg: generic public service skills)

Internal Training

A number of training programs have taken place as a result of the significant change process undertaken within Territory and Municipal Services (TAMS) in the past year. These include a series of Change Seminars that helped staff address issues associated with change as well as Job-Winning and Interviewing Skills Seminars.

Internal Facilitators Training

Internal Facilitators training was undertaken by 15 participants and five coaches, as part of our continuous business improvement strategy. The program is fundamentally about tapping into internal capability and actively involves staff and managers in identifying workplace issues by providing a way for staff to participate in change and improve work practices. Facilitators act as a channel for sharing skills, resources and ideas between staff and management, and provide a link between the different work locations.

Management Development Training

A Management Development Training program is being undertaken over a nine month period to address recommendations from a Review of Administrative Functions within TAMS.

20 Officers within the ASO4 and ASO5 band (and equivalent classifications) are training towards a Certificate 4 in Government.

20 Officers within the ASO5 and ASO6 band (and equivalent classifications) are training towards a Diploma in Government (for ASO5 and ASO 6).

A series of higher-level workshops and seminars aimed specifically at officers within the SOG A and B band is ongoing, to enhance knowledge and skills required in senior management positions.

Induction

TAMS also continued to run the Modular TAMS Induction program for new employees, including sessions on TAMS Values, Injury Prevention and Management, as well as Records and Information Services.

Performance Management Policy

To improve our performance-based culture, implementation of a revised performance management framework for all TAMS employees is currently underway. The framework has been developed in consultation with Executive Directors and Strategic HR, and has an emphasis on plain language, and the benefits of effectively giving and receiving feedback.

The performance management framework is linked to the development of TAMS Business Unit Plans and relates directly to the achievement of Unit objectives, activities, and agreed performance measures. Individual Learning and Development Plans is an integral aspect of the process.

Whole of Government Learning and Development Initiatives

Take the Lead Program: Five TAMS staff participated in the ACT Government's Take the Lead program.

Classification Review: TAMS is continuing to work on the mapping of core competency standards to job specifications for all TAMS positions and are on target to meet the required compliance deadline of June 2008.

In 2006–07, ACTION employees undertook the following learning and development training:

- Induction and Basic Driver Training Courses: 34 new bus drivers
- Transport Officer Core Capabilities: 16 staff completed
- Dealing with Angry People: 19 staff
- Human Rights- Harassment and Bullying for Managers: 9 staff
- Air Condition Legislation Course: 26 mechanics
- Haldex Brake Adjustment course: 28 mechanics
- Sharps Needle Stick Course: 28 staff
- OHS Representative Training: 4 staff

The ACTION bus driver recruitment and training program targets high quality bus driver applicants with excellent customer service skills. The recruitment component includes practical skill centre assessments targeted at literacy, numeracy, driver training aptitude and customer service skills. The program is having a positive impact on overall business outcomes and employment demand.

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A.16 Workplace Relations

The year under review was characterised by continuing to build and maintain effective relationships with the eight unions who are parties to the 3 Certified Agreements in TAMS.

There was one industrial dispute in ACTION, by TWU bus driver and transport officers over the commencement of the new ACTION Network Timetable in September 2006. This resulted in four hours lost time. The dispute was quickly resolved with the assistance of the Australian Industrial Relations Commission.

For the purpose of providing effective consultation with unions and employees the following committees meet:

- Peak joint union and management occupational health and safety committee, comprising management, union and employee representatives, meeting quarterly
- Regional joint union and management occupational health and safety committee, comprising management, union and employee representatives, meeting monthly/bi-monthly.

Working groups will be revised to align with the new ACTION collective agreement.

Consultation about the establishment of TAMS through the Going Forward Together Change Management Process occurred monthly through the TAMS Joint Union Management Consultative Committee (JUMCC), a forum for effective consultation between all parties on employee relationships and issues.

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

TAMS has continued to manage the SEAs for staff working in the Department who have an SEA in place.

The following information outlines the SEAs and AWAs within the Department:

Total number of staff covered by an SEA (from 1 July 2006 till 30 June 2007): 18

Number of SEAs currently being negotiated: 9

Number of SEAs terminated/lapsed during the year (including formal terminations and those that have lapsed due to staff departures): 2

Number of SEAs that provide fully maintained private-plated vehicles for private, as well as business use: Nil

Number of SEA positions vacant due to nominal position holder acting in HDA role: 1

Number of employees covered by AWAs: 2

Number of employees who have transferred from AWAs to SEAs this year: Nil

Number of positions in review pool: 1 (PN29452)

Details of full package offer under SEAs
(including details of salary and allowances
for superannuation purposes and **ANY** other
benefits such as additional recreation leave, etc):

Position No	Class	Base Salary	Enhanced Salary	Total (including superannuation)
25035	SPOA	\$99,755	\$123,000	\$147,373
29545	SPOA	\$101,369	\$123,000	\$147,373
55395	SPOA	\$99,755	\$125,000	\$149,753
25027	SPOA	\$99,755	\$123,000	\$153,030
17808	SOGA	\$99,755	\$136,102	\$169,224
00597	SOG A	\$99,755	\$135,200	\$161,891
02157	SOG A	\$99,755	\$135,200	\$168,110
46114	SOGA	\$99,755	\$143,234	\$171,451
17003	SOGA	\$99,755	\$121,930	\$146,099
22405	SOGA	\$99,755	\$101,037	\$121,237
22036	SOGA	\$99,755	\$119,600	\$143,327
10487	SPOB	\$96,693	\$125,034	\$155,545
21750	SOGB	\$96,693	\$104,000	\$124,763
10373	SOGB	\$96,693	\$112,786	\$140,406
10657	SOG C	\$78,381	\$85,893	\$103,215
55605	TMB	\$96,693	\$115,800	\$138,805
43253	TMB	\$96,693	\$105,500	\$131,401
43254	SOG B (Vacant Position)			

The range of remuneration payable in the classification for collective and individual AWAs:

Position No	Class	Base Salary	Retention Payment	Total (including superannuation)
03066	SOGC	\$86,208	\$6,466	\$92,674
46015	SOGB	\$117,401	\$1,1740	\$129,141

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A.17 Strategic Asset Management

Territory and Municipal Services' (TAMS) assets are diverse and include infrastructure such as roads, bridges, traffic signals, cyclepaths, footpaths, stormwater assets, waste and recycling assets, urban park assets including sportsgrounds, public libraries, public transport and property assets.

In 2006-07, TAMS managed property, plant and equipment assets with a total value of \$5.2 billion. During 2006-07, TAMS undertook a revaluation of land, buildings, bridges, stormwater, cyclepaths, footpaths, driveways, shopping centre pavements and streetlights with the result being an increase in valuations as follows:

Asset	Value \$'m	Revaluation increment \$'m
Land	197.7	64.3
Buildings	276.7	77.3
Leasehold Improvements	6.2	–
Plant and Equipment	17.4	0.7
Infrastructure Assets	4,467.5	441.4
Community and Heritage Assets	184.7	–
TOTAL	5,150.2	583.7

As at 30 June 2007, TAMS also had 31 properties that were classified as Investment Property, with a current valuation of \$67 million.

During 2006-07, TAMS asset base increased by a total of \$185.6 million reflecting the following acquisitions and transfers:

- Properties transferred from Department of Justice and Community Safety, Chief Minister's Department, ACT Health, Department of Education and Training, ACTION, ACTPLA and Land Development Agency totalling \$11.5 million
- Transfers under Administrative Arrangements Orders from Chief Minister's Department, former Department of Economic Development, Tourism Authority and Stadium Authority totalling \$58.2 million
- New assets, the majority of which relate to completed infrastructure capital works transferred onto the asset register totalling \$80.8 million
- New infrastructure assets added to the Department register for maintenance from the Land Development Agency and the ACTPLA - \$10.8 million
- The National Convention Centre was transferred on 1 October 2006 from the Chief Minister's Department at \$24.2 million

ACTION buses have operational assets worth \$71 million comprising:

- Bus fleet – 379 buses and 18 special needs vehicles including 54 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 managements systems.

During the 2006-07 year, TAMS asset base was reduced by a total of \$4.9 million through disposals and interagency transfers relating to the following:

- Library materials due to obsolescence totalling \$1.5 million
- Transfer under Administrative Order Arrangements of assets relating to the Parking Regulatory Office functions \$0.78 million
- Other miscellaneous assets in plant and equipment where no future economic benefits were expected totalling \$0.17 million
- Transfer of land at Kingston 2/35 to the Department of Disability, Housing and Community Services for \$90k, transfer of land at Yarralumla 2/77 to the Land Development Agency for \$250k and transfer of property at Coree Pt Blk 5 to the Chief Minister's Department for \$0.184 million intended for inclusion in future residential development
- Impairment losses relating to the gifting of the O'Connell Education Centre \$1.7 million to the Baptist Community Services and the impairment of Tharwa Bridge \$0.26 million due to no future useful life.

As at 30 June 2007, TAMS had 2 properties, Fassifern and Kama Homestead, totalling

\$1.2 million identified as surplus and not being utilised by the agency.

In addition, TAMS held 12 properties transferred from the Department of Education pending formal decisions on the future use of these properties.

Assets Maintenance and Upgrade

Excluding capital works, expenditure on capital upgrades undertaken in 2006-07 totalled \$8.8 million in the following areas:

- Roads and Bridges \$2.3 million
- Sustainable Transport Initiatives \$0.7 million
- Neighbourhood improvements \$1.0 million
- Urban Open Space \$1.2 million
- Sports Facilities \$1.0 million
- Libraries \$0.5 million
- Property Upgrades \$1.2 million
- ACT NOWaste \$0.5 million
- Environment (Heritage) Upgrades \$0.07 million
- Public Transport Infrastructure \$0.3 million

In 2006-07, direct expenditure on repairs and maintenance was \$20.5m which represented 13% of the total Government Payment for Outputs.

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

Strategic Asset Management Initiatives

Property

The Property Branch undertook 19 building and hazardous materials audits in 2006-07, representing 15% of the total properties managed. These reports indicated that properties are generally in a reasonable condition for their age.

In accordance with the Property Strategic Asset Management Plan Property Branch undertook a number of asset upgrades in 2006-07 including:

- Emergency lighting upgrades at the Fyshwick Offices, Hotel Kurrajong, Magistrates Court and Macarthur House
- Fire system upgrades at the Allara Street depot, ESA Curtin and Macarthur House
- A new air-conditioning system installed at Belconnen Library
- Emergency warning system upgrades at Downer Business Centre and the Mitchell Depot
- A disabled entrance installed at Macarthur House
- Roadworks completed at the Parkwood Recycling Estate.

Roads ACT

During 2006-07, the Roads ACT Executive Summary of the Asset Management Plan 2004-07 was revised to represent current service level and environmental aspects of the plan and funding against target service levels.

Since the preparation of the Asset Management Plan 2004-07, development of strategic plans for individual road assets has

commenced. During 2006-07, a strategic plan for Road Barriers was finalised.

Parks, Conservation and Land (PCL)

PCL commenced removal of dead and dangerous trees identified in the 2005-06 Asset Management Plan for Urban Trees. Only limited tree replacement was carried out in conjunction with these removals due to extended drought conditions.

PCL also completed asset condition and verification audits of park infrastructure in Woden, Weston Creek and the Inner-North Regions. Further condition and verification audits commenced within town and district parks in the Tuggeranong, Inner South, Gungahlin and Belconnen regions during 2006-07.

ACT NoWaste

ACT NoWaste has commenced a select tender process for the provision of a Strategic Asset Management Plan for ACT NoWaste assets. During 2006-07, ACT NoWaste completed a Sullage Remediation report for the Sullage Ponds at the Belconnen Landfill. The new landfill cell has been completed at the Mugga Lane Resource Management Centre and opened on 1 July 2007. The new landfill cell has a state of the art synthetic liner and has a life expectancy of six to seven years.

Territory Venues and Events

Territory Venues and Events manage and operate a number of venues including the Canberra Stadium, Manuka Oval and Stromlo Forest Park which opened in January 2007.

Strategic infrastructure and turf maintenance plans are both in place for the Canberra

Stadium. Turf replacement was recently undertaken in 2005 and continues to be overseen by a Turf Management Committee.

An infrastructure maintenance plan and a turf management strategic plan similar to the Canberra Stadium are being developed for the Manuka Oval to ensure longevity of the playing surface. This process will evolve over a period of time in consultation with the AFL and Cricket to maximise the lifecycle of the asset.

Assets located at the recently opened Stromlo Forest Park are specialised in nature. Maintenance schedules are being developed over the next 18 months.

Capital Linen Services

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

Sport and Recreation Services

Through the use of the 2006-07 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 aging pavilions and toilet blocks, and the addition of more water-efficient treatment plants at swimming pools.

Manuka Pool had a new water treatment plant installed in 2006-07 which is designed to achieve water savings through the recycling

of backwash water. This plant is expected to be commissioned in time for the 2007-08 swimming season.

Sport and Recreation Services has also engaged Price Coopers Waterhouse to develop an asset management plan for the ACT Academy of Sport. This plan will comprise both short term (2 year) and long term (5 year) strategies.

ACT Libraries

Library materials are purchased on an ongoing basis. In acquiring materials, collection development guidelines, standing order lists of authors and series, and customer suggestions for purchase, are used to select items and provide a balanced and relevant collection for the community.

Materials already in the library collection are evaluated and disposed of to maintain a dynamic and useful collection. This 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 weeding program is currently underway based on evaluation of the current library collection as aging.

In 2006-07, the ACT Library and Information Service began preparation for a new model of procurement of library materials. This process will continue in 2007-08 with implementation of the model which will enable the library to better provide relevant collections for the community in a timely way.

ACTION

ACTION asset strategy initiatives during 2006-07 included the continuation of the CNG bus replacement program, with added security measures such as CCTV cameras in each. This additional security work ultimately drove an increase in costs; however, if the sale of old buses in 2007-08 is pursued, this expense will be recovered. In addition, a project to replace wheelchair ramps on 25 midi buses was completed in order to meet the requirements of the *Disability Discrimination Act*.

Office Accommodation Management

As of 30 June 2007, Territory and Municipal Services (TAMS) employed a total of 1920 staff.

556 employees occupied 10,282 m² at the following sites:

- Macarthur House, 450 employees in 8,295m²
- 22 Northbourne Avenue, 17 employees in 350m²
- Dickson Motor Vehicle Registry, 89 employees in 1,637m²

The average area occupied by each employee is 18.5 m².

A further 1364 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) as of February 2007.

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A.18 Capital Works

Department of Territory and Municipal Services (TAMS) 2006-07 Capital Works Program

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2006-07 Expend \$'000	Total Expend to Date
NEW WORKS						
MAJOR NEW WORKS						
<i>Property</i>						
Callam Offices Building Safety Work	Sep-07	940	940	0	210	210
Moore St Health Building Upgrade	Dec-07	2,800	2,800	0	112	112
<i>ACT NoWaste</i>						
Mugga Waste Cell Stage 4	Jun-08	2,400	2,400	0	2,207	2,207
<i>Roads ACT</i>						
Monaro Hwy Restoration	Jun-07	1,350	995	0	995	995
Tharwa Bridge	Sep-08	500	500	0	500	500
Harrison Primary School Access Road and Mapleton Avenue Extension	Jan-08	4,220	4,220	0	888	888
<i>Roads to Recovery Program</i>						
Lanyon Drive Upgrade (Monaro Highway to Sheppard Street)	Jun-08	5,000	5,000		150	150
<i>Parks, Conservation and Lands</i>						
Threatened Species Recovery	Dec-07	100	100	0	0	0
Fire Trails Upgrade	Jun-10	3,910	3,910	0	283	283
Predator-Free Sanctuary - Mulligan's Flats	Jun-08	350	650	0	11	11
<i>Sport and Recreation</i>						0
Harrison Neighbourhood Oval	Jan-08	800	1,320	0	182	182
Phillip Oval Car Parking Infrastructure	Jun-08	1,500	1,500	0	0	0
TOTAL MAJOR NEW WORKS		23,870	24,335	0	5,539	5,539

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2006-07 Expend \$'000	Total Expend to Date
CAPITAL UPGRADE PROGRAM						
<i>Roads and Bridges</i>						
- Pavement Rehabilitation	Jun-07	1,000	1,000	0	971	971
- Traffic Light Upgrades	Jun-07	100	100	0	100	100
- Road Safety Improvements	Jun-07	250	250	0	211	211
- Arterial Roads Barriers	Jun-07	150	151	0	150	150
- Arterial Road Lighting	Jun-07	200	232	0	201	201
- Armour Cable Replacement	Jun-07	350	359	0	354	354
- Bridge Strengthening	Jun-07	500	501	0	342	342
		2,550	2,593	0	2,328	2,328
<i>Sustainable Transport Initiatives</i>						
- Cycle Facilities	Jun-07	350	350	0	324	324
- Pedestrian Facilities	Jun-07	350	353	0	349	349
		700	703	0	672	672
<i>Neighbourhood Improvements</i>						
- Streetlighting	Jun-07	200	200	0	203	203
- Traffic Management Measures at Schools	Jun-07	200	200	0	272	272
- Residential Street Improvements	Jun-07	200	200	0	154	154
- Stormwater	Jun-07	400	400	0	393	393
		1,000	1,000	0	1,023	1,023
<i>Urban Open Space</i>						
- Playground Safety Program	Jun-07	500	500	0	499	499
- Landscape Upgrade Program	Jun-07	350	350	0	366	366
- Tree Replacement Program	Jun-07	250	250	0	211	211
- Toilet Refurbishment	Jun-07	200	200	0	141	141
		1,300	1,300	0	1,216	1,216

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2006-07 Expend \$'000	Total Expend to Date
<i>Sports Facilities</i>						
- Facilities Improvements	Jun-07	1,100	1,100	0	974	974
		1,100	1,100	0	974	974
<i>Libraries</i>						
- Belconnen Library Refurbishment	Jun-07	600	600	0	528	528
		600	600	0	528	528
<i>Property Upgrades</i>						
- Property Upgrades	Jun-07	1,200	1,200	0	1,197	1,197
		1,200	1,200	0	1,197	1,197
<i>ACT NoWaste</i>						
- ACT NoWaste	Jun-08	500	500	0	500	500
		500	500	0	500	500
<i>Environment (Heritage) Upgrades</i>						
- Heritage	Dec-07	250	250	0	186	186
- Weed Eradication	Dec-07	250	250	0	250	250
		500	500	0	436	436
<i>Public Transport Infrastructure</i>						
- Public Transport Infrastructure	Jun-07	350	350	0	344	344
		350	350	0	344	344
TOTAL CAPITAL UPGRADE PROGRAM		9,800	9,846	0	9,219	9,219
TOTAL NEW WORKS		33,670	34,181	0	14,758	14,758

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2006-07 Expend \$'000	Total Expend to Date
WORKS IN PROGRESS						
<i>Roads ACT</i>						
Pialligo Avenue Upgrade (Morshead Dr to the airport)	Jun-08	5,000	500	217	0	217
Sustainable Transport Initiative – Stage 1	Jun-08	6,000	5,130	3,480	672	4,152
		11,000	5,630	3,697	672	4,369
<i>Traffic Congestion and Road Safety Improvement Program</i>						
Gungahlin Drive Extension	Sep-08	53,000	116,050	41,813	57,952	99,765
		53,000	116,050	41,813	57,952	99,765
<i>Property</i>						
National Convention Centre	Sep-07	30,000	30,000	1,452	8,660	10,112
MNW - Grant Cameron Community Centre	Sep-07	250	300	235	30	265
		30,250	30,300	1,687	8,690	10,377
<i>Parks, Conservation and Lands</i>						
International Arboretum	Jun-08	10,000	7,301	859	812	1,671
Restoration and enhancing Tidbinbilla Nature Reserve	Dec-08	1,300	2,000	1,000	1,942	2,942
Groundwater Bores	Dec-07	160	160	112	0	112
Heritage Signage		350	350	150	51	201
		11,810	9,811	2,121	2,805	4,926
<i>Sports and Recreation</i>						
Lyneham Precinct Development		200	200	27	0	27
Phillip Oval	Jun-08	1,700	1,700	42	188	230
Manuka Oval - Weather Protection	Sep-07	1,065	1,065	1,025	0	1,025
Manuka Oval - Boundary Fencing	Sep-07	715	715	695	0	695
ACT Dragway		8,000	8,000	0	0	0
		11,680	11,680	1,789	188	1,977

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2006-07 Expend \$'000	Total Expend to Date
<i>Territory Venues and Events</i>						
Stromlo Forest Park	Dec-07	6,000	8,000	5,516	2,746	8,262
		6,000	8,000	5,516	2,746	8,262
TOTAL WORKS IN PROGRESS		123,740	181,471	56,623	73,053	129,676
COMPLETED PROJECTS						
Projects Physically but not Financially Complete						
<i>Roads ACT</i>						
Traffic Light Upgrades	Sep-07	250	250	184	39	223
Total Projects Physically but not Financially Complete		250	250	184	39	223
Projects Physically and Financially Complete						
<i>Roads ACT</i>						
<i>Forward Design</i>						
Majura Parkway	Jun-08	1,500	680	513	0	513
		1,500	516	513	0	513
<i>ACT NoWaste</i>						
Mugga Waste Cell Stage 3	Jun-07	4,300	4,163	934	3,229	4,163
Hume Resource Recovery Estate	Dec-06	800	800	579	144	723
		5,100	4,963	1,513	3,373	4,886
<i>Traffic Congestion and Road Safety Improvement Program</i>						
Fairbairn Avenue Upgrade	Jun-06	9,700	9,535	9,534	0	9,534
Horsepark Drive (Gundaroo Dr/Federal Highway)	Dec-06	7,000	11,570	11,548	-114	11,434
		16,700	21,105	21,082	-114	20,968

Project	Proposed Completion Date	Original Value \$'000	Revised Value \$'000	Prior Expend \$'000	2006-07 Expend \$'000	Total Expend to Date
<i>Property</i>						
Callam Offices Upgrade	Jun-07	1,500	1,500	178	1,322	1,500
Moore Street Health Building Level 5 Refurbishment	Jun-07	845	845	752	93	845
		2,345	2,345	930	1,415	2,345
<i>Capital Linen</i>						
Replacement of Ageing Linen Equipment	Jul-06	1,300	1,300	500	800	1,300
		1,300	1,300	500	800	1,300
Total Projects Physically and Financially Complete		25,445	29,713	24,025	5,474	29,499
GRAND TOTAL		183,105	245,615	80,832	93,323	174,155

Capital Works Reconciliation of Total Current Year Financing

Revised Capital Works Financing	90,400
Add: Financing for other Capital Injections	5,616
Capital Injection from Government per Cash Flow Statement	96,016

Reconciliation of Total Current Year Actual Expenditure - against financing

Total Current Year Capital Works Expenditure	93,323
Subtract: Expenditure related to previous years unspent funding rolled forward	-631
Add: Expenditure outside capital works program funded by capital injection	4,363
Less: Capital Expenditure funded by GPO (Weeds, Heritage)	-367
Less: Capital Expenditure recorded by ACTPLA (Sustainable Transport Initiative)	-672
Capital Injection from Government per Cash Flow Statement	96,016

Reconciliation of Total Current Year Actual Expenditure

Total Current Year Capital Works Expenditure	93,323
Add: PP&E purchases from outside capital works program	3,712
Less: Capital Expenditure recorded by ACTPLA (Sustainable Transport Initiative)	-672
Add: Capital payments to ACTION	3,000
Total payments from Investing Activities as per Cash Flow Statement	99,363

Completed Projects for ACTION

Project	Original Budget \$'000	Project Expend \$'000	Under/(Over) Budget \$'000
Replacement CNG Buses (11)	5,115	5,330	-215
Sale of Buses (11)	-275	0	-275
	4,840	5,330	-490
Bike Racks	345	128	217
Replacement Destroyed Bus (Net of Insurance)		194	-194
Under ACTION Delegation			
Midi bus ramps		146	-146
Toyota Tarago (Finance Lease)		39	-39
TOTAL	5,185	5,837	-652

ACTION Projects Deferred Until 2007-08

Deferred until 2007-08	Original Budget \$'000
Replacement Ticketing System	200
Security Measures	1,716
TOTAL	1,916

Capital Works in Progress

Capital Works in Progress	Original Budget \$'000	Project Expend \$'000
Under ACTION Delegation		
Replacement ATS Units		10
TOTAL		10

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A.19 Government Contracting

Procurement Principles and Processes

Territory and Municipal Services (TAMS) makes use of contractors in providing services to the community. The procurement selection and management processes for all contractors including consultants, during the year 2006-07, complied with the *Government Procurement Act 2001*, 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) Guideline 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 (greater than \$20,000)

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.

