

## NSW Director General

# Strategic Management Cycle

Item Listed in the Draft Strategic Management Cycle	Source	Comment: Timing in the calendar is when Departments must supply material
Bi- annual COAG Reports	<a href="http://www.coag.gov.au/crc/index.cfm">http://www.coag.gov.au/crc/index.cfm</a>	Due at various times throughout the year
Results & Services Plan	<a href="http://www.treasury.nsw.gov.au/Information_for_Agencies">http://www.treasury.nsw.gov.au/Information_for_Agencies</a>	Due every 4 years
Waste reduction & purchasing report (WRAPP)	<a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2003/m2003-05">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2003/m2003-05</a>	Due every 2 years
Parliamentary Sitings	Parliament determination: <a href="http://www.parliament.nsw.gov.au/">http://www.parliament.nsw.gov.au/</a>	DGs and other executives support Ministers and Parliament.
Treasury: operational information, directions and guidelines for Departments	<a href="http://www.treasury.nsw.gov.au/Information_for_Agencies">http://www.treasury.nsw.gov.au/Information_for_Agencies</a>	This Treasury site provides Departments with direct links to information on financial management reform strategies as well as operational information, directions and guidelines.
Budget Day	<a href="http://www.treasury.nsw.gov.au/Information_for_Agencies">http://www.treasury.nsw.gov.au/Information_for_Agencies</a> <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-21_legislative_program_budget_sittings_2010">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-21_legislative_program_budget_sittings_2010</a>	Many key dates vary from year to year. Check on the Treasury websites for up to date information.
Statement of Corporate Intent and Business Intent	<a href="http://www.treasury.nsw.gov.au/Accounting_Policy/ap_faq">http://www.treasury.nsw.gov.au/Accounting_Policy/ap_faq</a>	Many key dates vary from year to year. Check on the Treasury websites for up to date information.
Annual DG Performance Reviews	M2008-04 Chief Executive Performance Agreement Guidelines: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2008/m2008-04_chief_executive_performance_agreement_guidelines">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2008/m2008-04_chief_executive_performance_agreement_guidelines</a>	Ministers identify Ministerial priorities with DGs which the DG embeds in Corporate and Business Plans etc. Performance Reviews provide the basis for SOORT determinations for DGs.
Results and Services Plans (required every four years)	Treasury Circular 08/11: <a href="http://www.treasury.nsw.gov.au/Information_for_Agencies">http://www.treasury.nsw.gov.au/Information_for_Agencies</a>	Departments identify medium term service delivery and funding strategies every four years. The next RSP is required in 2011.

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Planned Departmental Legislative Program	M2009-14 Legislative Program Spring Sittings 2009: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-14_legislative_program_spring_sittings_2009">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-14_legislative_program_spring_sittings_2009</a> M2009-21 Legislative Program Budget Sittings 2010: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-21_legislative_program_budget_sittings_2010">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-21_legislative_program_budget_sittings_2010</a>	Departments identify likely legislative changes.
Planned Statute Law Revision	C2010-02 Statute Law Revision Program: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2010/c2010-02_statute_law_revision_program">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2010/c2010-02_statute_law_revision_program</a>	Departments identify likely legislative changes.
Total Asset Management Plans	M2002-10 Total Asset Management: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2002/m2002-10">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2002/m2002-10</a>	Departments identify likely asset priorities and financial implications.
Workforce Profile and Planning	DPC's "NSW Public Sector Workforce Strategy 2008-2012": <a href="http://www.dpc.nsw.gov.au/publications/news/stories/nsw_public_sector_workforce_strategy_2008-2012">http://www.dpc.nsw.gov.au/publications/news/stories/nsw_public_sector_workforce_strategy_2008-2012</a> C2006-34 Workforce Profile Collection Occupational Coding <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2006/c2006-34">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2006/c2006-34</a>	Departments undertake workforce planning and report to DPC.
NSW Public Sector Apprenticeship Program	M2009-07 NSW Government Apprenticeship Program: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-07">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-07</a>	The NSW public sector is to employ a minimum of 1000 new apprentices per annum during 2009-2013, and 2000 cadetships over this period. Departments report to DPC on progress.
Strengthening Aboriginal Employment opportunities	M2010-03 Strengthening Aboriginal Employment Opportunities and Community Partnerships <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2010/m201003_strengthening_aboriginal_employment_opportunities_and_community_partnerships">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2010/m201003_strengthening_aboriginal_employment_opportunities_and_community_partnerships</a>	Identify contributions to the employment of 2229 additional indigenous positions across government as part of the <i>Making It Our Business</i> strategy.
Performance and development for Entry level, Middle to Senior level, and Executive Development levels (including ANZSOG Executive development programs)	DPC offers a variety of development programs to build the skills, knowledge and experience of employees in the NSW public sector: <a href="http://www.dpc.nsw.gov.au/home">http://www.dpc.nsw.gov.au/home</a>	Agencies are encouraged to support employees to undertake these (and other) education, training and development courses. For details on deadlines for DPC - hosted programs see the Education and Training page on the DPC website.
State Plan targets, measures, reporting and Annual Reporting	NSW State Plan: <a href="http://www.nsw.gov.au/stateplan">http://www.nsw.gov.au/stateplan</a>	Departments contribute to, and report on, <i>State Plan Targets</i> .