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Corporate	Acumen Alliance	Consolidation of Government Information Project	Sep-06	140,000
Corporate	Acumen Alliance	Internal Audit Services	Oct-05	108,365
Corporate	Acumen Alliance	Fraud and Corruption Plan	Jul-06	39,675
Corporate	Acumen Alliance	Security Risk Assessments	Jul-06	62,295
Corporate	Adcorp Australia Limited	Rebranding to TAMS and Budget Contribution	Jul-06	105,447
Corporate	Aec Group	Review of Library Services	Jul-06	50,958
Corporate	Bayley & Associates P/L	Management Development	Jun-07	55,000
Corporate	Effective People	Temporary Staff	Jul-06	29,316

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Corporate	Ford Kelly Executive Connection Pty Ltd	Executive Recruitment Services	Jul-06	44,300
Corporate	Kerry Hudson & Associates	Review of Property Branch	Jul-06	37,890
Corporate	Maxnetwork Pty Ltd	Review of Land Management structures	Jul-06	63,240
Corporate	Maxnetwork Pty Ltd	Review of Management of Sporting Venues	Jul-06	25,280
Corporate	Maxnetwork Pty Ltd	Review of Administrative Services Functions	Jul-06	46,400
Corporate	Maxnetwork Pty Ltd	Review of Strategic HR & Finance	Jul-06	21,500
Corporate	Maxnetwork Pty Ltd	Temporary Accounting Staff	Jul-06	48,153
Corporate	McMillan Staff Development P/L	Management Development	Jun-07	80,000
Corporate	People & Strategy	Management Development	Jun-07	55,655
Corporate	Talkforce Consultants & Trainers P/L	Tourism Integration	Jul-06	27,000
Corporate	Verossity P/L	Job Sizing	Jul-07	20,250
Corporate	Walterturnbull Pty Ltd	Internal Audit Services	Oct-05	158,253
Corporate	Walterturnbull Pty Ltd	Review of Workforce	Jul-06	22,400
Corporate	Winton Sustainable Research Strategies Pty Ltd	Community Satisfaction Surveys	Jul-06	45,400
Corporate	Wright Corporate Strategy P/L	Review of ACT NOWaste Strategy and Targets	Jul-06	45,455
Road Transport	Dallarooma Pty Ltd	Rural School Bus Service	Jan-05	273,919

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Road Transport	Freebott Pty Ltd	Delivery of the Road Ready Learner Licence Course to Non School Applicants, Provision of Road Rules Knowledge Tests and Delivery of Optional Road Ready Plus Course.	Apr-05	25,484
Road Transport	Kayboa Pty Ltd	Rural School Bus Service	Jan-05	241,085
Road Transport	Market Attitude Research Services	2006 Taxi Industry Satisfaction Survey	May-06	20,386
Road Transport	Stay Upright Motorcycle Techniques	Delivery of Motorcycle Rider Training Courses and Provisional Licence Assessment for the ACT	Apr-04	25,576
Road Transport	Taylor Nelson Sofres Aust P/L	Community and Customer Satisfaction Survey of ACTION Authority's Bus Services	May-06	31,570
Road Transport	Transborder Express Pty Ltd	Rural School Bus Service	Jan-05	92,659
Corporate	Asg Group Limited	Financial Systems Support	Jul-06	32,000
Corporate	Cordelta Pty Ltd	Contract Labour Hire	Jul-06	221,162
Corporate	Effective People	Contract Labour Hire	Jul-06	31,273
Corporate	Excelerated Consulting	Financial Systems Support	Jul-06	158,254
Corporate	Freebody Cogent	Redevelopment of Accounting Tool	Jul-06	26,505
Corporate	Freebody Cogent	Development of Budget Tool	Jul-06	15,790
Corporate	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Labour Hire	Jul-06	378,928
Corporate	Information Management & Review Services	Contract Labour Hire	Jul-06	61,483
Corporate	Synergy Business Solutions	Contract Labour Hire	Jul-06	43,600

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Corporate	Wargelia Pty Ltd	Contract Labour Hire	Jul-06	96,101
Corporate	Hudson Global Resources (Aust) Pty Ltd	Contract Labour Hire	Jul-06	25,386
Corporate	Ips Worldwide	Employee Assistance Program	Jul-06	34,368
Sustainability	Actew AGL Distribution	Delivery of the ACT Water Efficiency (Incentives) Program	Jul-05	1,531,008
Sustainability	Canberra Sand & Gravel P/L	Provision of Garden Waste Acceptance, Processing and Marketing services	Jul-06	226,588
Sustainability	Cleanaway	Provision of Domestic Waste and Recycling Materials Collection Services	Oct-02	8,030,532
Sustainability	Corkhill Bros	Provision of Garden Waste Acceptance, Processing and Marketing Services	Jul-06	359,511
Sustainability	Effective People	Contract Labour Hire	Jul-06	53,777
Sustainability	Energy Strategies	Provision of a Home Energy Advice Service	Nov-04	284,315
Sustainability	Suncorp-Metway Ltd	Loan Payments under Build, Own, Operate and Transfer (BOOT) Contract Arrangements for the Materials Recycling Facility	Jul-04	526,166
Sustainability	Thiess Services P/L	Provision of Services Relating to the Operation of the Mugga Lane Landfill, the Material Recycling Facility at Hume and the Mitchell Resource Management Centre	Jan-01	3,409,470
Sustainability	Walturnbull Pty Ltd	Provision of Investigative and Audit Services in Relation to Waste Collection Arrangements	Sep-06	26,096
Roads & Infrastructure	Actew Agl Distribution	Street Light Maintenance Contract	Jan-01	4,430,148

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Roads & Infrastructure	Actew Agl Retail	Street Light Energy Charges	Jul-03	3,598,128
Roads & Infrastructure	Aldridge Traffic Systems P/L	Traffic Lights Equipment	Jul-06	112,505
Roads & Infrastructure	Arbb Group Ltd	Data Collection, Network Testing	Jul-05	124,369
Roads & Infrastructure	Boral Construction Materials Group Ltd	Emulsion and Overlays	Jul-05	35,151
Roads & Infrastructure	Brown Consulting (Act) P/L	Design and Documentation of Noise Barrier for 16 Eggers PI Bonython	Mar-07	74,970
Roads & Infrastructure	Coffey Geotechnics Pty Ltd	Slope Assessment and Batter Stability	Jul-05	24,522
Roads & Infrastructure	Cord Excavations Pty Ltd	Line Marking	Nov-05	116,476
Roads & Infrastructure	Croker Glass Service	Bus Shelter Repairs	Jul-05	54,056
Roads & Infrastructure	Dale & Hitchcock Civil Engineering & Landsc	Various Works Including Stormwater Upgrade and Felling Dead Trees	Feb-06	332,122
Roads & Infrastructure	Datacol Research P/L	Ad Hoc Traffic Data	Feb-07	67,940
Roads & Infrastructure	Douglas Partners P/L	Pavement Investigation and Slope Assessment	Jul-06	99,058
Roads & Infrastructure	Ecowise Environmental Pty Ltd	Stream Gauge & Dam Monitoring	Jul-05	237,076
Roads & Infrastructure	Ecowise Services Aust P/L	Traffic Signal Maintenance	Mar-07	950,403
Roads & Infrastructure	Elmar Drafting Services	Contract Labour hire	Jul-06	104,415
Roads & Infrastructure	Ghd Pty Ltd	Superintendent	Jul-05	112,157
Roads & Infrastructure	Hays Specialist Recruitment (Australia) Pty Ltd	Contract Terminated 20/12/06	Jul-06	58,439
Roads & Infrastructure	Hma Blaze Pty Ltd	Road Closure Advertising	Jul-06	81,481
Roads & Infrastructure	Huon Management Services Pty Ltd	Road Batter Stability	May-05	750,172

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Roads & Infrastructure	Itec	Agency Contract Hire Tony Gladwich Commences 18 June 2007- Footpath Inspections	Jun-07	76,504
Roads & Infrastructure	Kenoss Contractors Pty Ltd	Williamsdale Quarry Works	Dec-05	42,482
Roads & Infrastructure	Lines Signs & Pavements Pty Ltd	Line Marking	Jul-06	43,731
Roads & Infrastructure	Lyons Consulting Engineers	Bridges Designs	Jul-06	29,620
Roads & Infrastructure	Northrop Engineers Pty Ltd	Street Light Maintenance Superintendent	Oct-01	103,370
Roads & Infrastructure	Patches Asphalt	Barton Highway Repatching	May-07	458,232
Roads & Infrastructure	Paul Abbey Constructions Pty Ltd	Civil Works, Bridge and Footpath Repairs.	Jul-05	173,642
Roads & Infrastructure	Paw Stop P/L	Agency Contractor Hire for Streetlight Maintenance Contract Preparation etc	Jan-07	52,684
Roads & Infrastructure	Programmed Maintenance Services Ltd	Bridge Painting	Sep-06	151,994
Roads & Infrastructure	Ram Constructions	Bridge Upgrade and Restoration	Jul-05	95,036
Roads & Infrastructure	Rd Gossip Pty Ltd	Minor New Wks Design	Dec-06	182,132
Roads & Infrastructure	Roads & Traffic Authority NSW	SCATS Licence Fee	Jul-06	33,329
Roads & Infrastructure	Smec Aust P/L	Ad Hoc Bridge Load Assessments for Dim & Mass Permits	Jul-03	128,175
Roads & Infrastructure	Telstra Corporation Limited	Traffic Lights Data LineRental	Jul-06	97,280
Roads & Infrastructure	Westaff Aust Pty Ltd	Agency Contractor Hire for Inspector Contract Terminated 15 June 2007	Jul-06	51,663
Roads & Infrastructure	Wizard (Personnel & Office Services P/L)	Data Entry Contractors	Jul-06	41,835
Roads & Infrastructure	Actew / Agl Distribution	Stormwater Assessment	Jun-05	56,154

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Roads & Infrastructure	Caradoc Lic Pty Ltd	Application Support Services for IAMS and TCD Project Officer Work.	Jun-06	130,394
Roads & Infrastructure	Effective People	Application Support Services for IAMS	Jun-06	58,400
Roads & Infrastructure	Itec	Contract Labour Hire	Feb-05	155,697
Roads & Infrastructure	Rd Gossip Pty Ltd	TCD Validation.	Mar-07	71,071
Roads & Infrastructure	Sos Recruitment	Application Support Services for IAMS	Jun-06	146,116
Roads & Infrastructure	Verossity Pty Ltd	Contract Labour Hire	Jul-04	102,083
Parks Conservation and Land	Act Earthmoving & Truck Repairs P/L	Supply of Water Tanker, and Plant and Equipment for Dryland Grass Mowing	Jul-06	109,933
Parks Conservation and Land	Adecco	Contract Labour Hire	Jul-06	3,936,408
Parks Conservation and Land	Andrew Rankine Design Assoc P/L	Interpretative Signage Upgrade Namadgi National Park	Jul-06	69,051
Parks Conservation and Land	Aust National University	ARC Linkage Project and Superb Parrot Report	Jul-06	54,022
Parks Conservation and Land	Beemak enterprises	Dryland Mowing, Water Tanker Hire, Stump Cutting and Weed Control Services	Jul-06	571,124
Parks Conservation and Land	Bellarine Tree Services P/L	C07153 - Dead Tree Removal	Mar-07	219,800
Parks Conservation and Land	Blueline Plant Hire	Seasonal Plant and Operator Hire	Oct-06	112,471

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Parks Conservation and Land	BOLANS TREE SERVICE PTY LTD	Removal of Dead and Dying Trees from Road Verges, Parks and Urban Open Spaces	Jul-06	38,235
Parks Conservation and Land	Brindabella Irrigation	C06470 - Maintenance and Testing of Irrigation Systems	Oct-06	151,700
Parks Conservation and Land	BULLMORE RURAL SERVICES	Installation of Fencing	Jul-06	21,885
Parks Conservation and Land	Canberra Horticulture P/L	Horticultural Maintenance and Cleaning Services	Jul-06	1,579,280
Parks Conservation and Land	Canscape	C06172 - Stump Cutting	Apr-06	260,935
Parks Conservation and Land	Capital Weed control	Chilean Needle Grass Control - Barton Highway	Jun-07	278,652
Parks Conservation and Land	Citywide Service Solutions P/L	Asset Maintenance and Cleaning	Jul-06	841,827
Parks Conservation and Land	COMPLETE TURF RENOVATION SERVICES PTY LTD	Dolerite and Turf Supply and Installation	Jul-06	38,245
Parks Conservation and Land	CQS Aust	C05025 - Tree Maintenance Services - Truck, Chipper and Operator	Jul-05	488,564
Parks Conservation and Land	Custom Made Landscape and Out & About Landscaping	Panel Contract for the Construction of Flower Beds and the Planting of Bulbs and Annuals for Floriade	Mar-07	149,930
Parks Conservation and Land	Dabakala P/L	C06442-Cleaning, Maintenance and Repair of Electric and Gas Barbeques	Sep-06	107,733
Parks Conservation and Land	Darren R Sheppard	Onsite Welding Services	Jul-06	38,509
Parks Conservation and Land	Deeble B & C P/L	C06104 - Water Tanker Hire	Mar-06	92,742
Parks Conservation and Land	Deves Field P/L	C06469-Maintenance and Testing of Irrigation Systems	Oct-06	242,182
Parks Conservation and Land	Ecowise Environmental Pty Ltd	Stream, Dam and Water Monitoring Services	Jul-06	66,000

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Parks Conservation and Land	Ecowise Services Aust P/L	Lighting and Pump Repairs on Community Assets.	Jul-06	187,989
Parks Conservation and Land	Effective People	Contract Labour Hire	Jul-06	165,642
Parks Conservation and Land	Forestrack Pty Ltd	Fire Suppression Works - Plant and Operator Hire	Jul-06	114,702
Parks Conservation and Land	Ftj Forestry Services	Pine Wilding and Tree Removal, Fertilising and Tree Planting Services	May-06	888,680
Parks Conservation and Land	Fyshwick Outdoor Power Centre	Horticultural Maintenance and Open Space Cleaning Equipment and Supplies	Jul-06	24,416
Parks Conservation and Land	G Groves P/L	Debris Removal in Various Rural Areas.	Jul-06	460,627
Parks Conservation and Land	Ghd Pty Ltd	C06374 Provision of Fire Management Consultancy Services	Oct-07	86,681
Parks Conservation and Land	Gloss Landscaping Services Pty Ltd	Thin Pine Wildings, Tree Planting, Watering and Fertilising	Jul-06	297,059
Parks Conservation and Land	Gloss Services Pty Ltd	LCC Weed Control and Thin Pine Wildings at Brindabella	Jul-06	171,496
Parks Conservation and Land	Greening Aust (Capital Region) Ltd	C06641-Community Based Revegetation in the Lower Cotter Catchment	Dec-06	187,182
Parks Conservation and Land	Heli Aust P/L	Helicopter Hire for Fire Fuel Management Activities and Pest Control Programs.	Jul-06	60,560
Parks Conservation and Land	Intech Industrial Technicians	Repairs and Maintenance to Mowing, Horticultural and Cleaning Equipment.	Jul-06	90,884
Parks Conservation and Land	J & S Finch	Weed Control in Rural Areas.	Jul-06	28,279
Parks Conservation and Land	Jt & Nc Emery	Provision of Water Tanker and Operator	Feb-07	68,736

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Parks Conservation and Land	Kd Carratt	Tree Maintenance and Plant Hire Services	Jul-06	121,029
Parks Conservation and Land	Kd Carrett	C05023 - Crane Truck and Operator Hire	Jul-05	70,690
Parks Conservation and Land	Kompan (Nsw) Pty Ltd	Playground Upgrade Works	Jul-06	40,388
Parks Conservation and Land	Koomarri	Cleaning Services	Jul-06	178,450
Parks Conservation and Land	L Jenal	Mowing Services	Jul-06	62,590
Parks Conservation and Land	Landmark Copeland Medway	Pest Control Services	Jun-07	67,717
Parks Conservation and Land	Landscape Logistics P/L	Urban Open Space Horticultural and Asset Maintenance and Cleaning Services - Woden Valley/Weston Creek Region	Oct-06	805,759
Parks Conservation and Land	Lines Signs & Pavements Pty Ltd	Installation of Signage at Playgrounds, Parks and other Recreational Areas	Jul-06	21,054
Parks Conservation and Land	Mag Welding Services P/L	Welding and Infrastructure Repairs and Maintenance	Aug-06	184,391
Parks Conservation and Land	Martins Fertilizers	C06023 - The Supply and Removal of Growing Media for Floriade Flower Beds	Jan-06	144,776
Parks Conservation and Land	Mclachlan & Sons	Tree Planting, Weed and Pine Wilding Control.	Jul-06	518,921
Parks Conservation and Land	Mcmahon's Lawn Turf & Maintenance Pty Ltd	C06590-Site Preparation and Laying of Turf	Oct-06	123,487
Parks Conservation and Land	Nuturf P/L	C07080-Supply, Delivery and Application of Chemicals	Apr-07	43,961
Parks Conservation and Land	Out & About Landscapes	Floriade Bulb Planting, and Supply and Construct Drainage and Planting Beds.	Jul-06	124,424
Parks Conservation and Land	P & J Nott	Roadside Clearing and Horticulture Services.	Jul-06	61,564

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Parks Conservation and Land	Parry Plumbing & Irrigation Services P/L	Plumbing and Irrigation Repairs and Maintenance	Jul-06	92,357
Parks Conservation and Land	Patterson Rural Contracting	Weed Control and Fencing Works in Rural Areas.	Jul-06	165,710
Parks Conservation and Land	Pattersons Rural Contracting	Project Brief and Contract for Environmental Weed Control - Kowen Forest	Jun-07	171,998
Parks Conservation and Land	Peter Gullett	Fencing Works and Siting Fees for NRM Council	Jul-06	28,173
Parks Conservation and Land	Professional Plant Supplies P/L	Supply of Plants	Jul-06	26,060
Parks Conservation and Land	Progressive Felling Services	Debris Removal in Various Rural Areas.	Jul-06	511,630
Parks Conservation and Land	Re-Gen Industries P/L	Processing Timber at Cotter and Curtin Woodyards	Jul-06	67,143
Parks Conservation and Land	Rm Tree Services	Dead Tree Removal and Stump Grinding Services	Jul-06	21,590
Parks Conservation and Land	Sapphire Coast Tree Service & Tower Hire	Tree Maintenance Services - Travel Tower, Water Tanker Hire and Stump Cutting Services	Jul-06	788,819
Parks Conservation and Land	Sayers Aust P/L	New Access Road and Carpark at Tidbinbilla Nature Discovery Centre and Work at the Tidbinbilla Nature Reserve Wetlands	Jul-06	209,203
Parks Conservation and Land	Skilled Engineering Ltd	Labour Hire	Jul-06	70,481
Parks Conservation and Land	Specialized Construction Of Protected Environments	Nature Reserve Infrastructure Repairs, Environmental Restoration Works and Plant Hire.	Jul-06	61,525
Parks Conservation and Land	Spotless Berkley Challenge	Bus Interchange Cleaning Contract	Jul-06	635,767

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Parks Conservation and Land	Spotless Services Aust Ltd	C06266-Provision of Urban Open Space Horticultural and Asset Maintenance and Cleaning Services in Woden Weston Region	May-06	1,328,817
Parks Conservation and Land	Techni-Clean Aust	C07125-Removal of Graffiti from Selected ACT Government Assets	May-07	291,226
Parks Conservation and Land	The Playground People	Playground Repairs and Maintenance	Jul-06	49,180
Parks Conservation and Land	University Of Canberra	Water Quality Monitoring and Research Scholarship.	Jul-06	113,024
Parks Conservation and Land	Utility Asset Management	Tree Services (Pruning vegetation)	May-06	225,729
Parks Conservation and Land	Verossity P/L	Labour Hire	Jul-06	55,125
Parks Conservation and Land	Willow & Environmental Management Services	Willow Control Works - Molonglo Gorge	Jul-06	41,764
Parks Conservation and Land	Woodpecker Tree Services	C07151-Removal of Dead and Drought Affected Trees	Mar-07	168,102
Parks Conservation and Land	Xcs Consulting Pty Ltd	European Wasp Awareness Program and Insect Identification Service	Jul-06	25,724
Sports & Recreation	Adecco	Contract Labour Hire	Jul-06	84,153
Sports & Recreation	Alltype Building P/L	Urgent Storm Related Repairs Carried out as part of the Pool Management Contract	Jul-06	58,433
Sports & Recreation	Belgravia Leisure P/L	Maintenance Costs for Lakeside Leisure Centre and Canberra Olympic Pool	Jul-05	37,939
Sports & Recreation	Complete Turf Renovation Services Pty Ltd	Sportsground Maintenance - Vertidrainng	Jul-06	66,465
Sports & Recreation	Deves Field P/L	Sportsground Irrigation and Repairs	Jul-05	51,128

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Sports & Recreation	Fertspread	Supply, Deliver and Spread Fertilizer	Aug-06	37,415
Sports & Recreation	Hiretec Maintenance P/L	Repairs and Maintenance Carried out as part of the Pool Management Contract with Belgravia Leisure	Jul-06	125,961
Sports & Recreation	Mag Welding Services Pty Ltd	Repairs and Maintenance of Sportsgrounds	Aug-05	29,654
Sports & Recreation	McMahon's Lawn Turf & Maintenance Pty Ltd	Turf/Log Barriers/Bollards	Sep-05	35,817
Sports & Recreation	Puraclean Pty Ltd	Repairs and Maintenance Work Carried out as part of the Pool Management Contract with Belgravia Leisure	Jul-06	40,439
Sports & Recreation	Turf Management Aust Pty Ltd	Sportsgrounds Maintenance - Vertidrainning and Linemarking	Aug-06	20,170
Sports & Recreation	Ymca	Provision of Services to Assist the Elderly in becoming more Active - Canberra Active Living Model (CALM) Program	Jul-04	119,025
Sports & Recreation	Zoo Communications Pty Ltd	Development of the Creative Concept and Promotional Tools to Support the Good Sport Territory Community Awareness Campaign	Aug-06	48,024
Corporate	Acumen Alliance	Support Services for Integrated Document Management Systems.	Oct-03	187,040
Canberra Connect	Avoka Technologies	Smartforms Support	Jul-06	77,160
Roads & Infrastructure	Exor Corporation P/L	Implementation of the Integrated Asset Management System	Jul-05	400,665
Road Users	Hays Specialist Recruitment (Australia) Pty Ltd	Professional Services for Rego.act	Apr-07	25,454

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Canberra Connect	Hyro Solutions P/L	Redesign of Canberra Connect Portal	Jul-05	202,815
Corporate	Objective Corporation Limited	Support Services for Integrated Document Management Systems.	Oct-03	190,520
Canberra Connect	Qirx Pty Ltd	Business Systems Support	Jul-06	23,636
Corporate	Recall Information Management	Records Sentencing	Jun-06	165,981
Road Users	Aspect Traffic	Supply and Install Speed Detection Devices in the ACT	Sep-06	325,836
Road Users	Data Key Systems Act P/L	Supply of Hardware, Software, Maintenance and Consumables for ACT Digitised Driver Licensing System	Jan-05	135,373
Road Users	Ecowise Services Aust P/L	Installation and Maintenance of Red Light and Speed Cameras	Jul-05	60,401
Road Users	Hermes Precisa Pty Ltd	Design and Supply of Vehicle Registration Stationery	Feb-00	158,918
Road Users	Licensys P/L	Production and Supply of Vehicle Number Plates	Jan-05	242,344
Road Users	Velvet Ruby P/L	Maintain and Program Adjudication System and other related Communication System to Red Light and Speed Cameras	Aug-03	49,595
Canberra Connect	Chubb Security Services Ltd	Cash Delivery and Collection, Security Services	Mar-02	77,039
Canberra Connect	Citec	Supply of Electronic Payment Services	Dec-02	27,790
Canberra Connect	Effective People	Contract Labour Hire	Jul-05	512,216
Canberra Connect	Market Solutions Pty Ltd	Market Research Services	Nov-04	43,315
Canberra Connect	Moore Contracting Services P/L	Project Management and Business Analysis Services for the Revenue Collection Project	Jul-05	58,164

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Canberra Connect	Regent Recruitment	Contract Labour Hire	Jul-06	726,769
Canberra Connect	Ross Human Directions Ltd	Contract Labour Hire	Jul-06	391,179
Canberra Connect	Select Appointments	Contract Labour Hire	Jul-06	85,805
Canberra Connect	Smalls Recruiting	Contract Labour Hire	Jul-04	209,203
Canberra Connect	Vedior Asia Pacific Pty Ltd	Contract Labour Hire	Jul-06	101,548
ACT Library and Information Services	Atlantis Pty Ltd	Removals	Jul-06	27,136
ACT Library and Information Services	Chubb Security Services Ltd	Cash Delivery and Collection, Security Services	Mar-02	26,096
ACT Library and Information Services	Empire Management Services	Cleaning Services	Jan-04	131,591
ACT Library and Information Services	Informed Sources P/L	Contract Labour Hire	Jul-04	1,010,886
ACT Library and Information Services	National Mailing & Marketing P/L	Mailing Overdue/Reserve Notices	Jul-05	27,411
ACT Library and Information Services	Zenith Information Management Services	End Processing of Library Materials for Shelf Ready Copy	Jul-05	31,327
Environment Protection & Heritage	Act Procurement Solutions	Canberra Track Signage	Jul-06	21,133
Environment Protection & Heritage	Capital City Heavy Haulage Pty Ltd	Pick Up Abandoned Vehicles	Jul-06	36,418
Environment Protection & Heritage	Dept Of Agriculture Fisheries And Forestry	Aquifer Monitoring and Groundwater Research in Priority Sub Catchments of the ACT	Feb-07	50,000

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Environment Protection & Heritage	Ecowise Environmental Pty Ltd	Hydrology Contract Issued and held by Roads ACT	Jul-05	53,159
Environment Protection & Heritage	Inner South Veterinary Hospital	Vaccinations, Procedures and Pharmaceuticals	Jul-06	32,565
Roads & Infrastructure	Act Earthmoving & Truck Repairs P/L	Supply of Trucks, Plant and Equipment in Response to December and February Storm Emergency Clean Up and other Emergency Response Work.	Dec-06	187,243
Roads & Infrastructure	Act Procurement Solutions	Tender Services Storm Water Rectification Works post December 2006 storms.	Jan-06	162,833
Roads & Infrastructure	Actew Agl Distribution	Stormwater Maintenance Works in the ACT	Jul-06	2,592,402
Roads & Infrastructure	Aust Grinding Company Pty Ltd	Grinding of Various Footpaths to Maintain Asset	Aug-06	532,866
Roads & Infrastructure	Bolans Tree Service Pty Ltd	Tree Removal Stage 3	Oct-06	497,530
Roads & Infrastructure	Boral Construction Materials Group Ltd	Asphalt Overlay of ACT Roads	Nov-06	2,728,271
Roads & Infrastructure	Boss Haulage	Supply of Trucks, Plant and Equipment	Jul-06	456,023
Roads & Infrastructure	Brown Consulting (Act) P/L	Resurfacing Superintendence Resheet of Rural Gravel Roads Superintendence Rectification to the Stormwater Network in Various Suburbs – Package A	Feb-07	207,215
Roads & Infrastructure	Canberra United Landscapers	Footpath Repairs and Associated Work to Maintain Asset. Various Small Contracts.	Sep-06	153,701
Roads & Infrastructure	CB Excavations P/L	Footpath Repairs and Associated Work to Maintain Assets. Various Small Contracts.	Aug-06	525,971

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Roads & Infrastructure	Contour Pty Ltd	Griffith Asphalt Paths Rehabilitation Stage 2 Boboyan Road Vegetation Clearing	Oct-06	45,245
Roads & Infrastructure	Cord Excavations	Griffith Asphalt Paths Rehabilitation Stage 1	Apr-07	217,783
Roads & Infrastructure	Cre8ive Lines & Signs	Kings Highway TCD Maintenance	Feb-07	27,552
Roads & Infrastructure	Dale & Hitchcock Civil Engineering & Landsc	Gravel Resheet on Rural Roads	Oct-06	1,710,523
Roads & Infrastructure	GD Samaritan Service	Bus Shelter and Footpath Repairs	Jul-05	28,571
Roads & Infrastructure	Go Traffic	Traffic Control Contractor	Jul-07	185,359
Roads & Infrastructure	Hennes Concrete Contractors	Footpath Repairs and Associated Work to Maintain Assets. Various Small Contracts.	Jul-06	648,272
Roads & Infrastructure	Huon Management Services	Northcott Dr and Tidbinbilla Road Pavement Rehabilitation	Apr-07	407,445
Roads & Infrastructure	K & T Muller	Leaf Pickup and Removal	Jul-07	26,820
Roads & Infrastructure	Kuna Contractors P/L	Footpath Repairs and Associated Work to Maintain Assets. Various Small Contracts.	Mar-07	97,195
Roads & Infrastructure	Lines Signs & Pavements Pty Ltd	Municipal Linemarking Maintenance Reinstatement of Longitudinal Linemarking 2007 Reseal Territorial Roads Linemarking maintenance 1 and 2 Relinemarking of 2004/5 Reseal Program	Dec-06	238,801
Roads & Infrastructure	Michael Lonergan	Fence Repairs and Associated Work. Various Small Quick Response Works.	Sep-06	22,415

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 1 – Municipal Services				
Roads & Infrastructure	Minchem (Canberra) P/L	Footpath Repairs and Associated Work to Maintain Asset. Various Small Contracts.	Jul-06	121,471
Roads & Infrastructure	Patches Asphalt	Path Repairs - \$42,995.00	Nov-06	75,894
Roads & Infrastructure	Patrick G Kearins	Bus Shelter and Footpath Repairs	Jul-05	23,465
Roads & Infrastructure	Paul Abbey Constructions Pty Ltd	Footpath Repairs and Associated Work to Maintain Assets. Various Small Contracts.	Aug-06	79,084
Roads & Infrastructure	Rd Gossip Pty Ltd	Superintendence of Tree Removal Stage 3 Documentation of Griffith Paths Stage 1 Superintendence Griffith Paths Stage 1 Linemarking Measurement Territorial Roads	Oct-06	98,958
Roads & Infrastructure	Sefton Bobcat	Supply of Trucks, Plant and Equipment in Response to December and February storm Emergency Clean Up	Dec-06	43,700
Roads & Infrastructure	Simeonov Engineering	Guide Signs Maintenance 2007	Apr-07	71,000
Roads & Infrastructure	Tmc Contractors Pty Ltd	Footpath Repairs and Associated Work to Maintain Assets. Various Small Contracts.	Aug-06	614,952
Roads & Infrastructure	Woden Contractors Pty Ltd	Maintenance of Unsealed Roads in the ACT	Oct-05	215,691
Roads & Infrastructure	Works Infrastructure	Resealing of ACT Roads 2006/7	Sep-06	3,367,806

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 2 – Enterprise Services				
Yarralumla Nursery	Select Australia	Contractor Labour Hire	Jul-06	54,989
Property Management	Strategic Facility Services Pty Ltd	Building Condition Audits	Jul-06	58,636
Facilities Management	Bill Szydluk Architects Pty Ltd	Architect Consultant	Jul-06	31,532
Facilities Management	Corianton Management Services Pty Ltd	Contractor Labour Hire	Jul-06	98,089
Facilities Management	E.D. Industries	Contractor Labour Hire	Jul-06	43,136
Facilities Management	Effective People	Contractor Labour Hire	Jul-06	61,478
Facilities Management	Gk Ellery & Assoc Pty Ltd	Civil Contractor / Consultancy	Jul-06	27,993
Facilities Management	Hays Specialist Recruitment (Australia) Pty Ltd	Contractor Labour Hire	Jul-06	49,956
Facilities Management	John Skurr	Building Consultant	Jul-06	22,350
Facilities Management	Mba Group Training (Act) Inc	Contractor Labour Hire	Jul-06	41,801
Facilities Management	Omnilink P/L	Air Conditioning Consultant	Jul-06	34,642
Facilities Management	Ruckschloss Consulting Pty Ltd	Engineering Consultant	Jul-06	37,059
Facilities Management	Rusden Consulting Engineers Pty Ltd	Mechanical Consultant	Jul-06	21,400
Facilities Management	Sellick Consultants Pty Ltd	Building Consultant	Jul-06	29,645
Facilities Management	Stephen Sih	Electrical Engineering Consultant	Jul-06	86,368
Facilities Management	Steve Coombe	Fire Engineering Consultant	Jul-06	74,288
Facilities Management	Westaff Aust Pty Ltd	Contractor Labour Hire	Jul-06	48,155

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 2 – Enterprise Services				
Capital Linen Service	Jobwire	Employment Agency Providing a Pool of Casual Laundry Workers.	Jan-07	170,310
Capital Linen Service	Ensign Services Pty Ltd	Laundering Services - Contractor was Undertaking Work for a Particular CLS Customer - this Arrangement was Discontinued in August 2006 when the Work was Brought In House.	Jul-06	28,178
Capital Linen Service	Proton Technology Pty Ltd	Provision of Chemicals to CLS. No other Vendor is Currently able to meet CLS Specifications. Proton is a Supplier on the Relevant NSW Government Contract and CLS will Investigate the Benefit of Accessing that Contract in 2007-08.	Jul-06	17,503
Tourism	Bruceworks Landscaping Centre	Landscaping Services CRVC	Jun-06	20,136
Tourism	Bruceworks Landscaping Pty Ltd	Landscaping Services CRVC	Jun-06	9,170
Tourism	Professional Careers Australia Ltd	Temporary Staff for Floriade		43,748
Tourism	Sydney Night Patrol And Inquiry Co. Pty Ltd	Traffic Mgt and Security Floriade	Feb-04	129,977
Tourism	Bdw Special Events Management	Events Management	May-05	97,026
Tourism	J E Easthope & Associates	Garden Bed Design - Floriade	May-05	58,150
Tourism	City Group P/L	Cleaning	Jun-04	22,794
Tourism	King Air Pty Ltd	Air Conditioner Maintenance CRVC	Jul-06	14,503
Tourism	SNP Security	Security Rally	Jul-06	11,153
Tourism	Zoo Communications	Retainer for Advertising Services Strategy	Feb-07	87,360
Tourism	Omar Corporation P/L	Clerk of Course Rally	Nov-06	65,051
Tourism	Morris Walker Pty Ltd	PR Rally and Floriade	Mar-04	21,271
Tourism	Leap Agency	Retainer for Advertising Services	Sep-03	96,956

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
OUTPUT CLASS 2 – Enterprise Services				
Tourism	Effective People	Temporary Staff Rally of Canberra	Jul-06	20,499
Territory Venue & Events	Able Landscaping	Landscaping Services	Jul-06	29,101
Territory Venue & Events	ACT Cricket Association	Ground Maintenance	Jul-06	97,789
Territory Venue & Events	All Leisure Hospitality	Internal Catering Contract	Jan-07	462,167
Territory Venue & Events	APIS Consulting	SFP Risk Assessment, World MTB	Jul-06	114,200
Territory Venue & Events	Australian Federal Police	Police Services for Events	Jul-06	25,383
Territory Venue & Events	Broadlex Services	Pre/post Event Cleaning Services	Feb-06	235,475
Territory Venue & Events	Compu-Terra Solutions	IT Support	Sep-04	41,372
Territory Venue & Events	DSEG	Strategic Reporting	Jul-06	45,000
Territory Venue & Events	Hitorec Maintenance	Repairs and Maintenance	Dec-04	447,643
Territory Venue & Events	Kerry Hudson & Associates	Master Plan Consultation	Jul-06	23,335
Territory Venue & Events	Monstavisision	VRB Support	Jul-06	70,147
Territory Venue & Events	Prime Television	Advertising	Jul-06	47,758
Territory Venue & Events	Sanmor Consulting	Specialist Project Advice	Jul-06	48,870
Territory Venue & Events	SNP Security	Event Security/Lockup Services	Jul-06	354,658
Territory Venue & Events	Sound Advice	Sound Augmentation/Event AV Equipment Hire	Jul-06	100,144
Territory Venue & Events	Stadium Turf Management	Turf Maintenance	Jan-05	243,836
Territory Venue & Events	Swell Design Group	Website/Signage Design	Jul-06	35,184
Territory Venue & Events	The Content Group	Communication Services	Feb-05	31,500
Territory Venue & Events	Bullmore Rural	Fencing Services	Jul-06	33,209

Business Unit	Contractor/Consultant	Description	Approval Date	Actual Expenditure
ACTION OUTPUT CLASS 1 – Public Transport				
Territory Venue & Events	Territory Venue & Events	Territory Venue & Events	Jul-06	100,000
Property Management	Property Management	Property Management	Jul-06	58,636
Facilities Management	Peter Ozols	Contract Labour Hire	Jul-06	35,958
ACTION	Diesel Test Australia	Testing of Buses in order to comply with the requirements of the Commonwealth Diesel Fuel Tax Credits Scheme	Jan-07	173,560
ACTION	Spotless Cleaning	Bus depots and interchange cleaning	Jun-03	191,685
ACTION	Wilson Parking	Security Services	Jul-06	75,634
ACTION	Effective People	Employment recruitment placements	Various	54,353
ACTION	Electro Mechanical Services	Electrical maintenance	Jul-01	57,626
ACTION	Indec Consulting	Benchmarking Studies	Apr-07	56,081
ACTION	Palics Maintenance Services	Cleaning corporate offices	Jul-03	24,684
ACTION	Wizard Personnel	Employment recruitment placements	Various	21,603
ACTION	MIL Services Pty Ltd	Security Services	Apr-02	20,717

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A.20 Community Grants/Assistance/Sponsorship

The following is a list of community grants, assistance and sponsorship provided by Territory and Municipal Services (TAMS) in 2006-07:

Corporate Sponsorship

Recipient	Amount	Project Description
RSPCA	\$8,500	<i>Million Paws Walk</i> TAMS was a corporate sponsor in the Million Paws Walk held on Sunday 20 May 2007 at Stage 88 in Commonwealth Park. There are strong links between the two organisations, particularly as TAMS has carriage of Domestic Animal Services.
Young Achievement Australia (YAA)	\$8,800	<i>Secondary Environmental Management Award and Business Skill Program</i> TAMS sponsored both the award and the Business Skills Program, as there are synergies with our Sustainability and Environment areas.

Environment Grants

Recipient	Amount	Project Description
Environmental Defenders Office (ACT) Inc.	\$13,372	<i>ACT Environmental Law Handbook 2nd Edition Project 2006/07 - Education and Empowerment through Environmental Law to Sustainably Develop and Protect our Bush Capital</i> This project is designed to produce the 2nd Edition of the ACT Environmental Handbook in both hardcopy and on-line, with seminars presented to school and community groups.
Conservation Council of the South East Region & Canberra Inc.	\$8,269	<i>Action for Climate Change: Community Solutions</i> This awareness-raising project aims to reduce the impacts of climate change at an individual and household level.
John Roe, Martha Rees and Arthur Georges	\$11,050	<i>Are the Suburbs Population Sinks for Freshwater Turtles in Canberra Reserves?</i> This project is designed to study the effects of urban development on the Eastern Long-necked Turtle in Mulligan's Flat and the surrounding suburbs. The study will raise community awareness and involve the production of a poster and brochures.

Recipient	Amount	Project Description
Peter Marsack	\$15,000	<i>Bush Capital Year</i> – This project is designed to provide informative, scientifically accurate and aesthetically pleasing artwork of the ACT natural environment.
Molonglo Catchment Group Inc.	\$14,825	<i>Canberra Stormwater Education Initiative</i> This awareness-raising project seeks to address significant pollution issues effecting water quality in Canberra's waterways by engaging schools and community groups in conjunction with the Frogwatch and Waterwatch programs.
Southern ACT Catchment Group Inc. and the Friends of Farrer Ridge	\$4,295	<i>Farrer Ridge Nature Park Erosion Control Project</i> This project is designed to undertake erosion prevention work and step construction on the Farrer Ridge walking trail.
Garran Primary School Parents and Citizens Association Inc.	\$2,729	<i>Garran Primary School Sustainable Gardens Project.</i> This project is design to establish sustainable water-wise gardens using grasses and wildflowers from the Canberra region, creating educational tools for students, teachers and the school community.
National Parks Association of the ACT Inc.	\$9,220	<i>Great Australian Bushwalk</i> This project is designed to publicise and manage a one-day public event to expand public awareness of the local environment and opportunities for low impact recreational activities in Namadgi National Park.
Watson Community Association Inc.	\$8,370	<i>North Watson Woodlands Regeneration - Enhancement to 18ha</i> This project is designed to maintain and extend restoration efforts in Justice Robert Hope Park through fencing, planting and weed reduction. The project will also raise community awareness through brochure and newsletter distribution.
Coolleman Ridge Park Care Group Inc.	\$4,389	<i>Resurrection of Nature Trail on Coolleman Ridge</i> This project is designed to repair and restore the Nature Trail on Coolleman Ridge, damaged in the 2003 fires, involving the replacement of information boards and pamphlet boxes, on-ground work and the production of an information pamphlet.
Friends of Tidbinbilla Inc.	\$2,380	<i>Seed Store for Tidbinbilla Nature Reserve</i> This project is designed to establish a seed store to help preserve local species diversity of plants on the Tidbinbilla and Jedbinbilla Reserves for use by the Friends of Tidbinbilla, reserve staff and the wider Tidbinbilla Valley community.
School of Design and Architecture, University of Canberra.	\$5,600	<i>Site Chronologies "Post Fire" Duffy</i> This project is designed to analyse the effects of the 2003 fires on the urban environment of Duffy and provide advice to the community in the form of brochures and displays based on the study's findings.

Recipient	Amount	Project Description
Conservation Council of the South East Region & Canberra Inc.	\$15,000	<i>Stakeholder and Community Engagement in ACT Biosphere Reserve Proposal</i> By undertaking stakeholder and community consultation, this project is designed to engage the community to developing support for the ACT nomination as a UNESCO Biosphere Reserve.
Australian Institute of Landscape Architects - ACT Branch	\$10,000	<i>Sustainable Canberra Garden - Website</i> This project is designed to create a web-based source of information on sustainable Canberra gardens with fact sheets that include topics such as: reducing water use, plant selection, planning for climate change and garden biodiversity.
Community and Youth Sector Training Council Inc.	\$15,080	<i>Youth Leadership for Sustainable Consumption in the ACT</i> This project is designed to develop a program for youth to build capacity in an understanding of environmental and sustainability issues resulting in a number of workshops and post-workshop support.
St Bede's Primary School	\$1,471	<i>Wise Use of Resources Challenge</i> This project is designed to develop and implement an organic waste recycling program in the school.

Heritage Grants

Recipient	Amount	Project Description
Aboriginal Corporation for Sporting and Recreational Activities	\$5,000	<i>Boomanulla Oval Garden of Achievement</i> This project will be dedicated to Aboriginal people, groups and events in Aboriginal history in the form of plaque monuments on large rocks, surrounded by gardens and lighting.
The Retired ACT Transport Employees Club Incorporated	\$2,778	<i>Preservation and Conservation of Memorabilia</i> This project is to assist in the ongoing preservation and conservation of memorabilia dating back 80 years to conserve the transport heritage of the ACT. This grant will enable the club to purchase specialised archiving conservation materials to ensure that photographs, badges, printed material such as timetables, tickets, newsletters and uniforms are preserved.
Anglican Church of St John the Baptist	\$17,200	<i>Fire Prevention, Church of St John the Baptist</i> St John's Church and St John's School House Museum are two of the ACT's most precious heritage buildings. The church and school house were built in 1845. Neither have adequate fire prevention systems. This funding will help protect these heritage buildings.

Recipient	Amount	Project Description
Richard Siddall	\$5,000	<i>Reference Guide to Aboriginal Scarred Trees in the ACT</i> This project will produce digital images of all registered Aboriginal scarred trees for the purpose of record, plus to prepare training/reference materials for the Heritage Unit and the public. This is in the format of posters and leaflets to enable public sightings to have a reference guide to identify and report highly likely examples.
National Trust of Australia (ACT)	\$9,670	<i>Interpretive signage at the site of Mulligans Flat School and the Old Coach Road, Mulligans Flat</i> The Mulligans Flat school site and the Old Coach Road are remnant structures and archaeological sites relating to the 19th and early 20 th century settlement of the Gungahlin region. This project will provide interpretive signs at each of these places which will enable casual visitors to recognise the historical significance of each and be informed of their place in the early history and development of Canberra.
National Trust of Australia (ACT)	\$5,930	<i>Recording and Signage of Athllon Homestead site, Tuggeranong</i> Athllon homestead is a remnant structure relating to the 19th century settlement of Tuggeranong Valley. This project will provide interpretive signage at the site which will enable the casual visitors or guided tour groups to recognise its historical significance and be informed of its place in the early history and development of Canberra.
National Trust of Australia (ACT)	\$7,070	<i>Pioneers' Graves</i> Many of the early pioneers of the ACT, particularly the more humble but no less important, were buried in what is now known as the Riverside Cemetery in Queanbeyan. This project is aimed at identifying the graves of those who once lived in what is now the ACT and who contributed to the Territory's cultural and social development, assessing their condition, making recommendations on their future conservation and guiding future interpretation.
National Trust of Australia (ACT)	\$8,370	<i>Crinigan's Hut interpretation and collection conservation</i> This project includes the preparation of interpretive signage, inventory and advice on storage of collection and nomination to ACT Heritage Objects Register. This is a joint Canberra Archaeological Society and ACT National Trust project.
National Trust of Australia (ACT)	\$8,370	<i>Interpretation of Aboriginal Significance of Girrawah Park</i> The purpose of this project is to liaise with the relevant local Aboriginal people on the text and content of signage to display the significance of this site and to complete and erect sign(s). The project will be undertaken jointly by the ACT National Trust and the Canberra Archaeological Society.
National Trust of Australia (ACT)	\$8,070	<i>Curation of the ACT Heritage Store</i> The purpose of this project is to make an inventory of the items in the store and other locations, box or package them to facilitate conservation and advise on future retention, storage and interpretation.

Recipient	Amount	Project Description
Tuggeranong Community Arts Association	\$6,048	<i>First Person Digital Storytelling Project</i> The First Person project aims to collect stories from the ageing population of Canberrans who came to Australia in 1957 as refugees as a direct result of the 1956 Hungarian Revolution. The project will use digital storytelling – autobiographical 'mini movies' created and edited by ordinary people using computers, cameras, scanners and photos. The stories are created in facilitated workshops where trained staff assist people in using this digital media.
Royal Canberra Hospital Commemorative Plaque Steering Committee	\$7,500	<i>The establishment of a Commemorative Site on Acton Peninsula to mark the location of the former Royal Canberra Hospital</i> Important historical components of the Commemorative Site include stones from Canberry Cottage, stones from Acton House that were used in a fountain located in front of the Royal Canberra Hospital, cuttings taken and propagated from a Cyprus tree referred to as the 'pregnant pine' located near the entrance of the obstetrics block, and the foundation stone of the Canberra Community Hospital. A Commemorative Plaque will be incorporated into the site providing a brief history of the hospital with an acknowledgement to the dedicated medical, nursing, health professional, administrative and ancillary personnel who devoted varying parts of their working lives to the hospital. The plaque will also acknowledge the people of Canberra and surrounding areas that the hospital served.
Theatre Organ Society of Australia – ACT Division	\$9,700	<i>Compton Theatre Organ - Console Refurbishment</i> This project consists of stripping and repainting the Compton Theatre Organ console and refurbishing to its original state with gold leaf, as well as organ installation in Albert Hall, Yarralumla.
Carousel Organ Restoration Group Inc	\$5,000	<i>Carousel Organ Restoration - Supplementary Funding</i> This project will require the services of a professional organ builder who will eliminate faults in windage, operation of the mechanism and finalisation of the registration for new music books.
Dennis and Maree Rose and The Estate of EAG Mawson	\$10,000	<i>Well Station Homestead Stage One Urgent Restoration Work</i> The purpose of this project is to undertake restoration work that is essential for the conservation of the heritage significance of the Well Station Homestead. Urgent work is required to secure the existing roof on the homestead and begin restoration of the outer slab walls of the adjoining cottage in order to preserve the original structure integrity of the homestead.
Alan Foskett	\$2,000	<i>A Home in the Capital - Stories of Canberra's Hostel Era</i> This book will provide the history and resident stories about life in some of Canberra's hostels. A significant part of Canberra's Social History was the Hostel era – an era which spanned six decades, especially important in the 1945 to 1960 period. In the early 1950's just over 20% of Canberra's population were hostel dwellers.

Recipient	Amount	Project Description
Free Serbian Orthodox Church St George in Canberra Diocese Australia and New Zealand	\$4,000	<i>Restoration of Frescos of St George Church – Forrest, ACT</i> The project is the restoration of the artwork (frescos) within the church. The artwork has been darkened by candle smoke. The project will restore the frescos to their original brightness.
Deborah Reynolds	\$1,423.63	<i>Restoration of Type T Workers Cottage, Corroboree Park Heritage Precinct Ainslie</i> Replacement and repairs to exterior wood cladding and corner joint covers of 19 Higgins Cres, Ainslie, including the painting of the exterior of the house.
Tharwa Primary School	\$1,500	<i>Careful Conservation: Preserving our Heritage and Connecting a Community The Tharwa School Preservation Project</i> The project aims to develop a Scope of Works which will be used as the framework to return the interior of the original building at Tharwa Primary School, a nominated heritage building, to its original condition.
Geoff Butler (Sole Trader – Geoff Butler and Assoc Environmental and Horticultural Consultants)	\$5,000	<i>Update ACT Heritage Brochures (Guide to Plants and Invasive Plants) on Plant Use in the Heritage Garden Context</i> This project will assess and update the existing ACT Heritage brochures 'Guide to Plants for Early Canberra Gardens' and 'Heritage Gardens and Invasive Plants' into a single brochure to a stage ready for printing. The assessment and redrafting of the brochures will take into account the need to conserve characteristics of plant use in heritage areas, current weed knowledge and the increasing demand for water conservation in the ACT.
Conservation Council of the South East Region and Canberra	\$8,990	<i>Treasuring ACT's Natural Heritage; Education in Schools Project - Phase 2</i> This project will build on the work supported by an ACT Heritage Grant in 2005-06 and will complete the development of the 'nature's treasures kit' through the production of a Teachers Resource Booklet consistent with the new curriculum. The materials developed by the project will provide the resources teachers require to develop knowledge, skills and understanding of natural heritage amongst students.
Conservation Council of the South-east Region and Canberra	\$5,863	<i>Natural Heritage Citations Program - Round 3</i> The aim of the proposed project is to build on the previous two rounds (2004-05 and 2005-06) of funded Natural Heritage Citations Programs, by continuing to prepare citations that will contribute to a more comprehensive ACT Heritage Register to adequately include places of natural heritage significance.
Downer Community Association	\$6,000	<i>Protection and Interpretation of the trees of the former CSIRO Research Station, Downer</i> A project intended to protect the heritage listed trees at the former CSIRO site at Downer from uncontrolled parking and to provide interpretative material on their history and value.

Recipient	Amount	Project Description
Teloepa Park School	\$5,750	<i>Teloepa Park School - Images of Canberra 1923-2013</i> The purpose of this project is to archive, catalogue and digitally record Teloepa Park School's photograph collection with a view to a centenary publication and CD Rom.
Richard Siddall	\$5,190	<i>Reference Guide to Aboriginal Heritage Places in the ACT Promotional Material</i> The purpose of this project is to photograph Aboriginal sites found in the ACT including rock shelters, trees, scatters, grinding grooves, ochre quarries and stone sources. A reference guide including information on Aboriginal Places in the register plus what to do if you find an Aboriginal site will be produced.
Sacred Heart Church	\$20,000	<i>Sacred Heart Church Roof Restoration</i> This project will be used to assist in the replacement of the Church's roof, barges and gables.
National Trust of Australia (ACT)	\$3,560	<i>Possum Skin Cloak</i> This project will be run as a workshop and will engage the local Ngunnawal Elders and younger generation Ngunnawal to participate. All work will be documented and photographed and used as an interpretive tool in the future. Two cloaks will be made, one to be donated to the Namadgi Visitors Centre and the other to remain traditional, used for ceremony and to be put on loan when needed.
National Trust of Australia (ACT)	\$9,000	<i>Athllon Homestead Oral History</i> This project will record the oral history of Mr Harry Oldfield who lived at the former Athllon Homestead. Athllon comes from the names of Harry Oldfield's family – Alfred, Ted, Harry, Les, Lile, Oldfield and Nancy. Their farm covered Gowrie, Monash, and parts of neighbouring suburbs.
National Trust of Australia (ACT)	\$8,100	<i>Molonglo Mystery</i> The World War One Molonglo internment camp and the later Molonglo Settlement for building workers, formed a unique part of the Territory's history. In the busy commercial environment of Fyshwick, there is now only one trace (the remains of the concrete reservoir on Radio Hill) of Molonglo. A commemorative site will recognise the heritage significance of Molonglo and the contribution to Canberra made by those who lived there in the 1920's and 1930's.
Community Partnership Projects -2006 Canberra and Region Heritage Festival	\$50,427	<i>2006 Canberra and Region Heritage Festival</i> The Canberra and Region Heritage Festival celebrates the importance of heritage to Canberra and its region. The Festival raises the awareness in the wider community to the ongoing need to conserve our natural, Aboriginal and historic heritage places and objects through active engagement and participation in over 100 festival events.

Recipient	Amount	Project Description
Community Partnership Projects -2006 Heritage Advisory Service	\$25,000	<i>2006 Heritage Advisory Service</i> This project 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.
Heritage Emergency Fund	\$16,000 rolled over from last year's fund	<i>Heritage Emergency Fund</i> To enable response to urgent requests that may arise between formal funding rounds, in particular to fund: -projects to protect and conserve heritage places and objects under threat of imminent destruction -projects in response to unforeseen events such as bushfire and flooding -projects in response to age and infirmity such as oral histories of prominent Canberra residents.

Australian Capital Tourism Events Assistance Program

Australian Capital Tourism's Events Assistance Program (EAP) is a funding scheme designed to assist tourism events in the ACT (ie. 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. Funding is only provided to specifically target visitors and must be applied to promotional activities, research activities and/or business development with a visitation focus.

Events funded through the 2006-07 Events Assistance Program (EAP):

Event Name	Amount
Australian Junior Chess Festival	\$3,500
June Long Weekend Regional Girls Carnival	\$4,000
Quikstix International Schools Cup	\$4,000
2007 Australia Day Softball Carnival	\$5,000
ACT BMX Championships	\$5,000
Kookaburra Cup	\$5,000
SCOTT 24 Hour Mountain Bike Championships	\$5,000
Sri Chinmoy Triathlon Festival	\$5,000
Australian Showjumping Championships 2007	\$7,500
Canberra Capital Triathlon Festival	\$8,000
Canberra International Chamber Music Festival	\$8,000

Event Name	Amount
Canberra Marathon	\$8,000
National Futsal Championships	\$10,000
MTBA Australian Mountain Bike Championships 2007	\$15,000
National Capital DanceSport Championships *	\$18,000
National Folk Festival *	\$40,000
Kanga Cup *	\$60,000

* Support provided in 2006-07 under multi-year agreement from previous EAP round

Other Assistance from Australian Capital Tourism

Other assistance provided through Australian Capital Tourism in 2006-07 that does not fall under the EAP program is reported below:

Event Name	Amount
Canberra Region Tourism Operators Association (CRTOA)	\$550
Riesling Challenge	\$2,000
Australian Hotels Association (AHA - ACT Branch)	\$3,000
National Capital Attractions Association (NCAA)	\$5,000
Capital Country Tourism	\$5,000
Tourism Snowy Mountains	\$5,000
National Tourism Alliance	\$10,000
Tri State Touring	\$10,000
Tourism Industry Council (TIC) Accreditation Program	\$20,000
Australia Day in the National Capital	\$45,000
Canberra Balloon Fiesta	\$50,000
National Capital Educational Tourism Project	\$200,000
Australian Science Festival	\$246,000
Summernats	\$300,000
Canberra Convention Bureau	\$692,000

Sport and Recreation Grants

Recipient	Amount	Project Description
ACHPER - ACT Branch	\$40,000	Schools Network Program
ACT & SNSW Rugby Union Ltd	\$3,000	Women's Scholarship - S Corrigan
ACT & SNSW Rugby Union Ltd	\$42,000	Triennial Funding
ACT Athletics Association	\$3,500	Total Station Electronic Measuring Device
ACT Athletics Association	\$3,000	Women's Scholarship - S Fulop
ACT Athletics Association	\$14,000	Triennial Funding
ACT Athletics Association	\$1,000	Travel Assistance for Athletes (x2)
ACT Badminton Association	\$4,000	Operational Assistance
ACT Baseball Association Inc.	\$26,000	Triennial Funding
ACT BMX Association	\$1,050	Communications Upgrade
ACT BMX Association	\$1,000	BMX Coaching Clinics in the ACT
ACT BMX Association	\$4,000	Operational Assistance
ACT Canine Association	\$6,000	Operational Assistance
ACT Chess Association	\$500	Travel Assistance (x1)
ACT Chess Association	\$1,000	Travel Assistance for Athletes (x2)
ACT Chess Association	\$3,500	Operational Assistance
ACT Cricket Association Inc.	\$3,500	Women's and Girls Twilight Cricket
ACT Cricket Association Inc.	\$3,000	Women's Scholarship - A Baker
ACT Cricket Association Inc.	\$42,000	Triennial Funding
ACT Cycling Federation	\$26,000	Triennial Funding
ACT Darts Council	\$750	Travel Assistance for Athlete (x1)
ACT Equestrian Association	\$5,000	Governance Assistance
ACT Equestrian Association	\$6,000	Operational Assistance
ACT Gridiron Association	\$3,000	Operational Assistance
ACT Gymnastic Association Inc.	\$42,000	Triennial Funding
ACT Hang Gliding and Paragliding	\$2,250	Women in the Air
ACT Hangliding & Paragliding Assoc	\$2,000	Operational Assistance
ACT Ice Dragons	\$3,000	Uniform Subsidy
ACT Ice Hockey Association	\$5,500	Development Program Targeting Women and Children
ACT Ice Hockey Association	\$5,000	Governance Assistance
ACT Ice Hockey Association	\$4,000	Operational Assistance
ACT Ice Hockey Association	\$2,000	Travel Assistance for Athletes (x4)
ACT Indoor Cricket Association	\$1,750	Travel Assistance for Athletes (x4)

Recipient	Amount	Project Description
ACT Indoor Cricket Association	\$2,000	Operational Assistance
ACT Inline Hockey Association	\$5,000	Governance Assistance
ACT Inline Hockey Association	\$2,000	Operational Assistance
ACT Junior Rugby Union Assoc	\$10,000	2007 Junior Finals Subsidy
ACT Little Athletics Association	\$14,000	Triennial Funding
ACT Monaro District Golf Club	\$6,000	Operational Assistance
ACT Motorsport Council	\$8,000	Operational Assistance
ACT Netball Association	\$6,920	Replacement of Scoring and Timing System
ACT Netball Association	\$42,000	Triennial Funding
ACT Pistol Association	\$4,000	Operational Assistance
ACT Rogaining Association	\$4,000	Operational Assistance
ACT Rowing Association	\$6,250	Coaching Education and Safety Resources
ACT Rowing Association	\$500	Travel Assistance for Athlete (x1)
ACT Rowing Association	\$3,000	Women's Scholarship - S Goddard
ACT Rowing Association	\$26,000	Triennial Funding
ACT Showjumping Association	\$1,000	Public Address System
ACT Smallbore Rifle Club	\$2,100	Range Stage 5
ACT Softball Association	\$42,000	Triennial Funding
ACT Softball Association	\$3,500	Indigenous Sport Assistance
ACT Softball Association	\$3,000	Women's Scholarship - V Bingley
ACT Squash Association	\$3,900	Public Address System for Woden Squash Courts
ACT Squash Association	\$30,882	Sports loan interest subsidy for purchase of Woden Squash Centre (Qtrs 8-11)
ACT Squash Association	\$26,000	Triennial Funding
ACT Swimming Association	\$1,000	Swimming ACT Youth Group
ACT Swimming Association	\$26,000	Triennial Funding
ACT Tenpin Bowling Club	\$6,000	Operational Assistance
ACT Touch Association	\$1,000	Travel Assistance for Athletes (x2)
ACT Touch Association	\$42,000	Triennial Funding
ACT Veterans Athletics Club	\$14,000	Triennial Funding
ACT Volleyball Association	\$26,000	Triennial Funding
ACT Water Polo Inc.	\$5,000	Governance Assistance
ACT Water Polo Inc.	\$4,000	Operational Assistance
ACT Water Ski Association	\$1,500	Water Ski Tournament Management
ACT Water Ski Association	\$4,000	Operational Assistance

Recipient	Amount	Project Description
ACT Women's AFL	\$5,000	Championship Subsidy
ACT Wrestling Association	\$2,000	Operational Assistance
ACTSPORT	\$69,580	Disability Sport Education Program
ACTSPORT	\$1,000	Travel Assistance for Athletes with a Disability (2)
ACTSPORT	\$81,200	Triennial Funding
AFL Canberra	\$2,500	2007 Junior Finals Subsidy
AFL Canberra	\$42,000	Triennial Funding
APC - ACT/NSW	\$2,000	Paralympic Preparation Program Assistance
Archery ACT	\$500	Travel Assistance for Athlete (1)
Basketball Canberra	\$3,800	Play and Stay - Players with Intellectual Disability
Basketball Canberra	\$4,000	Travel Assistance for ID Men and Women
Basketball Canberra	\$1,500	Indigenous Sport - Shadows Basketball Club
Basketball Canberra	\$42,000	Triennial Funding
Basketball Canberra	\$3,000	Women's Scholarship - L Simpson
Basketball Canberra	\$3,000	Women's Scholarship - S Tomley
Belconnen Dog Obedience Club	\$2,300	Lighting Upgrade
Belconnen Dog Obedience Club	\$3,725	Photocopier Machine
Billiards and Snooker	\$4,000	Operational Assistance
Bowls ACT	\$26,000	Triennial Funding
Boxing ACT	\$4,000	Operational Assistance
Burley Griffin Canoe Club	\$500	Travel Assistance for Athlete (1)
Burley Griffin Canoe Club	\$2,000	Operational Assistance
Calisthenics ACT	\$9,000	Triennial Funding
Canberra Bridge Club	\$2,500	Door Replacement
Canberra BMX	\$2,500	Starting Hill Barrier Gate
Canberra City Gymnastics Club	\$1,000	GymAbility - Schools
Canberra City Gymnastics Club	\$36,957	Sports loan interest subsidy for Facility Extension (Qtrs 2-5)
Canberra District Rugby League	\$10,000	2007 Junior Finals subsidy
Canberra District Rugby League	\$26,000	Triennial Funding
Canberra Dragon Boat Association	\$1,146	Boat Covers
Canberra Dragon Boat Association	\$4,000	Operational Assistance
Canberra Off Road Cyclists	\$40,000	Mt Stromlo Mountain Bike Trails - Stage 2
Canberra Rifle Club	\$3,000	Operational Assistance
Canberra Royals Polocrosse	\$500	Travel Assistance for Athlete (1)
Canberra South Bowling Club	\$1,600	Sun Shades for Top Green

Recipient	Amount	Project Description
Capital Football	\$40,000	Lighting and facilities upgrade at Kambah No 3 oval
Capital Football	\$10,000	Management Improvements
Capital Football	\$4,000	Bursaries for Female Referees
Capital Football	\$1,000	Special Travel Assistance
Capital Football	\$1,500	Indigenous Sport Assistance
Capital Football	\$3,000	Women's Scholarship - A Flynn
Capital Football	\$3,000	Women's Scholarship - K Nuess
Capital Football	\$60,000	Triennial Funding (includes Transitional Funding)
Capital Football/WAC	\$10,000	School Girls Morning Tea
Communities at Work	\$4,500	NOMAD Nutrition, Outreach, Mentoring, Activities, Diversity
Eastlake Cricket Club	\$6,300	New Nets and Surface
Fitness ACT	\$28,000	Triennial Funding
Fly Fishing	\$750	Travel Assistance - C Dawson
Gungahlin Regional Community Services	\$2,500	Gentle Exercises Program for over 55's
Hall Polocrosse Club	\$19,000	Hall Polocrosse Club House
Hockey ACT	\$9,057	Sports loan interest subsidy for Tuggeranong Hockey Park (QTRS 27-30)
Hockey ACT	\$3,000	Women's Scholarship - S Portors
Hockey ACT	\$42,000	Triennial Funding
Judo Federation	\$4,000	Operational Assistance
Lake Tuggeranong Rowing Club	\$6,500	Rowing Equipment Upgrade
Melba Tennis Club	\$25,000	Upgrading of Three Court Playing Surfaces
National Heart Foundation	\$75,000	Kids at Play Program
NAVMAT Dragonboat Racing Club	\$1,248	Improving Services to Members in Dragon Boating
Norths Junior Rugby Club	\$800	Event Assistance
Orienteering Association	\$1,000	Travel Assistance for Athletes (2)
Orienteering Association	\$26,000	Triennial Funding
Pedal Power ACT	\$1,120	Road Signs for Cycling Events
Pedal Power ACT	\$14,000	Triennial Funding
Pegasus	\$2,400	Disability Coach Education
Pegasus	\$6,500	Community Inclusion - Volunteers with a Disability
Pegasus Riding for the Disabled	\$3,000	Organisational Effectiveness - New Office Equipment
Royal Life Saving Society	\$8,500	Muslim Aquatic Recreation Project
Snowsports A.C.T Inc.	\$26,000	Triennial Funding

Recipient	Amount	Project Description
Southern Regions Oztag Association	\$14,000	Triennial Funding
Special Olympics ACT Region	\$6,300	SOACTR 2007 Invitational State Games
Sporting Shooters Association	\$5,000	Operational Assistance
Sports Medicine	\$1,950	Indigenous Sport Training Provision
Sports Medicine	\$33,600	Triennial Funding
Table Tennis ACT	\$14,000	Triennial Funding
Tennis ACT	\$30,910	Synthetic Grass Tennis Court Revitalisation
Tennis ACT	\$54,160	Goods Sports Territory
Tennis ACT	\$10,000	Governance Assistance
Tennis ACT	\$1,500	Indigenous Sport Assistance
Tennis ACT	\$42,000	Triennial Funding
The Royal Life Saving Society	\$6,000	Operational Assistance
Triathlon ACT	\$3,000	Travel Assistance for Athletes (11)
Triathlon ACT	\$42,000	Triennial Funding
Tuggeranong Adult Riding Club	\$2,300	Increase membership participation and coaching skills development
Tuggeranong Archery Club	\$9,000	Archery Instruction for Target Populations
Tuggeranong BMX	\$4,700	Design & Erection of Safety Barriers on Start Hill
Tuggeranong United Football Club	\$330	Event Assistance
Tuggeranong Valley Cricket Club	\$8,860	Sports loan interest subsidy for Chisholm Oval Redevelopment (Qtrs 10-13)
University of Canberra	\$53,170	Sport Sustainability Study
Weston Creek Cricket Club	\$1,900	Scoreboard Upgrade for Jnr and Senior Club
Weston Creek Cricket Club	\$4,000	Scoring with a Disability
Weston Creek Little Athletics	\$4,200	Electronic Lane Timer Machine
Weston Creek Little Athletics	\$2,530	Construction Erect Discus Throw Cage, Chapman
Woden Valley Gymnastic Club	\$8,600	Equipment Upgrade
Yachting ACT	\$6,500	Operational Assistance
YMCA of Canberra	\$10,000	Special Populations Program Development
YMCA of Canberra	\$20,000	Program Assistance

For more information:

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A.21 Territory Records

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 30 June 2007, TAMS has met the requirements as specified in the *Territory Records Act 2002*.

Records and Information Management training of staff throughout TAMS has continued throughout the year. The information sessions for new inductees have been now reviewed and updated. An intermediate records management training session (Nuts n Bolts) was also introduced during 2006-07 in response to a recommendation of the audit carried out in 2005-06.

The number of staff trained in 2006-07 was as follows:

Course	Number of Staff Trained
Records Induction	56
Intermediate Training	46

In May 2007, the *Territory Records Act 2002* was amended to allow public access to Territory Records to begin on 1 July 2008. The assessment of TAMS legacy records (20 years of age at 1 July 2008), which will become open for Public Access on 1 July 2008,

continued. The assessment will determine if legacy records that require closing fall into one or more of the five exempted categories:

- Affecting relations with the Commonwealth and States
- Affecting enforcement of the law and protection of public safety
- Affecting personal privacy
- Subject to legal professional privilege
- Disclosure of which would be in contempt of the Legislative Assembly or a court.

During 2006-07, the recommendations of a major audit carried out late in 2005-06 were implemented.

During 2006-07, records sentencing and disposal was carried out for Parks, Conservation and Lands and Strategic Finance. These sentencing projects will achieve savings in storage costs, and also help to identify TAMS records and minimize the risk of destroying critical records.

During 2006-07, ACTION continued to work towards compliance with the *Territory Records Act 2002*. A project has commenced to replace the ACTION records management system, and to improve recordkeeping of physical and electronic files.

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SECTION B

Consultation and Scrutiny Reporting

SECTION A

SECTION B

SECTION C

B.1 Community Engagement

ACT residents directly interact with TAMS at least five times a day. This contact can range from paying their vehicle registration through Canberra Connect, borrowing a library book, putting garbage out for collection, walking along a footpath, 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's Community Engagement Manual, as well as the Department's own Community Engagement Policy. 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) continue to adhere to International Association for Public Participation (IAP2) frameworks and core values which have been embraced by the ACT Government's Community Engagement manual. This assists in making better decisions, which reflect the interests and concerns of the ACT community.

CE&C have 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.

In April 2007, CE&C conducted a whole-of-TAMS Community Satisfaction Survey of 1,000 ACT residents. The results were then provided to the Business Units, to highlight areas where improvements could be made in the future.

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, or participation in focus groups.

The following table lists the many ways TAMS engaged the community during 2006-07. The list is comprehensive, and demonstrates the Department's commitment to include the community in the decision-making process.

Project	Target Group	Consultation Process	Group/Individuals Consulted
Community and Infrastructure Services			
Canberra Connect Market Research	ACT residents.	A telephone survey was conducted to assess customer awareness and satisfaction with Canberra Connect.	A sample of 1000 Canberra households.
Gungahlin Drive Extension Public Art Indigenous Workshops	ACT residents.	Focus groups and workshops.	Indigenous groups.
Gungahlin Drive Extension Letterbox Drop	Aranda residents.	Letter to advise Aranda residents of changed traffic arrangements to Caswell Drive for the next 6 months.	Aranda residents.
Gungahlin Drive Extension Newsletter	ACT residents affected by the Gungahlin Drive Extension.	Newsletter distributed throughout the project to advise on progress.	ACT residents.
Library Opening Hours Survey	ACT residents.	Online survey, also available at libraries.	ACT residents.
Opening of Stage 1 of the Gungahlin Drive Extension	Gungahlin and Belconnen residents.	Community event to celebrate the opening of Stage 1 of the Gungahlin Drive Extension.	ACT residents.
Pedestrian and Cycle Facilities Workshop	ACT residents, pedestrians, cyclists.	The workshop consulted different user groups in the community on draft guidelines for pedestrian and cycle facilities.	Community organisations.
Roads Customer Satisfaction Survey	ACT residents.	Two face to face focus groups.	20 ACT residents were selected at random.
Road Ready Brochures and Guidelines	Young drivers, parents.	Provided brochures and guidelines to community.	ACT residents.
Road Safety Campaign	ACT residents.	Ads in Chronicle and Canberra Times.	ACT residents.
Road Works, Maintenance and Closure Letterbox Drops	Act residents.	Letterbox drops to people affected by road works and maintenance.	Local residents.

Project	Target Group	Consultation Process	Group/Individuals Consulted
Community and Infrastructure Services			
Special Events (ie. Summernats, Canberra Show) Road Closures. This project is ongoing.	Local residents, road users, local community.	Letter drops and media releases to inform community.	Local residents, road users, local community.
Wheelchair Accessible Taxi	Groups involved with the needs of people with disabilities, individuals with disabilities.	Two focus groups.	Members of the community with disabilities and/or their carers.
Environment and Recreation			
ACT Academy of Sport Women's High Performance Coaching Scholarship Announcement 2006	Female sports coaches.	Scholarship to encourage women coaching sports.	Sports organisations, women's groups.
ACT Academy of Sport Officiating Scholarship Program Launch	ACT sports officials.	The program provides opportunities for local officials to gain accredited training and development in officiating at the high performance level through ACTAS and its support services.	Local sporting organisations.
Actively Ageing Program – Older, Bolder, Stronger and Living Longer Forum	Older ACT residents.	Workshop looking at progression made with the Actively Ageing Framework.	Aged Care facilities and organisations, local sporting organisations.
ACT NoWaste Business Strategy	ACT NoWaste stakeholders.	Stakeholder consultation meeting.	ACT NoWaste stakeholders.
AIS Athletes Train with Dogs	AIS athletes, community.	Promoting welfare of dogs by exercising them at the Domestic Animal Services shelter.	AIS athletes, community.
Belconnen Baptist Church Community Fun-Day	Belconnen residents.	Provided brochures and information sheets about Think Water, Act Water. Gave away 5 Garden Smart tune ups as prizes.	Belconnen Baptist Church, Belconnen community.
Bushfire Hazard Reduction Burning	ACT residents, stakeholders, local businesses, media.	Letterbox drops, faxes and mailing lists.	ACT residents, stakeholders, local businesses, media.

Project	Target Group	Consultation Process	Group/Individuals Consulted
Environment and Recreation			
Celebration Day - Sustainability & Education Initiative	ACT residents.	Open day with information about sustainability.	ACT residents.
Climate Change Strategy	ACT residents.	Public workshops and information sessions, ads in the Chronicle and City News.	ACT residents.
Domestic Animals Act - Microchipping Workshop	Pet owners.	Free workshop.	ACT residents.
Domestic Animal Services Amendment Bill	ACT residents, dog and cat owners.	Media release, fact sheet, online interactive comment.	ACT residents.
Domestic Animal Services Shelter Visit	Woden Community Services disabled people.	Opportunity to learn about pets and participate in fun activities.	Woden Community Services.
Emergency Services Open Day at EPIC	ACT residents.	The Animal Recovery and Disease Control Centre were on display, showcasing best practices in dealing with emergencies involving animals.	ACT residents.
English as a Second Language (ESL) Sports Gala Day lunch	English as a Second Language (ESL) communities.	Sports Day community engagement.	Schools, ESL community groups.
Grants Program Industry Consultation Triennial Assistance Category	People from the Sport and Recreation industries.	Face to face consultation.	People from the Sport and Recreation industries.
Hazard Reduction Burns	Local residents, stakeholders, local businesses.	Media releases on website and sent via email to interested businesses or members of the community.	Local residents, stakeholders, local businesses.
Fire Trail Assessment	ACT residents.	Public consultation regarding 4 proposed fire trails for Namadgi National Park and Bullen Range Nature Reserve. Ads placed in Canberra Times/Chronicle.	ACT residents.

Project	Target Group	Consultation Process	Group/Individuals Consulted
Environment and Recreation			
Floriade Look 'n' Learn Marquee - TAMS Exhibit	ACT residents, visitors to Floriade.	Displays.	Visitors to the stands and passers-by.
Garden Plants Going Bush Floriade Display	ACT residents, visitors to Floriade.	Displays.	Visitors to the stands and passers-by.
Government Paddock Users Group Meetings	Local residents, stakeholders.	Regular meetings.	Local residents, stakeholders.
Industry Communications Strategy Focus Group	People from the Sport and Recreation industries.	Focus group.	Stakeholders, local industries.
Kids At Play – Children's Focus Group	Children, parents.	Focus group.	Schools, children's organisations.
Kids At Play Industry Focus Group	Stakeholders, local industries.	Focus group.	Stakeholders, local industries.
Kids At Play Seniors Focus Group	Seniors, seniors organisations.	Focus group.	Seniors, seniors organisations.
Kids with Disabilities Meet Domestic Animal Services Dogs	Disabled children, parents of disabled children.	Getting children to interact with the dogs to teach them about the role of Domestic Animal Services.	Schools, disability organisations, Woden Community Services.
Linking School, Communities and Sports in Physical Activity Pathways – Community Fun Day	English as a Second Language (ESL) communities.	Ad placed in Chronicle.	Schools, ESL community groups.
Lower Cotter Catchment Advisory Committee	Local residents.	Regular meetings.	Local residents.
Materials Recovery Facility Open Days	ACT residents.	Free open days for ACT community.	ACT residents.
Melba Shops Upgrade Proposal	Melba Residents, Business Owners.	Community forum, ads in Chronicle, Canberra Times, stakeholder interviews.	Melba community and stakeholders.
National League Team Program Consultation	Coaches, league players.	Face to face consultations.	Coaches, league players.

Project	Target Group	Consultation Process	Group/Individuals Consulted
Environment and Recreation			
Playground Vandalism - Community Outreach	Vandals, members of communities.	Marketing campaign and TV ads.	ACT residents.
Public Consultation on Traffic Management Plans/Changed Conditions	ACT residents, road users.	Community consultation.	ACT residents, road users.
Ranger Guided Activities	Visitors to Tidbinbilla and Namadgi, families, children, ACT residents.	Series of activities to impart information face to face.	ACT residents, Environment agencies.
Redesign of Interpretive Display at Namadgi Visitors Centre	Visitors to Namadgi.	Interpretive display.	Visitors to Namadgi.
Seniors Day (Domestic Animal Services)	ACT residents.	Display promoting volunteering at Domestic Animal Services.	Ainslie Arts Centre, ACT residents.
Sport and Recreation's quarterly newsletter 'Celebrate'	Local sport and recreation stakeholders.	Newsletter mailed out quarterly.	Local sport and recreation stakeholders.
Sportsground Watering Information Forum	Local sporting groups, ACT residents.	Information forum with residents, stakeholders.	ACTEW, local sporting groups, ACT residents.
Street and Park Tree Replacement Program	Affected residents and stakeholder groups.	Letters to residents, community forums and public notification (when required).	Local resident, resident associations and Community Councils.
Sustainable Homes and Garden Display at Home Improvement Expo	ACT residents, visitors to EPIC, home owners.	Provided information about sustainability and free Garden Smart tune ups.	Home Improvement Expo organisers, visitors to EPIC.
Thanks Coach Awards	Coaches of ACT sports.	Award ceremony held for coaches.	Sporting organisations.
Waste Wise School's Event	Children, parents, ACT schools.	Public education program provided to schools on how to reduce waste.	ACT public schools.
Watering of Mature Trees	Griffith residents.	Involving the community in the watering of mature trees in Meehan Gardens.	Griffith residents.
Weed Management Program	ACT residents.	Providing public information to the community.	ACT residents.

Project	Target Group	Consultation Process	Group/Individuals Consulted
Office of the Chief Executive			
APEC Community Information	APEC Conference attendees.	Tourism display to provide information about what to do in Canberra.	People on their way to and from the APEC meetings.
Canberra Show Community Information Display on 'Sustainable Canberra'	ACT residents.	Large ACT Government display including fact sheets, giveaways.	Visitors to the ACT Government stand and passers-by.
Meetings with Community Groups	Community groups.	Face to face meetings.	RSPCA, Koomari, Youth Coalition, RedCross, Disability Advisory Group, JCGRG, NCAA, Menslink, University of Canberra.
Rotary Careers Market - TAMS Exhibit	Job seekers.	Exhibit and information.	Visitors to the Career Market.
'Round Town Community Events	ACT residents, families, children, and seniors, and geographically isolated.	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.	Community, ACT Health, Heart Foundation, Child Care Centres, Karinya House, Scouts, Guides, Schools, Child and Family Centres, Aged Care Facilities, Canberra Men's Centre, Australian Federal Police, RSPCA, ACT Rescue and Foster, local businesses.
Water2WATER	ACT residents.	Assisted with the facilitation of two of the Water2WATER community forums.	Local residents.
Whole of TAMS Customer Satisfaction Survey	ACT residents.	Telephone survey (held twice).	1000 ACT residents were selected at random each time to participate in a telephone survey.

ACTION Buses

CE&C have continued to work with ACTION throughout 2006-07, in support of its community engagement objectives. During the year 3,747 pieces of customer feedback correspondence were received compared to 2,177 in 2005-06 – an increase of 16%.

During 2006-07 ACTION's community engagement achievements included:

- The addition of 121 additional services and the alteration of some routes in response to feedback received from the community following the introduction of Network 06
- Meaningful results from an independent telephone survey of 1,000 ACT residents relating to satisfaction levels that will be

considered in the development of the comprehensive service plan and new network

- The conduct of Nightrider late night/early morning bus services (December 2006) in response to community needs
- The conduct of Bus Safety Education Programs – targeted at Year 4 students
- The conduct of bus wash tours to introduce bus travel to young children
- The conduct of a TravelSmart commuter project to encourage workers to make changes in travel choices, by providing individualised information about sustainable transport options – public transport, walking and cycling.

The following table lists specific community engagement projects that ACTION undertook during 2006-07

Project	Target Group	Consultation process	Group/individuals consulted
Introduction of new network – Network 06	People who use bus services	Stakeholders meetings; newspaper and radio advertisements; media releases; notices at bus interchanges and Canberra Connect shopfronts	CoTA; ACTCOSS; ACT Shelter; Community Advisory Group, Community Councils; Pedal Power; Conservation Council of the South-East Region and Canberra; Members of the Canberra community
Schools Transport Liaison Committee	Interest groups of ACTION's school bus services	Quarterly	ACTION, Department of Education & Training; TAMS – Roads ACT and Sustainable Transport Planning; Association of Parents and Friends of ACT Schools; Catholic Education Office; P&C Association; Association of Independent schools; community representatives; TWU representative

Project	Target Group	Consultation process	Group/individuals consulted
TravelSmart for commuters	Workers	Over a three month period	Workers from the following buildings/organisations: Scarborough House; Lovett Tower; Dept Veteran Affairs; FACSIA; Discovery House; Sirius Building; Julianna House; Centraplaza; Canberra Hospital; ACT Health; Optus House; Canberra House; Ernst & Young; Allara House; AMP Building; Philip Fox - Marcus Clarke; St George; Jacobs House; DEST; ActewAGL 8 - 10 Hobart Place; 16 Mort Street; ActewAGL 15 London Cct.

Special Needs Transport (SNT) is one more ACTION service that engages closely with the community. The service provides for the transport of children with a disability and older clients who may be suffering from mobility and other medical conditions.

SNT has two major contracts, with the Department of Education and Training and with the ACT Department of Health. The SNT bus fleet consists of 14 Hino and four Mitsubishi Rosa buses and the unit has an establishment of 31 staff.

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B.2 Internal and External Scrutiny

Reports by the Auditor-General

During 2006-07, the ACT Auditor-General released the following report that related specifically to Territory and Municipal Services (TAMS).

Report Number	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, and driver licensing procedures, education and training.

All Auditor-General's Reports are examined by the Public Accounts Committee (PAC) once presented to the Assembly. TAMS provided a submission to the PAC on 14 December 2006 to assist in their inquiry.

The Auditor-General released the following reports, which contained several recommendations relating to TAMS. Chief Minister's Department are coordinating the Government Submission to the PAC to Report 2/2007 and ACT Treasury are co-ordinating the Government Submission to Report 3/2007.

Report Number	Title	Date Presented
2/2007	Agency Implementation of Audit Recommendations	14 June 2007 (out of session)

The performance audit assessed whether ACT Government Agencies have addressed recommendations and findings from selected

audit reports presented to the ACT Legislative Assembly by the Auditor-General.

Report Number	Title	Date Presented
3/2007	Collection of Fees and Fines	25 June 2007 (out of session)

The Auditor-General made recommendations in relation to evaluation methods used to set and review fee and fine amounts, determination of accurate cost of any services being delivered for which a fee is charged, and prosecution and licence suspension/cancellation processes.

Reports not finalised in 2005-06:

Report Number	Title	Date Presented
1/2006	Regulation of Charitable Collections and Incorporated Associations	28 March 2006

The Auditor-General made recommendations in relation to deficiencies in the regulation of charitable collections, in particular, the Department does not adequately monitor, review and control charitable collections to meet the requirements of the Charitable Collections Act; and the administration and regulation of incorporated associations.

This function was transferred to the Department of Justice and Community Safety (J&CS) and therefore J&CS will take carriage of this report.

Reports by the Ombudsman

During 2006-07, the ACT Ombudsman did not release any reports that related specifically to TAMS.

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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 Number	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
26 of 2007	Report on Annual and Financial Reports 2005-06	3 May 2007

Implementation of Recommendations of Assembly Committee Report NO 24

Recommendation	Government Response	Action to Date
HIRE CARS		
That the Government implement a budget financed buy-back scheme for hire car licence plates, followed by a lease scheme for the plates.	Agreed in principle. The Government will offer to buy back hire car licences and make available for lease an unlimited number of hire car licences.	Buy back scheme implemented. Leased hire car licence scheme implemented.

Recommendation	Government Response	Action to Date
HIRE CARS		
<p>That the buy-back scheme be accompanied by:</p> <ul style="list-style-type: none"> • immediate adequate and appropriate compensation based on the current market value, based on recent sale prices of ACT hire car plates, or the 1997 market value of the plates as determined by the Australian Valuation Office and adjusted for CPI, whichever is the greater; and • a system of interim registration for hire car vehicles until the appropriate legislation is passed. 	<p>Agreed in part. The price offered under a buy-back must reflect a balance of the needs of licence owners and those of the ACT community. The buy-back must be fair to licence owners and affordable to the community. Funds for the buy-back will be provided as soon as possible, and no later than 1 July 2005. It will not be necessary to establish an interim registration system. Existing arrangements will continue until the buy-back scheme has been implemented and hire car licences are available on a lease basis.</p>	<p>Buy back offer accepted by all hire car licence owners.</p>
<p>That any legislation include a rigorous framework for enforcement of an accreditation, licensing and registration regime with penalties for operators who breach the regulations, and that the Department of Urban Services be properly resourced with appropriately trained personnel to undertake the enforcement regime.</p>	<p>Agreed. Enforcement powers are incorporated in the accreditation regime provided under the Road Transport (Public Passenger Services) Amendment Bill. In the 2003-04 budget, \$120,000 was provided for taxi and hire car accreditation. The Enforcement and Compliance Program for hire cars will include audits of accredited operators. Many complaints about the need for enforcement have been related to the restricted number of high cost licence plates available for hire car work. When these restrictions are removed, entry to the market would be determined by accreditation requirements and payment of an annual lease fee. The focus for enforcement would then be mainly on whether or not the operator is accredited and continues to meet the accreditation requirements, not, as in the past, whether the operator has the relevant licence for the hiring being undertaken. The Government will introduce and implement legislation for an accreditation regime for hire cars – an arrangement supported by the Committee.</p>	<p>Hire car operator accreditation scheme implemented March 2005. Enforcement of hire car regulations ongoing.</p>

Recommendation	Government Response	Action to Date
<p>HIRE CARS</p> <p>That the following be included in the legislation:</p> <ul style="list-style-type: none"> • Ten-seat stretch limousines and vehicles with similar seating capacities to be classified as hire cars not buses with MO plates. A bus should only be 19 seats and up and that everything under that should be classified as people movers; • RHV nomenclature should be withdrawn and all new and existing RHV vehicles issued with 'SV' (special vehicle) licences; • Special vehicle permit holders be required to display all applicable licences and permits in the vehicle at all times when it is working; • Only one category of H licence private hire cars; • All advertising of hire car services to include the licence and other permit numbers held by the advertiser; and • Regulation of all hire car licences must include the appropriate insurance, a demonstrated knowledge of the streets and roads of the ACT, some elementary mechanical knowledge, first aid qualifications, and child and infant seats and restraints (on request) and compliance with any other government safety requirements. 	<ul style="list-style-type: none"> • Not agreed. It is not consistent with the Australian Design Rules nor arrangements elsewhere in Australia. This recommendation is based on preserving the high licence value of hire cars versus buses (for which there has never been a licence quota). A buy-back of licences and the introduction of accreditation would remove the need for this 'construct'. Public vehicles with 6 to 9 seats would need to lease hire car licences following a Government buy-back of licences. • Not agreed. The Government considers there is no need to change the terminology from 'restricted hire vehicle (RHV)' to 'special vehicle'. Existing RHV vehicles are used for public passenger transport to weddings and school formals and, on certain occasions, for standard hire car work. Following a Government buy-back of hire car licences, RHV licences will continue to be available for weddings and school formal work due to its seasonal nature but anyone wishing to do other hire car work will need to obtain a hire car licence from the Government on a lease basis. • Agreed in principle. All hire car operators will be required to display their accreditation number either on the vehicle or on a stay-fast label. • Agreed in part. There will continue to be one type of hire car licence under which 'H' numberplates must be displayed. As indicated above, the RHV licence category will be maintained for weddings and school formal services. • Agreed. The draft Regulations for the Amendment Bill include a requirement that the accreditation number of an accredited operator must be included in advertising material. • Agreed in part. Public vehicle insurance is required for public vehicles under current Road Transport legislation, and driver training is required for hire car drivers. Under the accreditation regime, hire car operators would be required to have appropriate vehicle maintenance programs in place. First aid qualifications may be desirable but are not considered essential for hire car drivers. Child and infant restraints may be requested by the customer at the time of booking the vehicle. 	<p>Hire car operators required to display 'H' numberplates. Restricted hire car operators required to display stay-fast label. Road Transport Legislation (Hire Cars) Amendment Regulation 2005 commenced in March 2005 and includes two hire car categories, leased hire car and restricted hire cars for weddings and school formals. Included in the Road Transport Legislation (Hire Cars) Amendment Regulation 2005 commenced in March 2005.</p> <p>Accreditation requirements include hire car operator responsibilities for vehicle maintenance.</p>

Recommendation	Government Response	Government Response
HIRE CARS		
<p>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.</p>	<p>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.</p>	<p>Cross border hire car arrangements investigations commenced and will be completed in 2007-08.</p>
<p>That the Government provide, within the legislative framework, regulations that will allow all potential entrants to the hire car industry to compete equitably to provide the consumer with the widest range of choice possible at the lowest possible price within standards set in the legislation.</p>	<p>Agreed in principle. The removal of licence quotas, the reduction in lease fees and the introduction of accreditation, would ensure entry to the industry is limited only by the applicant's ability to meet the Government's standards for safety, consumer protection, and minimum quality of service.</p>	<p>Implemented under the Road Transport Legislation (Hire Cars) Amendment Regulation 2005.</p>
<p>That the legislation deletes:</p> <ul style="list-style-type: none"> • the provision whereby hire cars may operate as unrestricted hire cars from time to time; • the provision for the maximum number of hire car licences to be determined by the Minister; and <p>all references to RHVs to be replaced with provisions as recommended in this report.</p>	<p>Agreed in part. Following implementation of a Government buy-back of licences, the current arrangements, whereby restricted hire cars may operate as unrestricted hire cars when the demand cannot be met by unrestricted hire cars, will cease.</p> <p>The Road Transport (Public Passenger Services) Amendment Bill removes the provision for the maximum number of hire car licences to be determined by the Minister.</p> <p>The Government considers there is no need to change the terminology from 'restricted hire vehicle (RHV)' to 'special vehicle'. Existing RHV vehicles are used for public passenger transport to weddings and school formals and, on certain occasions, for standard hire car work. Following a Government buy-back of hire car licences, RHV licences will continue to be available for weddings and school formal work due to its seasonal nature but anyone wishing to do other hire car work will need to obtain a hire car licence from the Government on a lease basis.</p>	<p>Implemented under the Road Transport Legislation (Hire Cars) Amendment Regulation 2005.</p>

Recommendation	Government Response	Action to Date
TAXIS		
That a buy-back scheme be implemented for taxi licences.	Not agreed. The Government will proceed with an auction of 10 taxi licences as soon as possible in accordance with the formula based approach proposed in the Road Transport (Public Passenger Services) Amendment Bill 2003. This approach will provide an objective and predictable mechanism to increase the supply of taxi licences when warranted.	Proposed taxi licence amendments deleted from Road Transport (Public Passenger Services) Amendment Bill 2003 during Assembly debate in August 2004. Formula based approach to licence reform not implemented. Government adopted a taxi licence release program in February 2006 under which 40 leased, short term taxi licences will be available by ballot. The first ballot of 10 licences was held in April 2006. 10 more licences were balloted in August 2006 and the final 20 licences were balloted in May 2007.
That the compensation for taxi licence plates be based on the Australian Valuation Office figures for taxi licence plates current at 1 January 1997, and to include an amount equivalent to membership fee paid by licence owners to the Aerial Taxi Cabs Co-operative Society Limited.	Not agreed. As indicated in the Reform Program announced by the Government in December 2002, net revenue from the sale of new licences (after allowing for costs associated with the reforms) will be returned to current licence owners for at least two years and possibly five years.	Proposed taxi licence amendments deleted from Road Transport (Public Passenger Services) Amendment Bill 2003 during Assembly debate in August 2004. Formula based approach to licence reform not implemented. Government adopted a taxi licence release program in February 2006 under which 40 leased, short term taxi licences will be available by ballot. The first ballot of 10 licences was held in April 2006. 10 more licences were balloted in August 2006 and the final 20 licences were balloted in May 2007.
The establishment of a new dispatch network authority operating under the auspices of ACTION.	Not agreed. The provision of taxi network services is not considered to be a Government function. Additional taxi networks will become established if the market conditions are right. It is the Government's role to remove restrictions and barriers that prevent the market from operating efficiently.	

Recommendation	Government Response	Action to Date
TAXIS		
<p>That any legislation includes a framework for enforcement of an accreditation, licensing and registration regime with penalties for operators who breach the regulations, and that the Department of Urban Services be properly resourced with appropriately trained personnel to undertake the enforcement regime.</p>	<p>Agreed in principle. The current legislation and funding arrangements are consistent with this recommendation.</p>	<p>Taxi accreditation and enforcement and compliance program are ongoing.</p>
<p>That annual and short-term periodic licences be made available to suitable and accredited persons.</p>	<p>Not agreed. Taxi licences obtained at auction will be perpetual, transferable licences.</p>	<p>Proposed taxi licence amendments deleted from Road Transport (Public Passenger Services) Amendment Bill 2003 during Assembly debate in August 2004. Formula based approach to licence reform not implemented. Government adopted a taxi licence release program in February 2006 under which 40 leased, short term taxi licences will be available by ballot. The first ballot of 10 licences was held in April 2006. 10 more licences were balloted in August 2006 and the final 20 licences were balloted in May 2007.</p>
<p>That the Government develop a transparent framework for an assured orderly release of plates so that industry does not suffer regular investor failure.</p>	<p>Agreed in principle. The formula based licence release scheme will provide a transparent framework for an orderly release of taxi licence plates. The process for releasing licences will be market responsive, ensuring an adequate supply of licences without a dramatic fall in licence values in any one year.</p>	<p>Proposed taxi licence amendments deleted from Road Transport (Public Passenger Services) Amendment Bill 2003 during Assembly debate in August 2004. Formula based approach to licence reform not implemented. Government adopted a taxi licence release program in February 2006 under which 40 leased, short term taxi licences will be available by ballot. The first ballot of 10 licences was held in April 2006. 10 more licences were balloted in August 2006 and the final 20 licences were balloted in May 2007.</p>

Recommendation	Government Response	Action to Date
TAXIS		
That safety precautions for all types of passengers including babies, young people and adults are more seriously addressed.	Agreed.	Advice has been provided to Canberra Cabs on the vehicle standards applying to the use of roof pods for carrying baby capsules.
That to provide a better and more safe service for children under two, the number of drop off points for baby capsules be increased and that more baby capsules be available at these extra drop-off points.	Agreed in principle. The Government encourages industry to improve arrangements for making baby capsules available to customers. The Industry has advised that it is considering extending the existing service. The Government will monitor the situation.	Advice has been provided to Canberra Cabs on the vehicle standards applying to the use of roof pods for carrying baby capsules.
That cross border taxi arrangements, allowing ACT taxis and Queanbeyan taxis to operate in both jurisdictions continue without imposing additional regulatory costs on the taxi services, subject to mutual recognition of accreditation systems in both the ACT and Queanbeyan.	Agreed. The implementation of mutual recognition of accreditation systems for taxis in the ACT and Queanbeyan was completed in July 2003. No additional regulatory costs are imposed on operators.	Arrangement completed in 2003.
WHEELCHAIR ACCESSIBLE TAXIS		
That the wheelchair accessible fleet meets its obligations under the Disability Discrimination Act to provide equivalent services for all wheelchair users by 2007.	Agreed. Wheelchair accessible taxi service standards have improved, particularly since the introduction of the new Lift Fee and closer cooperation from Canberra Cabs. It is clear that many WAT drivers and operators take their responsibilities seriously. However some do not, and the Government is now working with the network to significantly improve the effort of all WAT drivers and operators, and both the network and the Government will apply substantial sanctions and penalties if satisfactory improvement is not forthcoming. The Government will continue to monitor wheelchair accessible taxi services and implement new measures to improve their performance. The viability of wheelchair accessible taxi services will be enhanced by increasing the permitted vehicle age from six to eight years, consistent with arrangements in most other jurisdictions.	A Wheelchair Accessible Taxi Reference Group was established in May 2005 to develop recommendations for short, medium and long term measures to improve the level of service provided by wheelchair accessible taxis. The WAT Reference Group report of September 2005 recommended that "micro-management" of the WAT fleet be introduced as an urgent measure to improve service timeliness, reliability and viability. On 20 February 2006 the Government introduced Minimum Service Standards for taxi networks that mandates the micro-management of WATs. The permitted period a vehicle may be used as a wheelchair accessible taxi has been increased to eight years.

Recommendation	Government Response	Action to Date
<p>WHEELCHAIR ACCESSIBLE TAXIS</p>		
<p>That WATs be assigned to the ACTION network, that the dispatch of the WATs be controlled by ACTION, and that the WATs be regularly used on low patronage bus routes to be assigned by ACTION, as well as undertaking their normal special purpose WAT services.</p>	<p>Not agreed. WATs will not be assigned to ACTION. On coming into office, this Government made it clear that it would not compulsorily transfer any taxi operator to a particular network. However, Urban Services has commissioned a study of the feasibility of introducing a demand responsive public transport service in the ACT. Such a service could involve ACTION in hiring taxis (both standard and wheelchair accessible) on a contract basis for specified periods and/or services.</p>	<p>ACTION commenced operating a Flexibus service in April 2005. Flexibus is an evening bus service where the bus driver plans the route depending on where the passengers want to go within a defined area.</p> <p>The Road Transport (Public Passenger Services) Amendment Act 2006 was passed by the Legislative assembly on 9 March 2006. The Amendment Act introduces a new type of public passenger service called Demand Responsive Services (DRS). DRS are characterised by flexible routes and times, the availability of a booking service, the requirement for passengers to share vehicles with other passengers and, in some circumstances, the availability of door-to-door service. DRS fare will be cheaper than taxis but more expensive than buses.</p> <p>Operators of DRS will be required to obtain accreditation and meet standards consistent with those applied to bus, taxi and hire car services – such as standards for maintenance, complaints handling and record keeping.</p>
<p>That the Government use the transfer of the WATs to the ACTION network to establish conditions that will attract a second network provider to the ACT for standard cabs.</p>	<p>Not agreed. Additional taxi networks will become established if the market conditions are right. It is the Government's role to remove restrictions and barriers that prevent the market from operating efficiently.</p>	

Recommendation	Government Response	Action to Date
PROPOSED SOLUTIONS AND BUY-BACK SCHEMES		
<p>That the Government immediately implements an off-budget buy-back scheme for taxi licences that will provide adequate compensation and includes a minimum no capital loss provision and implements at the same time a budget-funded buy-back scheme for the hire car industry.</p>	<p>Agreed in part. The Government will offer to buy-back hire car licences and proceed with its proposed legislation for a formula based scheme for the release of taxi licences.</p>	<p>Proposed taxi licence amendments deleted from Road Transport (Public Passenger Services) Amendment Bill 2003 during Assembly debate in August 2004. Formula based approach to licence reform not implemented.</p>
<p>To ensure the success of the buy-back scheme, current restrictions on the number of ACT taxi and hire car licences and licence quotas be removed immediately to revitalise sustainable integrated transport services for the travelling ACT public.</p>	<p>Agreed in part. The formula based approach for the release of taxi licences does not result in an unrestricted number of licences. The number of taxi licences will be determined methodically and in response to demand, rather than arbitrarily as is now the case. An unlimited number of hire car licences will be available when the hire car licence buy-back is implemented. It is noted that this recommendation is not consistent with the first two dot points under Recommendation 4 of this section of the Committee's report (see page 11 of this document) nor with Recommendation 6 of the "Taxis" section of the Committee's report (see page 7 of this document).</p>	<p>Proposed taxi licence amendments deleted from Road Transport (Public Passenger Services) Amendment Bill 2003 during Assembly debate in August 2004. Formula based approach to licence reform not implemented. The restriction on the number of hire car licences has been removed.</p>

Recommendation	Government Response	Action to Date
<p>PROPOSED SOLUTIONS AND BUY-BACK SCHEMES</p>		
<p>That at the same time the buy-back scheme for the taxi licences is implemented the Government facilitate the establishment of market incentive for the entry into the industry of an additional dispatch network.</p>	<p>Agreed in part. The lack of competition in the taxi network service limits choice for customers and operators. The Government notes that without competition from other networks, operators, drivers and in particular the public are without option in choosing their taxi service or its provider. Competition could also put downward pressure on network service charges which impact on operators' costs and taxi fares. While there is no limit on the number of taxi networks that can be accredited in the ACT, there is a number of barriers to entry including the restrictions on the number of licences and the requirement for taxi networks to meet response time standards. Even if there were no restrictions at all on the number of taxi licences, the response time standards may continue to be a problem, particularly for small networks that would not be able to provide the same geographical coverage as networks that have large fleets. The Government is prepared to consider removing waiting time standards for all networks, for other than wheelchair accessible taxis, when there is more than one network in the ACT. Networks would however be required to report on their performance and this would continue to be compared with the service provided to people requiring wheelchair accessible taxi services.</p>	<p>Proposed taxi licence amendments deleted from Road Transport (Public Passenger Services) Amendment Bill 2003 during Assembly debate in August 2004. Formula based approach to licence reform not implemented. A second taxi network was issued with network accreditation on 12 August 2005. The Elite Taxis network is made up of two fleets, the Elite taxi fleet and a Silver Service fleet. The silver service fleet provides a guaranteed on time booking for an additional fee of \$11.00. The Elite Taxis network has 81 vehicles of which 9 vehicles are part of the silver service fleet. A further taxi network was issued with accreditation in March 2007. Cabxpress has a fleet of 40 vehicles with 10 being wheelchair accessible taxis.</p>

Recommendation	Government Response	Action to Date
<p>PROPOSED SOLUTIONS AND BUY-BACK SCHEMES</p>		
<p>That the taxi buy-back scheme must be supported by an appropriate administrative framework that will:</p> <ul style="list-style-type: none"> • Ensure that it does not unduly restrict supply and entry into the industry and allow regular release of additional licences into the industry (the actual level of take up of taxi licences would be a risk borne by the financiers); • Agree a formula governing the release of new licences, with licence availability being linked to an appropriate measure such as the growth in passenger trips, population growth, and growth in Gross Territory Product; • Ensure that the supply of substitute services is reviewed; • Assure the private sector that the Government would not impose policy that would have a material adverse effect on the market for taxis and hire cars; • Ensure that licence fees are set at a level which is less than 80 percent of existing lease charges indexed to inflation and matching the revenue base of taxi and hire car operations, to enable the benefits of reform to be immediately realised (a fixed fee over the term would require a higher initial licence fee to limit the initial benefit of deregulation although over time the benefit would become more obvious as the proportion of licence fees to revenue decreases); 	<p>Not agreed. However, the Government will continue to regulate standards such as roadworthiness requirements, vehicle standards, driver presentation and knowledge to maintain consumer safety and consumer confidence, and protect the interests of a sustainable industry. It is noted that the first two dot points are not consistent with Recommendation 2 of this section of the Committee's report (see page 10 of this document).</p>	<p>Taxi accreditation, vehicle standards and roadworthiness programs are on-going. Proposed taxi licence amendments deleted from Road Transport (Public Passenger Services) Amendment Bill 2003 during Assembly debate in August 2004. Formula based approach to licence reform not implemented.</p>

Recommendation	Government Response	Action to Date
<p>PROPOSED SOLUTIONS AND BUY-BACK SCHEMES</p>		
<ul style="list-style-type: none"> • Ensure that it regulates minimum quality standards such as roadworthiness requirements, vehicle standards, driver presentation and knowledge to maintain consumer safety and consumer confidence and protect the interests of a sustainable industry; • Ensure that the Taxi Fund would finance the compensation payable for cancellation of perpetual licences, so that it would not have to fund any capital outlay. This will ensure that funding of the taxi-plate buy-back scheme would be off the balance sheet for the Territory; • Ensure that at the expiry of any defined term of the Taxi Fund, that it would establish framework to continue to generate licence fee income for its own account at whatever level it chose; and • Develop guidelines for the buy-back structure and subsequent legislation. 		

Recommendation	Government Response	Action to Date
SUSTAINABLE TRANSPORT		
<p>That all feasibility studies for a sustainable and integrated transport system for the ACT should include Hall and outlying areas and suburbs.</p>	<p>Agreed in part. While The Sustainable Transport Plan recognises that the whole of the ACT (and surrounding area) has an integrated transport system, the Plan does not specifically address the transport needs of all areas in detail. In respect of Hall and similar settlements, these are recognised as rural villages in The Canberra Spatial Plan. The main planning objective for these villages is to maintain the village character, consistent with the views of the residents. While villages like Hall benefit from improvements to the road system as Canberra develops, they may not necessarily receive the full range of transport services that apply in the urban areas. Hall is currently served by private bus services.</p>	<p>Implementation of Sustainable Transport Plan on-going (managed by ACT Planning Authority).</p>
<p>That concession on registration should be offered to those operators who elect to use energy efficient cars, such as those with hybrid engines or those that use alternative fuels such as biodiesel.</p>	<p>Agreed in part. A 20 percent concession on registration fees is available for vehicles powered by gas, gas/petrol or electricity, including hybrid engines. The registration concession does not apply to vehicles using biodiesel. Biodiesel is designed to have the same operability characteristics as normal diesel fuel and can be used in normal diesel engines. Any registration concession for biodiesel fuel would need to be applied to all diesel vehicles</p>	

Recommendation	Government Response	Action to Date
CONCLUSIONS		
<p>The Committee recommends that the ACT Government should:</p> <ul style="list-style-type: none"> • Interpret 'community wide' as region wide because of the cross border issues with NSW; • 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; • Apply the Competition Principles Agreement to continuously assess whether the public passenger market provides services that meet customer expectations; show evidence of a competitive, sustainable, demand responsive and adaptable industry over the long term; produces adequate job opportunities for taxi drivers and operators, and hire car operators; and • Provide transport choices and ensure the transport system provides affordable transport and a reasonable level of equity of access to all sectors of the community. 	<p>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.</p> <p>The Government will measure customer satisfaction and assess the level of equity of access by methods such as customer satisfaction surveys and performance reporting by taxi industry and ACTION.</p> <p>Providing transport choices and a reasonable level of equity of access to all community sectors, including people with disabilities, are key goals of The Sustainable Transport Plan.</p>	<p>Cross border hire car arrangements investigations commenced and will be formalised in 2007-08.</p> <p>Customer satisfaction surveys of taxi services and ACTION carried out in May/June 2006.</p>

Recommendation	Government Response	Action to Date
CONCLUSIONS		
<p>The committee recommends that the ACT needs a Road Transport (Public Passenger Services) Amendment Bill 2003, but that the ACT Government not proceed with the legislation in its current form.</p>	<p>Agreed in part. The Government will make amendments to the Road Transport (Public Passenger Services) Amendment Bill 2003 to remove references to the auctioning of hire car licences. Regulations will be drafted to provide for the leasing of an unlimited number of hire car licences.</p> <p>The elements of the hire car accreditation scheme previously agreed with industry, and included in the draft regulations, will be unchanged apart from the intended introduction of an accreditation category for 'tourist services'. The Government will proceed with its proposed legislation for the release of taxi licences under a formula - a methodical approach ensuring that neither industry nor the public is disadvantaged.</p>	<p>Road Transport (Public Passenger Services) Amendment Bill 2003 amended to remove reference to auctioning of hire car licences. Road Transport Legislation (Hire Cars) Amendment Regulation 2005 commenced in March 2005 and provides for the leasing of an unlimited number of hire car licences.</p> <p>Hire car operator accreditation scheme, without tourist service category of hire car, implemented March 2005. Proposed taxi licence amendments deleted from Road Transport (Public Passenger Services) Amendment Bill 2003 during Assembly debate in August 2004. Formula based approach to licence reform not implemented.</p>
<p>The Committee recommends that a new Bill must be drafted to reflect an integrated sustainable transport approach, and include such changes as have been recommended in this Report, to prevent any further delay in urgently needed structural adjustment in the ACT public transport industry.</p>	<p>Agreed in part. The Bill will be amended in accordance with the Government Response.</p>	<p>Road Transport (Public Passenger Services) Amendment Bill 2003 amended removing the reference to the auctioning of hire car licences.</p>

Recommendation	Government Response	Action to Date
CONCLUSIONS		
<p>The Committee recommends that in the practical implementation, the final Sustainable Transport Plan for the ACT will:</p> <ul style="list-style-type: none"> a) Locate 'trip generators' such as hospitals, schools, shops and community centres close to centres with good accessibility for public transport, walking and cycling; b) Focus jobs in centres or corridors with good accessibility; c) Facilitate mixed-use centres and housing in established areas with good accessibility; d) Ensure people have transport choice in new 'greenfields' housing and access to shopping and sports facilities; e) Shape parking policies to support public transport use, walking and cycling; f) Encourage job innovations to reduce the need to travel, for example telecentres or working from home; g) Match the location of freight generators to their transport needs; h) Package urban development and transport investment in identified corridors; i) Require regulation of development by the Land Development Agency and the ACT Planning and Land Authority to help manage transport demand; and j) Ensure integrated transport and land use planning and renewable and sustainable energy principles (cars are responsible for 77 percent of road transport and 19 percent of total greenhouse gas emissions in the ACT) into decision-making. 	<p>Agreed in part. Most of these recommendations are reflected in The Canberra Spatial Plan and The Sustainable Transport Plan.</p>	

REPORT NO 26

Recommendation	Government Response	Action to Date
<p>The Committee recommends that the Department of Urban Services and the Related Agencies implement the recommendations made by the Standing Committee on Planning and Environment in its <i>'Inquiry into the Urban Services Portfolio 2001-2002 Annual and Financial Reports, Report No 12 February 2003'</i></p>	<p>Recommendations supported by the Government have been/will be implemented as appropriate.</p>	<p>Recommendations implemented as appropriate.</p>
<p>The committee recommends that the Department of Urban Service and the Related Agencies show transparent linkages between annual reports, strategic planning processes and other reporting processes, so that it is readily apparent where these fit into the overall planning and operating environment context, and what impacts the implementation of subsequent policies are having.</p>	<p>The Department as in previous years, will comply with the Annual Reports Directions prepared by the Chief Minister's Department. As required by the draft 2004 Annual Report Directions there will be an increased emphasis on reporting against outcomes and objectives identified in a range of strategic documents. Significant achievements will be analysed against the outcomes, objectives and key result areas identified in these various documents, and will also include discussion of performance against expectations. Detailed notes will continue to be provided in Volume 2 on all significant variances against the Department's Quantity, Quality, Timeliness and Cost Performance Measures.</p>	<p>The Department endeavours to ensure there are clear linkages between annual reports and other strategic planning processes where possible. The 2004 Annual Report Directions provide for an increased emphasis on reporting against outcomes and objectives. These Directions have been complied with.</p>
<p>The Committee recommends that Department of Urban Services and the Related Agencies with related functional or crossover strategic responsibilities ensure that linkages are made and reported upon in individual reports, and that information be included about partnerships with other ACT Government Departments.</p>	<p>Refer to response provided above</p>	<p>Refer to response provided above.</p>

Recommendation	Government Response	Action to Date
<p>The Committee recommends that Department of Urban Services and the Related Agencies improves the content and analysis of its annual reports and complying with the guidelines and legislative framework for preparing Annual Reports.</p>	<p>Refer to response provided above.</p>	<p>Refer to response provided above.</p>
<p>The Committee recommends that the Chief Minister's Directions be revised to articulate the specific requirements for ACT Statutory Authorities, and that it all be clear as to how these Directions integrate with other of the legislative reporting requirements for Annual Reports.</p>	<p>The draft 2004 Annual Report Directions have been reviewed to clarify reporting responsibilities. Other legislation may identify additional reporting requirements for specific statutory offices or entities in addition to those set out in the Annual Report Directions. It is not feasible to incorporate all of the individual reporting requirements in the Directions. Requirements that apply generally are already referred to in the directions.</p>	<p>CMD have revised the Annual Report Directions.</p>

REPORT NO 19

Recommendation	Government Response	Action to Date
<p>No 7 - The Committee recommends that the Minister for Urban Services further investigate 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.</p>	<p>Agreed in-principle - Pialligo Landfill is a privately operated landfill run by Canberra Concrete Recyclers (CCR). Pialligo Landfill is situated on Commonwealth land. The Landfill operation has been appropriately licenced under the <i>Environment Protection Act 1997</i> and is regulated by Environment ACT.</p> <p>ACT NoWaste will hold discussions with CCR in an attempt to gain agreement to have regular data provided on builders waste disposed to landfill. ACT NoWaste will also encourage CCR to further progress resource recovery activities at the facility for mixed builders waste.</p>	<p>The Environment Protection Authority is currently negotiating a new Environmental Authorisation under the Environment Protection Act 1997 with Canberra Concrete Recyclers (CCR) which includes conditions that require that only clean soil be deposited permanently at the site and that all other materials are recycled or disposed to an appropriately licenced landfill. The authorisation also includes the requirement that CCR submit an Environment Management Plan to address any adverse impacts from operations at the site including waste minimisation and groundwater monitoring. Canberra Concrete Recyclers has provided ACT NoWaste data on inert waste disposal activities at their Pialligo site for the last 4 years, with 315,569 tonnes of material being landfilled.</p>

Report No 26 of 2007

The Committee presented the report in the Assembly on 3 May 2007. 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 2008-09 Annual Report.

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B.4 Legislative Report

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

Enactment/Laws	Responsible Administrative 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	
<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	Responsible for Managing Delegations
<i>Lakes Act 1976</i>	Environment and Recreation	Environment and Recreation
<i>Litter Act 2004</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>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
<i>Road Transport (Vehicle Registration) Act 1999</i>	Community and Infrastructure Services	Community and Infrastructure Services

Enactment/Laws	Responsible Administrative Group	Responsible for Managing Delegations
<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 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>Water 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

Legislation Enacted During 2006-07

The following legislation was enacted in the ACT Legislative Assembly during 2006-07:

Title of Legislation (and brief description)	Date Introduced	Date Passed
Environment Protection (Fuel Sales Data) Amendment Bill 2007 Amended the <i>Environment Protection Act 1997</i> by facilitating the collection of ACT fuel sales data for the purposes of calculating greenhouse gas emissions for the ACT transport sector.	3 May 2007	5 June 2007
Fisheries Amendment Bill 2006 Amended the <i>Fisheries Act 2000</i> by introducing offence provisions in relation to the illegal trafficking of "priority species", including abalone and rock lobster, into or through the ACT.	21 September 2006	16 November 2006
Road Transport (Safety and Traffic Management) Amendment Bill 2006 (No 2) Amended the <i>Road Transport (Safety and Traffic Management) Act 1999</i> to clarify the period the Chief Police Officer of the ACT is required to keep vehicles seized in relation to committing certain dangerous driving offences.	8 June 2006	21 September 2006

Title of Legislation (and brief description)	Date Introduced	Date Passed
Road Transport (Safety and Traffic Management) Amendment Act 2007 Amended the <i>Road Transport (Safety and Traffic Management) Act 1999</i> by increasing the penalty for the offence committed where a driver of a vehicle involved in an accident, in which someone dies or is injured, fails to stop and render assistance.	23 November 2006	13 March 2007
Territory Records Amendment Bill 2007 Amended the <i>Territory Records Act 2002</i> to extend the time that Territory agencies have to prepare older Territory records for public access.	8 March 2007	1 May 2007
Utilities (Energy Industry Levy) Amendment Bill 2007 Amended the <i>Utilities Act 2000</i> to establish an Energy Industry Levy that provides funds to cover the ACT's financial obligations in relation to national and local energy regulatory activities. The new levy will progressively replace, and is not additional to, fees already collected through the licensing regime that is to be removed by this Bill.	15 March 2007	29 May 2007
Water Resources Bill 2007 Repealed the <i>Water Resources Act 1998</i> together with several legislative instruments and replaced them with a new system of water allocation. Also brought the ACT's legislation framework into line with national commitments relating to water resources and introduced a range of improvements in the administration of ACT's water resources.	2 May 2007	7 June 2007

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SECTION C

Other Reporting

SECTION A

SECTION B

SECTION C

C.1 Strategic Bushfire Management Plan

The Fire Management Section is responsible for bushfire prevention, preparedness and recovery on behalf of Territory and Municipal Services (TAMS), and to support the Emergency Services Authority (ESA) bushfire and emergency response activities.

Legislative Framework

The *Emergencies Act 2004* (the Act) required the development of a 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.

Suppression Activities

The Fire Management Section coordinated TAMS attendance at 84 wildfires. This is twice the number attended during the 2005-06 fire season.

TAMS staff attended interstate deployments to Narrabri, the Blue Mountains, Bega, Tumut, Thredbo and Victoria, where they were involved in a range of fire fighting and incident management roles. In addition, two of TAMS staff members attended large fires in America late last year, as part of the contribution from Australia.

2006-07 Bushfire Operational Plans

One of the requirements of the *Emergencies Act 2004* is that land managers produce an annual Bushfire Operational Plan (BOP). Land managers are required to produce BOP's consistent with the Strategic Bushfire Management Plan (SBMP) for all land they manage. The activities implemented under this BOP are summarised in the following sections:

Prevention

Bushfire prevention works involved a variety of methods to reduce or remove fuels such as dead and damaged trees, long dry grass, fallen branches, some shrubs, bark and leaves. These methods included physical removal, prescribed burning, slashing and mowing, treating regrowth with chemicals, grazing, and the maintenance and creation of fire trails.

Prescribed Burning

Prescribed Burning, also referred to as hazard reduction or controlled burning, is a carefully planned operation that allows a fire to be contained to an identified area. Prescribed burns reduce fuels, which decrease the intensity and rate of spread of bushfires. Prescribed burns at low intensity are used to reduce grass, leaf litter, bark and shrub fuels in standing forest, woodland and grassland.

Altogether 1,837 hectares of prescribed burning were identified in the Bushfire Operations Plan for 2006-07.

Asset Protection Zone

278 hectares of prescribed burns were undertaken at the urban edge interface of Canberra including O'Connor Ridge, Aranda bushland and Spine, Black Mountain behind the Botanical Gardens, Giralang Pines, Cooleman Ridge, Garran-parkland, Red Hill between Mugga Way and Tamar Street, Jedbinbilla (adjacent to facilities in Tidbinbilla Nature Reserve), Temperley Ridge in Nicholls, One Tree Hill in Hall, and debris windrows in front of Defence College at Weston. Three additional burns were undertaken at Dryandra Street in O'Connor, Solomon Crescent in Latham and Longmore Crescent in Wanniasa (originally a physical removal activity), totalling six hectares in size.

Three burns of 26 hectares were not required in Mount Ainslie-Majura behind houses in Ainslie, Cooleman Ridge and Urambi Hill, as the drought conditions negated grass growth. Three proposed burns were not undertaken at Mugglestone Place in Bruce, Burrumarra Avenue in Ngunnawal and Bissenberger Crescent in Kambah, as moisture content meant these burns could not be completed. They will be carried over into next year.

Landscape Division Zone

745 hectares of prescribed burns were undertaken including Potters Hill in Namadgi, Kowen escarpment and the Pinnacles Nature Park. All burns were of low intensity and resulted in a mosaic pattern across the landscape. Piles of windrows in various locations around the ACT including Gudenby,

Tidbinbilla Nature Reserve, Duntroon Horse Paddocks and Parkwood Horse Paddocks were also burnt.

Three other proposed burns of 687 hectares that were not completed this year include:

- Googong foreshores prescribed burn between Queanbeyan River and Googong foreshores is awaiting approvals from ACTEW and may be undertaken next financial year.
- Mount Ainslie-Majura prescribed burn between Mt Ainslie Summit Road and the powerline fire trail. The burn was attempted but weather conditions were too mild to continue and hence only edge burning has been undertaken to date.
- Uriarra and Pierces Creek Forests debris removal burns following the 2003 bushfires are awaiting direction from the Lower Cotter Catchment committee to approve the burn areas.

Three proposed prescribed burns of 98 hectares in the Stromlo Forest to Weston Creek area were not undertaken this year including Deeks Forest, roadside burns along Cotter, Ingledene forest and Coppins Crossing Roads. All of these burns were to be undertaken by the Rural Fire Service (RFS) and volunteers.

Physical Removal

Physical removal involves the elimination or reduction (by hand or with machinery) of woody weeds, pine wildlings, damaged and dead trees, dead branches, bark and leaves, shrubs and re-growth vegetation. 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 58 separate projects covering approximately 348 hectares of physical removal activities.

Asset Protection Zone

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: O'Connor Ridge in Bruce, Rob Roy, Tidbinbilla Nature Reserve ridge, Stromlo Forest, Mount Ainslie to Majura, Mount Pleasant, Tuggeranong Park Way in Fisher, Drake Brockman Drive in Higgins, Monaro Highway to Theodore in Gilmore and Richardson, Athllon Drive in Torrens and Farrer, Floodway in Weston, Bindubi Street in Aranda and Cook, and Coulter Drive in Cook and Weetangera. Two projects will carry over into next years program but will commence this financial year, at various locations in Fyshwick and Stirling Avenue in Watson.

Three projects could not be completed in 2006-07 due to delays in gaining necessary approvals. They will be rolled over to 2007-08 and include:

- Cooleman Ridge Nature Reserve - trail relocation, surface reshaping, rock picking, vegetation removal and debris removal to create a slashable strip 30 metres wide, where possible, along the urban interface.
- Urambi Hills Nature Reserve - surface reshaping, rock picking, vegetation removal and debris removal to create a slashable strip 30 metres wide, where possible, along the urban interface.
- Tuggeranong Hill Nature Reserve - surface reshaping, rock picking, vegetation removal and debris removal to create a slashable strip 30 metres wide, where possible, along the urban interface behind Hollway and adjacent streets.

Landscape Division Zone

30 hectares of physical removal activities in Namadgi National Park, Stromlo Forest in Weston Creek and Kowen Forest were completed. Additional activities included crushing pine debris resulting from pruning undertaken in 2005-06 in Isaacs and Tuggeranong Pines, as well as fuel management along road verges at Kambah Pool Road and Stromlo in Weston Creek.

Slashing / Mowing

An extensive slashing/mowing program was conducted throughout Canberra, primarily to reduce the spread and impact of grassfires. Slashing operations focused on areas adjacent to houses, and along roadside verges which are recognised as areas where fires have a greater potential to ignite.

2,321 hectares were slashed throughout the year. Additional slashing was undertaken at Mt Ainslie - Majura and Dunlop/Parkwood of 20 hectares.

Asset Protection Zone

1868 hectares of slashing activities were completed in and around Canberra residential and suburban areas. 30 hectares of slashing was not required due to standards being met as a result of poor grass growth and drought.

Landscape Division Zone

401 hectares of slashing activities were completed along major roads and rural roads creating landscape divisions. 125 hectares of slashing was not required as grazing and lack of grass growth achieved the standards.

Landscape Management Zone

11 hectares of slashing activities were not required due to poor grass growth at McQuoids Hill and along Murrumbidgee River Corridor.

Grazing

Grazing by livestock reduces the height, continuity and amount of grass fuels across a wide area of the ACT. 3416 hectares have undergone grazing in this year's program.

Asset Protection Zone

1,233 hectares of areas adjacent to the urban edge were grazed except 63 hectares at Percival Hill which was not grazed. However, standards were achieved due to poor grass growth as a result of the drought. An additional 124 hectares of grazing was undertaken on the eastern side of Narrabundah Hill, to reduce grass fuel hazard.

Land Division Zone

1,856 hectares were grazed, with one area of 174 hectares not required at Woodstock because standards were achieved due to poor grass growth as a result of the drought.

Chemical

Chemical herbicide is used to treat regrowth in areas that have had previous works undertaken. Eight hectares have undergone chemical treatment in the Murrumbidgee River Corridor. Two other projects were completed by physical removal in Majura Pines and Kowen forest due to drought making chemical application ineffective. The area treated was 93 hectares.

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. 647 kilometres of fire trails underwent some form of treatment during 2006-07.

Routine Maintenance

Routine maintenance ensures trails are kept in a condition that allows for the safe and rapid transit by fire vehicles. 545 kilometres of fire trails received routine maintenance through Canberra Nature Parks, Namadgi, plantations and in urban areas. Additional routine maintenance was undertaken on 215 kilometres of trails in Namadgi and Tidbinbilla Nature Reserve to repair storm damage.

New Trail Construction and Trail Upgrade

New trail construction involves constructing new trails that will provide access for fire fighting and control lines for prescribed burning. 22 kilometres of fire trails were constructed at Gungahlin Eucalypt Plantation, Percival Hill, Burnt Hill Fire Trail in Namadgi and Grassy Creek Trail.

Upgrading fire trails is undertaken to improve the accessibility of existing trails potentially from light unit up to tanker standard.

20 kilometres of fire trails were upgraded at Lyneham Ridge, Uriarra Forest, Stromlo Forest in Weston Creek, Urambi Hills Nature Reserve and Mount Rogers.

Assessments and Investigations

Assessments and investigations include undertaking assessments into major new trails proposed in the SBMP. Many of these proposed trails traverse rugged country, which will present engineering challenges during construction and where there may be threatened species, cultural heritage sites and other values. For this reason, considerable planning and assessment is required before the proposed trails can be constructed.

Development Application/Preliminary Assessments were substantially completed for Long Flat diversion, Orroral Tors, Bullen Range, Stockyard Spur and the link to Spencer's fire trails. Assessments were completed for upgrading Two Sticks Road.

Preparedness

Bushfire preparedness is about ensuring that the brigade is well equipped, infrastructure is in place such as water points and staff are fit, trained and have the experience to undertake fire fighting duties.

Infrastructure

Fire infrastructure development involves the construction or development of features that will aid fire fighting and other fire management

activities. 11 items were identified in the BOP and all of them have been completed. These include signposting main trails in identified nature reserves and forests, and maintaining existing and developing new helipads, maintaining existing water points and installing fuel management grazing infrastructure including fencing and water points.

Training

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

- Basic Fire Fighter (12)
- Advanced Fire Fighting (38)
- Senior Fire Fighting (23)
- Lighting Patterns (10)
- Chainsaw training to various levels (10)
- Helicopter Awareness (100)
- First Aid (42)
- Pre-Season Workshops (124)
- Fitness Assessments (114)
- RAFT Crew ongoing training and exercises

Seasonal Crew and Plant

In addition to the activities outlined above, TAMS employed 12 seasonal fire fighters from mid November 2006 to mid June 2007 and two fast attack dozers for 16 weeks from late November 2006 to early April 2007 with self contained transport and one grader for a period of 26 weeks. 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 to implement McLeod Recommendations 11, 12, 37 and 38.

Fuel Hazard Assessment

The 2006-07 fuel hazard assessment program included 336 urban edge assessments and 312 non-urban assessments including Namadgi National Park, plantations and nature reserves. The results from these assessments are used to develop the next year's bushfire operational plans.

Future Directions

The Department will continue to develop the next Bushfire Operational Plan (BOP) that details annual fuel and fire management activities. TAMS will also commence the preparation of Sub-regional Fire Management Plans that will link the annual BOP to the Strategic Bushfire Management Plan. These plans will seek to balance fire protection works with management of ecological values. TAMS will continue to provide input into ACT wide policy development, standards and goal setting on bushfire related issues.

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C.2 Public Interest Disclosure

This report is provided in accordance with Section 11 of the *Public Interest Disclosure Act 1994*.

Procedures Maintained by Territory and Municipal Services (TAMS)

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 Procedure Statement was reviewed and updated during the year. Public access was improved by making it available on the department's Internet site and a link was also included on the Department's intranet.

Disclosures Received

TAMS did not receive any public interest disclosures during the year.

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C.3 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 2007.

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 of Freedom of Information (FOI) Applications 1 July 2004 to 30 June 2007

Applicant Type	2006-2007		2005-2006		2004-2005	
	No	Per cent	No	Per cent	No	Per cent (%)
Member of Public	38	69%	38	76%	33	67%
Solicitor	7	13%	8	16%	11	23%
ACT Legislative Assembly Member	8	15%	0	0	0	0
Association	1	1.5%				
Company	-	-	0	0	1	2%
Organisation	-	-	0	0	0	0
Consultant	-	-	0	0	0	0
Journalist	1	1.5%	0	0	2	4%
Other	-	-	4	8%	2	4%
TOTAL	55	100%	50	100%	49	100%

Summary - Outcomes of FOI Requests

During the year a total of 55 requests were received. The total number of requests received in the 2006-2007 financial year increased by 5.

Decision	2006-2007		2005-2006		2004-2005	
	Requests lodged	Per cent (%)	Requests lodged	Per cent (%)	Requests lodged	Per cent (%)
Full Release	10	18	5	10%	17	37%
Partial Release	40	72.5	30	60%	20	44%
Entire Exemption	1	1.5	5	10%	5	11%
Technical Refusal #	2	4%	8	16%	2	4%
Withdrawn	2	4%	2	4%	0	0%

no documents exist

Response Times

Year	0-30 days	31-45 days	46-60 days	61-90 days	90+ days
2006-2007	44 (80%)	6 (11%)	4 (7%)	2 (%)	0
2005-2006	46 (92%)	2 (4%)	0	0	0
2004-2005	39 (87%)	5 (11%)	1 (2%)	0	0
2003-2004	57 (74%)	11 (14%)	4 (5%)	0 (0%)	5 (7%)

*In all cases an extension of time was negotiated.

Appeal of Decisions

There were five 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 new Territory and Municipal Services Website.

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.

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 2005.

Organisation, Functions and Powers

The organisation and functions of the agency are described in this Annual Report. Legislation administered by Territory and Municipal Services 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 and 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 seeking 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
Territory and Municipal Services
PO Box 158
CANBERRA ACT 2601

The Department's street address is:

Level 5
Macarthur House
12 Wattle Street
Lyneham ACT 2602

For more information:

[Helen Willson](#)
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C.4 Human Rights Act

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. All public officials have a duty to interpret legislation under which they operate consistently with human rights, unless the Territory law clearly authorises otherwise.

Territory and Municipal Services (TAMS) also continued to obtain advice from the Bill of Rights Unit of the Department of Justice and Community Safety 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.

During 2006-07, the Department continued with its review of existing road transport legislation for compatibility with the Human Rights Act 2004.

The ACT Library and Information Service ensure that information and resources on issues relating to human rights are available to the public in its collections.

During the year, staff from across the Department attended training sessions conducted by the Human Rights Commission, which included information on the Human Rights Act 2004.

The Cabinet handbook requires that all Cabinet Submissions must provide details of any human rights implications. TAMS complied with this requirement.

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C.5 Commissioner for the Environment

The Commissioner for the Environment did not conduct any investigations during the 2006–07 reporting period.

Appointment of Acting Commissioner for the Environment

Dr Rosemary Purdie resigned as Commissioner in December 2006. Mr Darro Stinson was appointed acting Commissioner on 9 May 2007 until the end of August 2007, during which time he will provide advice to the Government on the future role and functions of the Commissioner, and progress the preparation of the State of the Environment Report.

Input into State of the Environment reporting

Territory and Municipal Services (TAMS) continued to assist the Commissioner in strategic planning, enhanced cooperation in the supply of data by agencies for state of environment reporting as well as improvements in the presentation of state of environment results.

Specific assistance was provided in finalising the 2005 Australian Capital Region State of the Environment Report. Assistance was also provided in the preparations 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 inquiries. These updates were incorporated into the Commissioner's 2006–07 Annual Report.

For more information:

[John Feint](#)

State of Environment Reporting

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Website: www.tams.act.gov.au

C.6 ACT Multicultural Strategy 2006-2009

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

The ACT Library and Information Service ensure that information and resources on issues relating to human rights are available to the public in its collections. During the year, staff from across the Department attended training sessions conducted by the Human Rights Commission that included information on the *Human Rights Act 2004*.

Access and Equity

The ACT Library and Information Service continue to maintain a close working relationship with peak organisations such as the Migrant Resource Centre and the ACT Multicultural Forum, to ensure the service is responsive to community needs. Orientation visits to the libraries are organised in association with groups such as these peak bodies and refugee support groups. Information about the ACT Library and Information Service is provided in 29 languages in hard copy and online. The

ACT Library and Information Service is also a founding contributing member of My Language, a national online portal which provides access to information and cultural material in over 75 languages, including local information, www.mylanguage.gov.au.

Recreation Services conducted the Sports Gala Day for culturally and linguistically diverse children on 19 September 2006, at the ACT Netball Centre in Lyneham. The event aimed to introduce these students to a range of participation activities available through ACT sport and recreation organisations. On the 22 October 2006, it also conducted the Community Sports Gala Day for culturally and linguistically diverse families at the Community Playing Fields in Amaroo. The event aimed to introduce these families to a range of participation activities and opportunities available through ACT sport and recreation organisations. The event attracted approximately 70 participants.

Where possible, the Department provides information to job applicants in languages other than English. In conjunction with Shared Services, TAMS is exploring the provision of induction information to new starters in a number of languages. In order to attract applicants from culturally and linguistically diverse backgrounds, Strategic Human Resources staff researched best practice 'attraction strategies', with work in progress on a long term strategy for attraction, recruitment and retention.

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.

Ageing and Aged Care Issues

Through the Home Library Service and Mobile Library, part of the ACT Library and Information Service, 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

Through the ACT Library and Information Service, two Multicultural Reading Groups operate in association with the Home Tutor Scheme and the Multicultural Women's Advocacy. Exhibitions are held in the libraries, relating to the culture and religions of different communities. This is held in partnership with the Multicultural Arts Officer and the communities. In February 2007, an exhibition was held for the Iranian community during the National Multicultural Festival.

The ACT Heritage Library recently produced a DVD, in partnership with the Migrant Resource Centre and the Multicultural Arts Officer, about migrants who settled in Canberra in 1955. The ACT Library and Information Service is also currently supporting the Migrant Resource Centre in a program to promote a greater understanding of Islamic women in Canberra.

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

The ACT Library and Information Service 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, multilingual DVDs and bilingual picture books. Every library also 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

In November 2006, the Department's Strategic Management Team agreed to the formation of the TAMS Diversity Group. The formation of this group enables the department to address the unique needs of specific target groups, from an integrated and strategic perspective.

Performance agreements for all senior staff across the Department 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, as well as formulating strategic diversity priorities.

The Workplace Diversity Contact Officer Network has also been recently extended across the department. During the year, 10 staff attended refresher training and 25 staff attended the initial contact officer training giving the department a network of 45 people. Throughout the year, the network has been provided with information on current issues relating to equity and diversity across TAMS.

Migration of Parents

This theme is not applicable to the Department's operations.

Settlement Services for Newly Arrived Migrants

The ACT Library and Information Service support 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

The ACT Library and Information Service has been working 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

The ACT Library and Information Service has bilingual picture books in many languages, multicultural story times and special story times involving local culturally and linguistically diverse communities. The service has 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.7 Aboriginal and Torres Strait Islander Reporting

As the key public land manager for the ACT, Territory and Municipal Services (TAMS) continues to recognise the importance of its relationship with Canberra's Indigenous community. In November 2006, the Department released its *Territory and Municipal Services (TAMS) Aboriginal and Torres Strait Islander Service Plan 2006-2009* (Service Plan). This document supports the implementation of the ACT Whole of Government Indigenous Reporting Framework 2006-2013, with initiatives undertaken by the Department in 2006-07, outlined below under the relevant priority.

Respect, Diversity and Human Rights

In March 2007, the Department established the TAMS Indigenous Interest Working Group. The working group promotes involvement and participation with Aboriginal and Torres Strait Islander community members and ensures effective coordination of activities across the department. In addition, the working group assists with the implementation of the Service Plan and identifies key issues for the Department.

The ACT Government's information portal, www.act.gov.au, continues to have a 'Welcome to Ngunnawal' in the banner at the top of the homepage as well as a 'Welcome to Ngunnawal Country' link to with information

on Ngunnawal Country in the footer. During the restructure of the ACT Government portal in 2006, the categories were revised to give much greater prominence to the 'Our Communities', with 'Aboriginal and Torres Strait Islander people' at the top of the list, visible on the home page. Under this category are a number of Indigenous specific subcategories, including Indigenous business, Indigenous culture and Indigenous health.

Strong, Safe, Cohesive Communities

Ms Kirstin Ross has recently been appointed as an Indigenous member of the ACT Natural Resource Management (NRM) Council. This Council oversees the delivery of funding in the ACT from the Natural Heritage Trust and the National Action Plan for Salinity and Water Quality, directed at meeting targets set in the ACT Natural Resource Management Plan. This Plan is prepared by the Council and accredited by the ACT and Australian Governments. Two projects funded from these sources include:

- An Indigenous NRM Facilitator employed in Parks, Conservation and Land (PCL). This facilitator is working with the Indigenous community to develop and undertake on-ground projects that connect Indigenous people with the land. The facilitator also promotes, develops and delivers materials and presentations in traditional Indigenous culture, heritage management and modern lifestyles.

- Greening Australia (Capital Region) Inc, in partnership with the Billabong Aboriginal Centre, is establishing a nursery at Billabong's site to grow native plants from locally sourced seeds with known provenance. This project will also be used as a foundation for Billabong to further develop their nursery enterprise to employ Indigenous people in the ACT community as well as providing a source of provenanced plants for sensitive restoration projects.

Australian Capital Tourism, in conjunction with the Heritage Unit, have held ongoing consultation with local Aboriginal groups as part of the Canberra Tracks Project. The first of these three self-drive heritage trails, called *Ngunnawal Country*, focuses on the local Aboriginal story. *Ngunnawal Country* traverses grasslands, river valleys and mountains and shows how the local Aboriginal people moved through the landscape seasonally. Signage at the introductory point of Mount Ainslie was unveiled by Minister Barr on 30 October 2006, with the track to be completed soon.

In 2006-07, the Heritage Unit commenced a review of ACT Heritage Guidelines to ensure Aboriginal sites are protected. In 2006-07, five Indigenous projects were funded through the ACT Heritage grants program including: Boomanulla Oval Garden of Achievement, Reference Guide to Aboriginal Scarred Trees in the ACT, Reference Guide to Aboriginal Heritage Places, Interpretation of Aboriginal Significance of Girrawah Park and Possum Skin Cloak.

Journey of Healing (ACT) Incorporated received funding under the 2004-05 ACT Heritage Grants Program to complete the project, *Ngunnawal Histories*. The *Ngunnawal Histories* project engaged 32 Elders to produce a draft booklet on the history and cultural knowledge of the Ngunnawal Elders. The booklet was published during 2006, with stories covering both contemporary and cultural aspects of Indigenous life in the ACT including the areas of Namadgi National Park, Jerrabomberra Wetlands, Black Mountain and the Murrumbidgee River.

Two events for the 2006-07 'round town' program involved Aboriginal performers, and the Mobile Library Service also continue to regularly visit to Winnunga Nimmityjah Aboriginal Health Service.

Health and Well-Being

Sport and Recreation continue to run an Indigenous Sport Program that aims to encourage active participation and skill development of Aboriginal and Torres Strait Islander people in sport and deliver flexible, effective sport programs that are focused on whole-of-government outcomes. Activities undertaken by Sport and Recreation in 2006-07 include:

- Negotiation of a three year Memorandum of Understanding with the Department of Communications, Information Technology and the Arts (DCITA), in consultation with the Australian Sports Commission (ASC), for the continuation of the ACT Indigenous Sport Program to 2009.

- 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, facilitated the development and implementation of programs in AFL, basketball, cricket, football (soccer), netball, rugby union, softball and tennis, aimed at increasing participation by Aboriginal and Torres Strait Islander people.
- Assisted Aboriginal community members to complete accredited industry training courses including sports first aid, and NCAS Level 0 and Level 1 accreditation in six identified sports including basketball, cricket, football (soccer), rugby union, softball and tennis.
- Liaised with Aboriginal community members on the opportunities available and services provided in mainstream sporting organisations through conducting workshops, attending inter-agency meetings, community meetings and events, communicating via indigenous email network, community newsletters and SRS website.
- Liaised regularly with sport and recreation service providers on Indigenous history, needs, issues and sport specific strategies to increase participation opportunities for Aboriginal and Torres Strait Islander people.
- Delivered 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.
- Participated in NAIDOC Week 2006 celebrations by hosting an Indigenous Sports Day for 400 junior participants, sponsoring ACT NAIDOC Sportsperson of the Year Award, attendance at the Aboriginal Hostels Luncheon, and hosting an information stall at the opening of NAIDOC Week celebrations.
- Participated in Reconciliation Week celebrations by hosting a stall at the Reconciliation School Student Week event promoting sport participation opportunities to 1200 students from the ACT and surrounding region.
- Participated in community networks to support further development of participation opportunities in the ACT and the surrounding region, including Aboriginal Corporation for Sporting and Recreational Activities (Observer), Canberra and District NAIDOC Aboriginal Corporation (Observer), Gugan Gulwan Aboriginal Youth Corporation, and Winnunga Nimmityjah Aboriginal Health Service (Observer).

Education, Training

In May 2007, TAMS conducted Aboriginal cultural awareness training for its Strategic Leadership group and Strategic Human Resources team, with a total of 50 staff participating in the training. Other staff from across the department also attended Aboriginal cultural awareness training throughout the year.

Parks, Conservation and Lands continue to conduct guided activities and education programs with the involvement of Indigenous staff, with five activities held during 2006-07. Four Indigenous staff attended training in Indigenous Interpretation Training. This program was funded by the Australian Alps National Parks Cooperative Management Program, of which Parks, Conservation and Land is a participating agency.

Property Group also provides accommodation at its Fyshwick depot to the Aboriginal Health Service, which utilises the building space to provide youth training and education services.

Economic Opportunity

In 2006-07, ACTION continued to operate an Indigenous Recruitment Program. The program operates with the support of an Indigenous employment company, Indigenous Success Australia (ISA), and the Australian Government Department of Employment and Workplace Relations. To assist with the success of the program, ACTION has implemented a number of strategies with the support of ISA, including mentoring, regular contact with Indigenous employees, as well as the implementation

of support strategies for the employee and their supervisor regarding issues such as performance management and conflicts with family commitments/expectations.

Two Indigenous trainees, working in Parks, Conservation and Lands, recently completed their traineeship program, with another recruitment process currently underway for the 2007-09 traineeship program.

The Department recently engaged Indigenous Success Australia (ISA) to undertake a review that will inform the development of a departmental indigenous employment strategy. ISA will consult with Indigenous and non Indigenous staff, and members of the Indigenous community, as part of the review. It is envisaged that the outcomes of the review will assist with the articulation of the employment framework and identify of some of the initiatives to be incorporated into the strategy.

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C.8 Ecological and 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 Action Plan

Consistent with the Government's commitment to move towards sustainability outlined in 'People Place Prosperity: A Policy for Sustainability in the ACT' March 2003, the Department commenced the development of a Sustainability Action Plan to place TAMS at the forefront of progressing the Government's sustainability agenda.

The Department has been moving steadily towards development and adoption of sustainability practices over the past few years, and the Sustainability Action Plan will ensure that ecologically sustainable development across the Department is conducted in a cohesive and planned manner.

Resource Use and Waste Generation

Fleet Vehicles: The following table displays the total number of vehicles, engine cylinders and fuel type (including ACTION) as at 30 June 2007.

Vehicle Type	No	4 Cyl	6 Cyl	Diesel	LPG	Unleaded	CNG
Passenger *	80	56	24	3	3	74	
Light Commercial	242	136	106	92	6	144	
Trucks	53	35	18	53	0	0	
Agriculture, Plant & Equipment	93	77	16	80	1	12	
TOTAL	468	304	164	228	10	230	
Bus:							
Passenger	379			325			54
Special Fleet	18			18			
TOTAL	397			343			54

Note that the Department operated three hybrid unleaded/electric vehicles during the year.

* includes 1 & 3 cylinder machinery.

The Department is not currently able to provide total transport fuel used by type (i.e. petrol, diesel or LPG). In addition, the Department is continuing to review its vehicular fleet to examine the possible use of more fuel efficient vehicles and smaller vehicles.

Sustainability Policy and Programs

TAMS has implemented a number of programs in one of its 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 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.

The NoWaste by 2010 Turning Waste into Resources Action Plan continues to be implemented. The plan includes key programs targeting the government sector, businesses, construction and demolition industry, educational institutions, public events and general community engagement.

In 2007, TAMS commenced a review of the NoWaste by 2010 Strategy. The review will provide an analysis of the economic, environmental and social costs and benefits of options as we approach the 2010 target and as we approach the end of the current 2004-2007 Action Plan - Turning Waste into Resources.

Implementation of the NoWaste Strategy resulted in the recovery of 621,000 tonnes of material that would otherwise have been

disposed of at landfills, representing a recovery rate of 75%. However, estimated waste generation rates have risen despite a record level of resource recovery. The current estimated waste generation figure is 815,000 tonnes.

Participation in the Waste Wise schools program grew in 2006-07 from 25 schools to 65 schools. Twelve schools have now become accredited Waste Wise Schools. The Waste Wise program also became part of the Sustainable Schools program in 2006. This program incorporates Water, Energy, Waste, Biodiversity and Curriculum components to become a Sustainable School.

In February 2006, TAMS launched a trial of public place recycling within Glebe Park in partnership with The Australian Food and Beverage Council under the Councils 'Do the Right Thing' slogan. Audits of the trial will be used to assess the feasibility and effectiveness of extending public place recycling facilities to other locations.

Second-hand Sunday was held on 1 April 2007 with the largest ever number of participants. The event supports resource conservation through extending the life of existing products and reduces waste which might otherwise go to landfill.

The Waste Pricing Strategy implementation further increased commercial tipping fees to provide an additional incentive for businesses to use alternative recycling services. 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

play a critical role in the types of services they provide and promote. In 2006-07 the differential between landfill disposal and recycling costs was \$36 per tonne, which provides a significant cost savings opportunity to business. Landfill price was \$88.00 per tonne and typically recycling costs are \$52.00 per tonne.

A new landfill cell was constructed at Mugga Lane Resource Management Centre. The new cell is synthetically lined and has state of the art environmental protection systems to ensure that landfilling activities do not adversely impact on the environment. The new cell will provide around 6-7 years landfill capacity to the ACT Community, depending on waste generation rates.

A number of new waste minimisation and management contracts were developed and tendered that will provide improved services to the community while delivering increased resource recovery of materials currently going to landfill. The new contracts include the Resource Recovery Contract that will process source separated and mixed construction and demolition waste materials and also recovery recyclables from the transfer station and landfill face. The Reusable's Contract will see an expansion of repair and refurbishment activities, improved drop-off arrangements which should increase the flow of materials through the facility and a new on call, fee for service, household pick-up service. The Landfill and Weighbridge Operations Contract will commence in the new landfill cell using a reusable day cover system rather than soil day cover (which consumes valuable landfill capacity).

TAMS will manage the Parkwood and Hume Recycling Estates to encourage innovative recycling companies to locate and offer their services in Canberra. Work continues on the land release model for the Hume Resource Recovery Estate.

Landfill gas continues to be extracted from Mugga Lane and Belconnen Landfills and converted to green electricity for the Canberra grid and community. This electricity is powering 3000 Canberra Households.

The Materials Recovery Facility in Hume continues to sort, bail and transport the ACT's recyclable materials to markets where they are turned into products ranging from steel cans to road cones. During 2006-07, the facility sorted an estimated 53,000 tonnes of recyclables, an increase of 3,000 tonnes on the previous year.

Improving Water Efficiency

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 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% 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 has been upgraded, further enhancing the Department's capability to provide a more water efficient irrigation system. In 2006-07 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.

TAMS will ensure compliance with the procurement principle 'environmental sustainability' when purchasing water saving products for operation and maintenance activities. The Department will also audit water saving devices (toilets, bathrooms etc) at Department owned property (buildings, public toilets, depots and sportsgrounds) and install suitable vandal proof water saving devices.

Over 70 commercial walk through audits have been completed of the higher water users in the ACT. Implementation of audit recommendations will be pursued by collaborating with building owners and lease holders to retrofit water efficiency fixtures.

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

- WaterSmart Homes Program
- GardenSmart Program
- Dual Flush Toilet Rebate
- Showerhead Rebate Program
- Rainwater Tank Rebate Program

The following programs are being developed for implementation in later years:

- Greywater Rebate Program
- IrrigationSmart Program

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

Over 20 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 efficiency of irrigation systems and management and maintenance arrangements.

Improving Energy Efficiency

The procurement activities of the Property Group have seen 19% of all electricity consumed by the ACT Government coming from green energy sources. This figure has been targeted to rise to 23% from July 2007.

Property will ensure compliance with the procurement principle 'environmental sustainability' when purchasing goods, services and works for building maintenance,

management and government leasing activities and for the construction of new government buildings. New office accommodation leases are 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, in particular those related to sustainability practices, to all Government agencies.

Property will continue the energy audit program of Government owned and occupied buildings.

In working towards an ecologically sustainable environment, in 2006–07 ACTION undertook the following initiatives and actions:

- Continuation of 'green tips' in ACTION's monthly staff newsletter
- Continuation of ACTION's tri-phosphor lighting replacement program
- Shutting down all non-essential equipment when offices are unoccupied
- Continuing use of greenpower
- Servicing regularly all ACTION's vehicles
- Continuing recycling facilities and systems for paper, cardboard, plastics, glass, toner, cartridges and oils
- Continuing of battery, metal and tyre recycling in workshops
- Triple interceptor waste water systems in the workshops
- Continuing a 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
- Continuing a reduced washing of buses program due to ACT water shortages.

Sustainable Transport

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. The Sustainable Transport Plan's milestone targets for public transport are 9% of the modal split target of people traveling to work, by the year 2010-11 and 16% by 2025-26.

ACTION's Fleet Replacement Program

The most significant way ACTION can reduce emissions is through alternative fuels, or more efficient running buses. ACTION's fleet replacement program commenced in 2001-02, with the aim to progressively replace the present diesel fleet with CNG buses. ACTION's decision to replace its fleet with CNG fuelled buses came from its recognition of the many environmental benefits that could be realised. CNG has zero particulate matter emissions and produces less than half the amount of polluting nitrogen oxides compared to diesel. CNG buses are two to three decibels quieter than diesel. In 2007-08, ACTION will review its fleet replacement program.

In 2006-07, 11 CNG buses of the 2005-06 funding of \$4.84 million, were delivered.

Consistent with the Sustainable Transport Plan, bike racks were fitted to ACTION's white and green buses servicing the Intertown bus route 300 series. ACT Government funding of \$345,000 was provided for a trial of bike racks on buses. The Intertown route provides a high frequency service between Canberra's four main town centres inter-town services. This trial will be evaluated in July 2007.

In 2006-07, ACTION continued to be a member of the Greenhouse Challenge Plus. The Greenhouse Challenge Plus is a voluntary industry partnerships program through which

companies commit to implementing a range of cost-effective actions and measures to reduce greenhouse gas emissions. As part of the Challenge, ACTION continued to put in place cost effective measures to reduce its emissions and to encourage staff to be more environmentally aware. Given that ACTION's principal source of emissions is from its fleet of buses, ACTION's performance will continue to improve as more CNG buses are incorporated into the fleet.

With regard to indirect emissions savings, ACTION averaged per day 23,500 adult passengers per day on ACTION buses, equating to a similar number of car trips not taken.

Fuel Type	Energy use (GJ)				
	2002-03	2003-04	2004-05	2005-06	2006-07
Automotive diesel	315 674	321 869	302 183	289 708	
Electricity	7871	8379	8995	8 132	
Greenpower	2332	2602	2749	3 273	
LPG		12	17	-	
Natural gas	9561	19 764	43 281	61 535	
Petrol	2466	2570	2581	2 260	
TOTAL	337 904	355 196	359 807	43 908	

Sustainable Transport Plan – ACTION Yearly Targets

2004–05	7.50%
2005–06	7.75%
2006–07	8.00%
2007–08	8.25%
2008–09	8.50%
2009–10	8.75%
2010–11	9.00%
2025–26	16.00%

ACTION and Australian National University Scholarships

Under a trust fund established by ACTION, scholarships are available for honours students at the Australian National University who are studying either resource management or environmental science. In 2006–07, two scholarships were awarded, each worth \$3000.

Amendments to Design Standards for Urban Infrastructure 13 – Pedestrian and Cycling Facilities were completed, ensuring improved safety levels for cyclists and other community path users.

The Roads ACT Asset Management Plan was revised and updated to represent current financial, service level and environmental aspects of the plan in achieving target levels of service against agreed outcomes.

The Department installed a secure bike shed at Macarthur House to provide a safe area to lock up commuter bicycles and encourage cycling to work.

Future Directions

The Territory and Municipal Sustainability Working Group and Sustainability Action Plan will ensure that ecologically sustainable development is at the centre of how the Department does its business.

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C.9 ACT Women's Plan

The ACT Women's Plan sets out the ACT Government's vision for working with the community to improve the status of all women and girls, and provides a shared approach for working towards this vision across ACT Government agencies. The Plan identifies six key objectives for agencies to work towards. In 2006-07, Territory and Municipal Services (TAMS) implemented a range of initiatives relevant to four of these objectives. Specific achievements against each objective are outlined below:

Representation and Recognition

The Department's Women's Committee, which has a membership of interested staff members from across the Department, met monthly throughout the year. An evaluation of the Committee was conducted in December 2006, in order to ensure that it was meeting the needs of its members and TAMS. The feedback from the evaluation was incorporated into the Committee's strategic plan of activities, to ensure that these target the priorities of the Department.

The TAMS Women's Committee hosted a morning tea for all staff in March 2007 to celebrate International Women's Day (IWD). Speakers were Senator Kate Lundy, Ms Annette Ellis MP and Ms Heather Reid, CEO of Capital Football. Approximately 80 managers and staff attended, with very positive feedback from attendees. In addition, a number of 'morning tea packs' were distributed so that each area in the Department could make an IWD display in their work area.

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

Sport and Recreation Services continue to Chair the ACT Women's Advisory Committee on Women in Sport and Recreation. The Advisory Committee has a key role in providing advice and information to assist the ACT Government in developing and implementing its policies and programs that are relevant to women and girls in sport and recreation. Sport and Recreation Services also delivered the 2006-07 ACT Academy of Sport (ACTAS) Women's High Performance Coaching Scholarship Program. This program aims to increase the potential for women to pursue a coaching career in high performance sporting programs. Scholarships were awarded to seven female coaches from athletics, soccer, netball, rowing, softball and water polo.

In 2006-07, a working group of the TAMS Women's Committee undertook a review of work and life balance issues for staff. A comprehensive online survey was developed and conducted in December 2006. A total of 460 staff (236 males and 223 females) completed the survey, giving a response rate of 37%, (not including ACTION who were not surveyed as the survey coincided with the introduction of the new bus timetable).

A preliminary analysis of results was undertaken to identify relevant considerations to the Certified Agreement negotiation process. A more comprehensive analysis was recently

completed, with the report considered by the Department's Strategic Management Team. It is proposed to use the survey findings to assist managers and staff develop action plans to improve workplace flexibility relevant to their business requirements, with research on best practice flexible work practices continuing.

In conjunction with Strategic Human Resources, the Women's Committee also hosted a morning tea to raise funds for breast cancer awareness on Pink Ribbon Day.

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 2006-07, *'round town* events were held in 24 locations, including Belconnen, Gungahlin, Tuggeranong, Ainslie and Aranda. These events attracted an estimated total of 50,000 people. A special Mother's Day event was held on 6 May 2007 at Glebe Park, with over 5,000 people attending. The event raised over \$1000 for Karinya House, a not-for-profit women's organisation.

Economic Security and Opportunities

This is not applicable to the operations of the Department.

Flexible Education and Training

Throughout the year, the TAMS Women's Committee arranged a number of education and information sessions including:

- A lunchtime panel seminar, which discussed issues associated with returning to work after maternity and paternity leave. This seminar was held in August 2006 and approximately 20 people attended. The audience heard four TAMS staff talk about their experiences, representing the perspectives of both managers and staff.
- A 'Women in Leadership' series of three events was attended by 50 staff. One event involved presentations from women in leadership roles from external organisations including Annabelle Pegrum, Chief Executive, National Capital Authority; Rhonda Parkin, Sports Administrator, Majura Junior Soccer Club and Liz McGrath, General Manager ABC.

- A series of workshops were held throughout 2006, with 25 staff members attending. The objective of the 'Gender Bender' workshop was to explore the different communication styles between men and women, as well as learning how to effectively speak up, be heard and contribute with colleagues and supervisors. The objective of the 'Speak Up Speak Out' workshop was to improve women's assertiveness, confidence, ability to give and receive feedback and the ability to say no and set boundaries – at work and in life.

The ACT Library and Information Service also continue to provide services and facilities for lifelong learning, which are accessible to all women.

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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, Environment and Recreation, Territory and Municipal Services (TAMS), 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 allows people to 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 allows the Authority to appoint people as either inspectors or authorised Officers.

As of 30 June 2007, inspectors from the RSPCA and Officers from Environment Protection had current appointments.

2006–07 Activities

Act Amendments:

The Act was amended following recommendations being accepted by the Government from the Animal Welfare Advisory Committee. Amendments were included to enhance the animal welfare objectives of the Act.

Codes of Practice:

A revised *Code of Practice for the Welfare of Cats in the ACT* was approved by the Minister for Territory and Municipal Services on 29 March 2007.

Animal Research Licences:

One issued.

Circus Permits:

One issued.

Animal Trapping Permits:

None issued.

Appointment of Inspectors:

None appointed.

Investigations:

A total of 654 complaints about the alleged mistreatment of animals were investigated during the year, mainly by investigators of the RSPCA. The complaints related to companion animals in urban and rural areas, stock animals in rural areas, and companion animals at commercial establishments.

Prosecutions:

Two current investigations may lead to possible prosecutions under the Act. One successful prosecution was completed during the year. The defendant was found guilty of causing pain to an animal and was fined \$400.

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Australian Capital Territory Heritage Council

Legislative Framework and Functions

The ACT Heritage Council is established under the *Heritage Act 2004*. The Council's functions include advising the Minister for Heritage about a range of issues including the 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 and other matters relating to heritage significance in the Territory.

Membership

In addition to two permanent members, the Chief Planning Executive of ACTPLA and the Conservator of Flora and Fauna, a maximum of nine expert members are appointed to the Council by the Minister for Heritage.

Changes to the Council in 2006–07 included:

- Mr Peter Freeman resigned his position as member on 14 December 2006
- Mr Gary Barker resigned his position as a member on 24 April 2007

The Chief Minister appointed the new ACT Heritage Council under the *Heritage Act 2004* from 28 April 2005 for a period of three years. A total of nine members were appointed, six with expertise in various disciplines and three public representatives.

Membership of the ACT Heritage Council at 30 June 2007:

<i>Name</i>	<i>Membership Term</i>
Dr Michael Pearson (Chair)	11/11/05–10/11/08
Dr Dianne Firth (Deputy Chair)	28/04/05–28/04/08
Mr David Johnston	28/04/05–28/04/08
Dr Warren Nicholls	28/04/05–28/04/08
Mrs Louise Brown	28/04/05–28/04/08
Dr Lenore Coltheart	28/04/05–28/04/08
Mr Josip Zivko	28/04/05–28/04/08

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 ACTPLA, the Council also advised the Minister on major policy issues relating to protection of heritage values across the ACT.

Taskforces

During 2006–07, the taskforce 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 21 taskforce meetings were held during the year, covering work in a range of heritage related areas:

Development Applications Taskforce:

This taskforce continued to consider development applications referred to it by ACTPLA. The Taskforce, whose membership consisted of Dr Michael Pearson, Mr Josip Zivko and Mr Gary Barker, held 11 meetings.

Heritage Grants Taskforce:

The Taskforce met once in 2006–07 and made recommendations for the 2007–08 ACT Heritage Grants Program. The members of the Taskforce were Mr David Johnston, Dr Warren Nicholls and Dr Michael Pearson.

Register Assessment Taskforce:

The Register Assessment Taskforce 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 Taskforce consisted of Dr Michael Pearson, Dr Dianne Firth, Dr Lenore Coltheart and Dr Warren Nicholls. The Taskforce met three times during the year.

Heritage Guidelines Taskforce:

This Taskforce was set up during 2004–05 to develop Heritage Guidelines required for the effective implementation of the *Heritage Act 2004*. It met four times during the year. Membership consisted of Dr Dianne Firth, Mr Peter Freeman and Dr Michael Pearson.

Aboriginal Heritage Taskforce:

The Taskforce was established in May 2006. Membership consisted of Dr Michael Pearson, Mr David Johnston and Mrs Louise Brown. It met twice during the year.

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:

2006 Heritage Celebrations:

Changed from the traditional timeslot in April to November 2006, the Heritage Celebrations continued to serve as an important vehicle for heritage promotion, awareness and education. In November 2006, the Heritage Celebrations consisted of a three day program of events including a one day celebration at Duntroon Dairy and the announcement of the *Living Treasures* awards.

Inter-Government Relations

National Heritage Chairs and Officials Meeting:

The ACT Heritage Council Chair and Secretary participated in this meeting, which took place in Brisbane on 13 September 2006. The meeting provides for cooperation and sharing of ideas across States and Territories and with the Commonwealth. It developed agenda papers for the Environment Protection and Heritage Ministerial Council and contributed to developing common approaches to heritage legislation and the protection and promotion of heritage through tourism and economic incentives. The forum also developed a coordinated response to the recent Productivity Commission inquiry into the conservation of Australia's Historic Heritage Places. The ACT has directly benefited from participation in this forum in developing the *Heritage Act 2004* and in the innovative heritage tourism project funded as a budget initiative in 2004, the 'Canberra Tracks', which was launched in late 2006.

The ACT Heritage Council Secretary and Chair also participated in a Heritage Chairs and Officials meeting held in Victoria on 11-13 April 2007.

ACT Heritage Grants Program

2006–07 Program:

The 2006–07 program funded 29 projects totaling \$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 ACT Heritage Council provides advice to the Minister on the grants program.

Heritage Register

Review and Upgrade Project:

The ACT Heritage Council is overseeing the process of assessing for listing 290 historic places nominated to the Register over many years. Previous work on the backlog of known Aboriginal sites has resulted in these sites being added to the ACT Heritage Register in consultation with the Aboriginal community.

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 TAMS website was upgraded to include an improved heritage list and a complete set of Register entries for provisional and fully registered sites. This project is ongoing.

Administrative Support

Support by Heritage Unit:

The Heritage Unit continued to provide administrative support for the ACT Heritage Council during 2006–07.

Remuneration

Entitlement:

ACT Heritage Council members are entitled to remuneration in accordance with the *ACT Remuneration Tribunal Act 1995* (Statement Number 190—part time holders of Statutory Offices). 2006–07 Payment: Remuneration paid to council members during the year totalled \$32,431.40

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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 under the provisions of the *Nature Conservation Act 1980*, the Conservator of Flora and Fauna has additional responsibilities under the *Land (Planning and Environment) Act 1991* 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*. In particular, this relates 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, including preparing Action Plans and issuing Conservation Directions. Activities undertaken during the year include the following.

Action Plans

The Aquatic Species and Riparian Zone Conservation Strategy (Action Plan 29) was completed during the year. The Strategy includes Action Plans for six threatened

fish species, one crustacean and one plant species, all declared threatened under the *Nature Conservation Act 1980*. These species are Two-spined Blackfish (*Gadopsis bispinosus*), Trout Cod (*Maccullochella macquariensis*), Macquarie Perch (*Macquaria australasica*), Murray River Crayfish (*Euastacus armatus*), Silver Perch (*Bidyanus bidyanus*) and Tuggeranong Lignum (*Muehlenbeckia tuggeranong*).

Implementation progress for Action Plan 27, the ACT Lowland Woodland Conservation Strategy, was reviewed by Parks, Conservation and Lands (PCL) this year. The review was presented to the Flora and Fauna Committee. Their recommendations have been provided to the Conservator.

Native Animal and Plant Licensing

The following licences relating to plants and animals were issued in 2006–07 (from 1 July 2006 until 30 May 2007):

Activity Licences

The number of keep licences was 606. These include the private and commercial keeping of native animals including birds, reptiles, amphibians and a small number of exotic species. This number has declined from the 2005–06 figure due to the extending of non-commercial keep licences from one year to five years and an extensive audit of licences from the 2005–06 period:

- Import a native animal into the ACT—56.
- Export a native animal from the ACT—37.

- Take a native animal from the wild (these are entirely for scientific research and later release purposes)—33.
- New keep licences to keep a native animal during the reporting period—262.
- 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)—41.

Licences Under Fisheries Act 2000

Import/export live fish (these are entirely related to the pet retail industry)—15.

Investigations

Four investigations were conducted during the financial year:

- Three offenders were issued with a formal caution for taking prohibited animals into a reserved area; and
- One person was issued with an on-the-spot fine for illegal hunting in a reserved area.

Conservation Offences

Regular liaison occurred between Parks and Conservation Service Rangers and the Australian Federal Police Rural Patrol. Minor offences, such as walking a dog off a lead in a reserved area were also reported during the year. Other offences which were recorded for information only, included motorcycles in the reserves and vandalism to assets and amenities including graffiti and fence damage. One Infringement was issued and finalised for Unlawful Hunting in a reserved area.

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*.

Plans of Management

The Conservator is responsible for preparing draft management plans for public land. The following management plans were progressed under Part V of the *Land (Planning and Environment) Act 1991*:

- Enclosed sportsgrounds and pools - the Plan of Management has been delayed due to drought issues.
- Gungahlin open space and sportsgrounds - comments have been received from the Standing Committee on Planning and Environment and the final plan will be submitted to the Minister for Planning for approval in 2007-08.
- Namadji National Park Plan of Management - the plan is being finalised and is expected to be submitted to the Minister for Planning for approval 2007-08.
- Jerrabomberra Wetlands - the draft management plan for Jerrabomberra Wetlands was released for public comment in November 2006 and is now being finalised with consultation with key stakeholders.

Other Statutory Requirements Met under the Land Act:

The Conservator was consulted on four Draft Variations to the Territory Plan (Section 16) and nine development applications affecting public land (Section 229), and made recommendations on three licences affecting public land (Section 210).

Tree Protection

The *Tree Protection Act 2005* (the new Act) commenced on 29 March 2006, replacing the *Tree Protection (Interim Scheme) Act 2001* (the Interim Scheme). As with the Interim Scheme, the new Act required the Conservator to make decisions on applications to undertake defined tree-damaging activities on trees on leased urban land that meet the criteria for protection under the legislation.

Application decisions:

The Conservator received 1826 applications under the new Act. Of these applications 910 were granted approval with conditions; 217 were approved under the urgent circumstances provision, 578 were declined and a further 121 were under consideration, pending decision. In addition, the Conservator provided advice on tree protection matters relating to 266 Development Applications referred by the ACT Planning and Land Authority for comment.

Appointment of advisers:

The Conservator retained the following people as members of the Tree Advisory Panel:

- Mr Phillip Unger
- Dr Peter Coyne
- Dr Robert Boden
- Mr Jeffrey Albrecht
- 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, and 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.

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 license 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 2006–07, 27 EAs were issued, bringing the total since 1 July 1998 to 576:

Environmental Authorisations Issued

Environmental Issue	2006 – 2007 Authorisations	Total Authorisations
Controlled burns	0	14
Commercial incineration	0	1
Commercial wood preservation	0	2
Material crushing, grinding or separating	2	4
Commercial production of alcoholic beverages	0	1
Crematorium	0	1
Extraction of material from a waterway	0	8
Firewood	6	51
Keeping poultry	0	1
Landfills	0	5
Logging	0	1
Milk production	0	1
Motor sports	1	19
Motor sports and outdoor concerts	0	1
Outdoor concerts	5	22
Ozone	0	249
Pesticides	5	137
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
Soil depositing	7	26
Timber milling	1	3
Stock sale yard	0	1
Waste petroleum recovery	0	1
Water skiing	0	2
Wool-on sheepskin tanning	0	1
TOTAL	27	576

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, 15 Environmental Protection Agreements were made during the year, bringing the total since 1 July 1998 to 241:

Primary Environmental Issue	Agreements for 2006–2007	Total Agreements
Concrete Batching Plant	0	7
Land development/construction	15	222
Municipal services	0	1
Preservation of wood materials	0	1
Waste water reuse	0	5
Forestry activities	0	1
Contaminated sites	0	4
TOTAL	15	241

Contaminated Land Notifications

The EPA has received nine 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 21 notifications since the contaminated land provisions were enacted in 1999.

Contaminated Land Searches

Environment Protection has received 138 Contaminated Land Search enquiries.

Comments on Planning Documents

Environment Protection has made comments on 177 development applications.

Complaint handling

During the year, the EPA responded to 1350 public complaints covering a range of issues, as presented in the following table:

Primary Environmental Issue	Complaints 06/07
Air	93
Noise	1057
Water	99
Pesticides	0
Solid fuel heaters	34
Other hazardous materials	10
Trees	5
Other	52
TOTAL	1350

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 stormwater and excessive noise. More serious matters are subject to orders or prosecution.

The following table lists the total number of notices and orders served and prosecutions completed since the commencement of the Act and actions taken in 2006–07.

Enforcement Action Since 1 July 1998	2006–07	Total
Service of first infringement	25	238
Service of final infringement	8	78
Environment protection orders	3	37
Environment improvement plan	0	4
Prosecution	0	3
TOTAL	36	360

Water Resources Act 1998

In addition to the *Environment Protection Act 1997*, the Environment Protection Authority (EPA) has responsibility for administering the Water Resources Act 1998 (WR Act). The WR Act aims to ensure 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 or permits are issued under the WR Act for activities ranging from water abstraction and bore construction works to construction and maintenance of water control structures and bore water drilling.

As shown in the following table, 22 licenses and permits were issued, four for bore construction, 13 for water control structures and five for water use activities, bringing the total to 349 since the commencement of the

WR Act. This low number of licenses is due to the moratorium on the issue of licenses to take water that was put in place in the Act in 2005 and is due to be lifted in September 2007.

License or Permit Type Since 11 December 1999	2006-07	Total
License to take water	5	164
Drillers license	0	35
Bore construction permit	4	93
Water control structure permit	13	57
TOTAL	22	349

The WR Act also requires an allocation to take water under particular circumstances. Since the commencement of the WR Act, 60 allocations have been issued, including four during 2006–07.

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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 2003-2004 Annual Report of the Department of Urban Services (now part of Territory and Municipal Services), provided a brief summary of legislation that has applied to the records of governments having responsibility for the ACT, and outlined the considerations that led the ACT Government to develop specific records legislation.

The commencement of the Act in 2002 heralded a new approach to records management for all agencies of the ACT Government. This rigorous records regime has extended to every area of government and to every one of over 20 shelf-kilometres of Territory records. During the fifth full year of effective operation of the Act, government agencies have continued their steady progress towards implementing procedures that meet their obligations under the Act.

The Legislative Assembly passed an amendment to the *Territory Records Act 2002* in May 2007 to provide a new date for the commencement of access to older Territory records. The Access provisions in Part 3 of the Act will now commence on 1 July 2008. The Director will support the work of agencies as they prepare their older records for public access. As required, the Director will liaise with the Territory Records Advisory Council

and other organisations and individuals to ensure community awareness and understanding of the procedures that will apply for accessing Territory records.

The Chief Minister, Jon Stanhope MLA, in launching a book about Canberra's history at the Causeway Hall in Kingston in 2006, commented:

"How can we know who we are or what matter of society we can strive to be, unless we know who we were, what we were, how we behaved, how we responded to history's challenges? The study of history brings us closer to such an understanding, and the ACT Government is aware of its responsibility, as custodian of this city, to promote and enable the kind of research that records our history, and that makes the results of that research available to all, through accessible, mainstream publications such as Alan Foksett's *The Molonglo Mystery*."

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. The range of functions is very broad with responsibilities ranging from providing advice and assistance to monitoring and reporting. The Director works closely with Chief Executives and each agency's nominated Records Manager on the development and review of an agency's Records Management Program, and provides advice to agencies when requested. The Director does not approve the Program as this responsibility rests with

the Chief Executive of the agency. The Chief Executive is also required to report on agency compliance with its Records Management Program in its Annual Report. The Director's monitoring responsibilities are separate from the responsibilities of the Auditor General as the Director's compliance role is to monitor the agency's level of compliance with their own Records Management Program

The Territory Records Advisory Council

The Council's role is to advise 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. Minutes of meetings are available on the Territory Records Office website.

The members of the Council represent a broad spectrum of interests within the ACT community, with members from community organisations that have an interest in recordkeeping, including the Australian Society of Archivists, the Records Management Association of Australasia, the Heraldry and Genealogy Society of Canberra, the National Trust of Australia (ACT), and the Australian Women's Archive Project, as well as the Director and a representative of Aboriginal and Torres Strait Islanders. The Council advances the community interest in government recordkeeping. The present Council, the second, comprises: Mr George Nichols (Chairman), 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. Members have vast records management experience and a deep commitment to the role of recordkeeping as a cornerstone of good government.

The Council ensures that the community interest is embedded in the procedures that make up the course of daily records management in the ACT Government. During the year, Council provided comment on the sixth Records Management Standard and Guideline dealing with digital records and on a further 19 Records Disposal Schedules, bringing the total to 56. This required extensive and detailed work to ensure consistency between and within Records Disposal Schedules.

The Council of Australasian Archives and Records Authorities

The ACT is a full member of the Council of Australasian Archives and Records Authorities (CAARA). The Director represents the ACT at CAARA's biannual meetings.

Issues facing Australian and New Zealand record keepers are similar, so it is valuable to contribute to the development of procedures whose adoption is likely to become widespread. The ACT is participating in CAARA's Australasian Digital Recordkeeping Initiative to develop a standard format for the making, keeping and using of those digital records of government having long-term value, (www.caara.org.au). Another important issue for all jurisdictions is ensuring that contractors create and retain adequate records, and make those records accessible.

The ACT contributed to CAARA's Statement of Principle - Providing public access to records in Australian government archives.

The Territory Records Office

The Territory Records Office (TRO) carries out the work program of the Director of Territory Records. The TRO creates Government-wide policies and standards regarding all aspects of the management 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 Standard, a complementary Guideline provides more assistance to those responsible for creating and implementing their agency's Records Management Program. The Territory Records Office Standard for Records Management Number 6 – Digital Records was notified in 2007.

Below the level of Standards and Guidelines sit Records Advices. These are issued to provide more detailed advice on specific records management issues. The Standards, Guidelines and Records Advices are available on the Territory Records Office website.

Advice to Agencies

The Director is required to balance roles specified in the Act. Section 33 requires the Director to work with agencies by providing advice and encouraging consistency between agencies. During the year, the Director assisted agencies with the interpretation

of some of the principles contained in the Standards and Guidelines and the use of the whole of government thesaurus.

The Act also requires the Director to examine, approve and report on certain aspects of the recordkeeping work of agencies. The Director's emphasis reflects the developing state of agencies' records management capabilities and procedures. The commencement of compliance monitoring is providing agencies with a greater level of assurance with the application of their Records Management Program.

The Records Managers Forum is open to records managers of all agencies to provide a network for support and advice in developing common approaches to emerging issues. The Forum is valued by members on an ongoing basis, including during the present period of agencies' preparation for the opening of records to public access.

Whole of Government Thesaurus

During 2006-07, changed agency responsibilities occurred with little disruption to recordkeeping systems due to consistent handling of records across the ACTPS where similar types of records exist. 17 categories of common records presently apply, ranging from human resources, through property management, to financial management and legal services.

For these 17 common administrative functions, a disposal schedule was developed based on an approved thesaurus. The use of a common thesaurus ensures records are titled using the same terms. This becomes vital when

later searching for records. The thesaurus employed is the Territory Version of Keyword AAA (TVKAAA). Keyword AAA was developed by NSW for their use and is used under licence from the State Records Authority of NSW. The disposal schedule for these common functions is known as the Territory Administrative Records Disposal Schedule, or TARDiS. It is based on the Commonwealth Administrative Functions Disposal Authority, and the assistance of the National Archives of Australia (NAA) is acknowledged. Agencies have continued to develop Records Disposal Schedules for functions not covered by TARDiS – that is, disposal schedules applying to functions that are specific to an agency.

The basic structure of agency-specific records disposal schedules is now complete, although refinement will be an ongoing process in response to agencies' changing needs and their experience in utilising their Records Disposal Schedules to dispose of their records. The 56 approved Records Disposal Schedules for controlling disposal of ACT Government records now cover 145 functions of government, (www.territoryrecords.act.gov.au).

Access to Records

Part 3 of the Act commences on 1 July 2008 and establishes as a right, except in certain circumstances, access to Government records that are over 20 years old. Unless declared closed in accordance with the Act, Territory records older than 20 years become open to public access on commencement of the Access provisions. Although created for

business purposes of government, these records are a community resource and the TRO is handling an increasing number of enquiries.

In 2007-08 public access will be a major work focus for agencies, which are investing considerable effort in evaluating and checking records in preparation for access. Individual records are being assessed to ensure that information is not released where it should properly remain confidential.

External liaison

Liaising with interested members of the community, industry and professional organisations and interstate counterparts continues to have a high priority. As well as CAARA, working with the Australian Society of Archivists (ASA) and the Records Management Association of Australasia (RMAA) is most important. The intellectual and practical assistance given by members of all these bodies has contributed significantly to the records regime and its operation in the ACT.

The TRO website is an important means of providing information and updates to colleagues, industry and our community about the ACT's records management practices. For internal users, the Internet website is supplemented by an Intranet.

Strategic Policy

The provisions of the *Territory Records Act 2002* are now well known across government and members of the public are now becoming increasingly aware of the Act. This has led to the emergence of many new policy issues now that a consistent approach to records management across the ACT Government has been achieved. The Territory Records Advisory Council and the Records Managers Forum are involved in providing advice on many of the policy issues.

The Forum discusses concerns that may be clarified by means of Records Advices, which have been increasingly used to provide information and assistance to Records Managers while encouraging a similarity of approach on many procedural matters. 34 Records Advices have now been issued.

Work has continued on appraising and sentencing 5.6 shelf-kilometres of legacy records that have been inherited from previous administrative structures. Three kilometres of these records have been completed. Liaison with National Archives of Australia continues to ensure that historical records reside with the appropriate jurisdiction.

Whole-of-Government Issues

Access to Records

On the commencement of the Access provisions of the Act on 1 July 2008, Territory records will be open to the public when 20 years have elapsed since the creation of the record. All of these records will open unless a Section 28 Declaration has been made under

the Act. The effect of the *Territory Records Act 2002* is to turn off the *Freedom of Information (FOI) Act 1989* in relation to those records and the Section 28 Declaration has the effect of 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.

ACT agencies have been devoting considerable effort to reviewing their records to identify those that would be exempt under the Act so that those records do not inadvertently become open for public access. Records which are not to be openly available will require a Section 28 declaration.

Government agencies will use the additional year now available to continue to prepare for the opening of records to public access. There is also the need for adequate cataloguing and retrieval systems to allow people to find the information they are seeking. This work will absorb increasing effort over the coming year. Agencies will dispose of records no longer required for business purposes and preserve those records that are to become Territory archives.

With the opening of records to public access, agencies need to be able to find the records that members of the public may request. Agency Records Managers will prepare 'finding tools' for these older records that will become open to public access and support the new position of Reference Archivist in assisting members of the public in their interpretation and use of these records.

Agency consultation revealed value in providing an initial central enquiry point for members of the public uncertain as to which agency they need to approach. This will be especially valuable in cases where functions have moved between agencies and where enquiries involve more than a single agency. As the initial contact, the Reference Archivist, to be located in TRO, will need a good knowledge of recordkeeping systems in many agencies.

The ACT Branch of the Australian Society of Archivists organised a seminar on 'Public Access to ACT Government Records' at which the Director presented the keynote address. It was gratifying to see the enthusiasm for utilising ACT Government Records from the audience, which represented a broad spectrum of the community.

Compliance

As agencies Records Management Programs and their associated procedures are becoming increasingly robust and confirmed as a regular part of the daily routine of working life. The Director is able to devote greater attention to ascertaining the level of compliance with the Act. Compliance demands ongoing attention by agencies, as changes to administrative arrangements will necessitate amendments to an agency's Records Management Program. Although not onerous requirements, attention to the specifications in the Act ensure that community expectations continue to be met regarding recordkeeping aspects of the good governance of the ACT.

Digital Records

The *Territory Records Act 2002* is deliberately media-independent, regardless of whether the record is paper or electronic. Although most records today continue to be paper-based, it is recognised that future records will increasingly be digital in form. Accordingly, 2007 saw the release of a new Standard, Standard for Records Management Number 6 – Digital Records, and its associated Guideline, following widespread internal consultation across Government and with the Advisory Council. The content of this notifiable instrument conforms with developments in the Australasian Digital Records Initiative, which aims to ensure consistency of format across Australasia. This Standard and its associated Guideline is now available to be incorporated into agency Records Management Programs.

Future Initiatives

The coming year's emphasis will be on preparation for the opening of records to public access. Agencies need to be able to identify their records, and members of the public need to be able to access the records they want. Finding tools and access arrangements must be in place and operating. This new accessibility must be supported by agency Records Management Programs that are robust and tested. 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.

Work will commence on new Standards and Guidelines dealing with issues such as Storage for Records, and Business Continuity and Records Management.

In preparation for the 100th birthday of the nation's capital in 2013, Territory records that are retained as Territory archives will provide a substantial and long-term resource for a range of centenary celebrations, and give practical implementation to the Chief Minister's commitment that '...the ACT Government is aware of its responsibility, as custodian of this city, to promote and enable the kind of research that records our history...'

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List of Abbreviations and Acronyms

ACROD	National Industry Association for Disability Services
ACT	Australian Capital Territory
ACTLIS	ACT Library and Information Service
ACTPLA	ACT Planning and Land Authority
ACTAS	ACT Academy of Sport
ACTPS	ACT Public Service
AFP	Australian Federal Police
APZ	Asset Protection Zones
ASC	Australian Sports Commission
AWA	Australian Workplace Agreement
BAZ	Bushfire Abatement Zone
BOP	Bushfire Operational Plan
CAG	Community Advisory Group
CCTV	Closed Circuit Television
CE&C	Community Engagement and Communications
CIT	Canberra Institute of Technology
COTA	Council on the Ageing
CS&I	Customer Services and Information
DCITA	Department of Communications, Information, Technology and the Arts
DET	ACT Department of Education and Training
DHCS	ACT Department of Disability Housing and Community Services
DRG	Disability Reference Group
DUS	ACT Department of Urban Services (now TAMS)
EAP	Employee Assistance Program
EPA	Environment Protection Authority
EPP	Environment Protection Policies
FOI	Freedom of Information
FTE	Full Time Equivalent
GDE	Gungahlin Drive Extension
HR	Human Resources
IAMS	Integrated Asset Management System
IAP2	International Association for Public Participation
ICM	Integrated Channel Management
ICS	Integrated Customer Support
IWD	International Women's Day
JUMCC	Joint Union Management Consultative Committee

NAIDOC	National Aborigines and Islanders Day Observance Committee
NGO	Non-Government Organisation
NRMA	National Roads and Motorists' Association
NSW	New South Wales
OHS	Occupational Health and Safety
PCL	Parks, Conservation and Lands
RAFT	Remote Area Fire Team
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SBMP	Strategic Bushfire Management Plan
SEA	Special Employment Arrangement
SES	ACT State Emergency Service
TAMS	Territory and Municipal Services
TRO	Territory Records Office
WAT	Wheelchair Accessible Taxi
WISE	Working in Safe Environments
WR	Water Resources

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Other Sources of Information about Territory and Municipal Services (TAMS)

Websites

www.tams.act.gov.au

www.act.gov.au

www.canberraconnect.act.gov.au

www.action.act.gov.au

Publications

A range of hard copy publications are available from Canberra Connect shopfronts.

Phone

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