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Cutting Red Tape	M2010-02 Red Tape Reduction - Director General Responsibilities: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2010/m2010-02_red_tape_reduction_-_director_general_responsibilities">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2010/m2010-02_red_tape_reduction_-_director_general_responsibilities</a>	Departments contribute to, and report on, their reductions in the cost of regulation.
Responses to Coronial Recommendations	M2009-12 Responding to Coronial Recommendations: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-12_responding_to_coronial_recommendations">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-12_responding_to_coronial_recommendations</a>	Ministers and Departments report on actions taken to address coronial recommendations.
Overseas Projects	M2002-03 Overseas Projects: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2002/m2002-3">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2002/m2002-3</a>	DGs to report to Ministers annually on overseas projects.
Premier's Public Sector Awards	C2010-19 Premier's Public Sector Awards 2010: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2010/c2010-19_premiers_public_sector_awards_2010">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2010/c2010-19_premiers_public_sector_awards_2010</a>	DGs nominate people for possible recognition with a Public Sector Award.
NAIDOC Week; Remembrance Day; International Women's Day; Earth Hour; Youth Week; Anzac Day, National Walk to Work Day	Various Circulars e.g. C2009-12 National Aboriginal & Islander Day Observance Committee: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2009/c2009-12_national_aboriginal_-and- islander_day_observance_committee">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2009/c2009-12_national_aboriginal_-and- islander_day_observance_committee</a> <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2010/c2010-01_international_womens_day_2010">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2010/c2010-01_international_womens_day_2010</a> <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2010/m2010-04_earth_hour">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2010/m2010-04_earth_hour</a> <a href="http://www.events.nsw.gov.au/about-us">http://www.events.nsw.gov.au/about-us</a> <a href="http://www.events.nsw.gov.au/">http://www.events.nsw.gov.au/</a> <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2010/c2010-33_national_walk_to_work_day_-_friday,_1_october_2010">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2010/c2010-33_national_walk_to_work_day_-_friday,_1_october_2010</a>	Departments participate in priority civic events identified by the Government.
Annual Reporting	Annual Reports (Departments) Act 1985: <a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/ara1985306/">http://www.austlii.edu.au/au/legis/nsw/consol_act/ara1985306/</a> Annual Reports (Statutory Bodies) Act 1984: <a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/arpa1984380/">http://www.austlii.edu.au/au/legis/nsw/consol_act/arpa1984380/</a> Treasury <a href="http://www.treasury.nsw.gov.au/Annual_Reporting/Annual_Reporting">http://www.treasury.nsw.gov.au/Annual_Reporting/Annual_Reporting</a>	Departments report on their governance, operations and finances
Annual reporting on Department's obligations under the Government Information Act	Government Information (Public Access) Act, 2009, N052 <a href="http://www.oic.nsw.gov.au/">http://www.oic.nsw.gov.au/</a>	A copy of this report must be sent to the Information Commissioner.

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Annual reporting on equal employment opportunity	Treasury Circular 10/05: <a href="http://www.treasury.nsw.gov.au/data/assets/pdf_file/0018/18180/TC10-05_dnd.pdf">http://www.treasury.nsw.gov.au/data/assets/pdf_file/0018/18180/TC10-05_dnd.pdf</a>	Changed provisions to EEO reporting after 31/12/2009
Annual reporting on Disability Plans	M2009-01 Guidelines for Disability Action Planning by NSW Government Departments: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-01_guidelines_for_disability_action_planning_by_nsw_government_agencies">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2009/m2009-01_guidelines_for_disability_action_planning_by_nsw_government_agencies</a>	Departments report, consistent with <i>Disability Services Act 1993</i> , in their Annual Reports. Departments also notify DHS (ADHC) of the status of their Disability Action Plan.
Annual reporting of grants to NGOs	M1991-34: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/1991/m1991-34">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/1991/m1991-34</a>	Publish details of disbursed grants to NGOs
Annual attestation statements of compliance with audit and risk	Treasury Circular 09/08: <a href="http://www.treasury.nsw.gov.au/data/assets/pdf_file/0020/15077/tpp09-5_dnd.pdf">http://www.treasury.nsw.gov.au/data/assets/pdf_file/0020/15077/tpp09-5_dnd.pdf</a>	Department heads of governing bodies of statutory bodies attest compliance set out in TPP 09-5, and read in conjunction with DPC circular C2009-13.
Financial Reporting to the Auditor-General	Public Finance and Audit Act 1983: <a href="http://www.austlii.edu.au/au/legis/nsw/consol_act/pfaaa1983189/">http://www.austlii.edu.au/au/legis/nsw/consol_act/pfaaa1983189/</a>	Provide financial reports to the Auditor General for auditing.
Energy and Water Use reporting	M2008-28 Sustainability Policy for NSW Government: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2008/m2008-28_sustainability_policy_for_nsw_government">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2008/m2008-28_sustainability_policy_for_nsw_government</a>	Departments to act to use water and energy sustainably, to reduce greenhouse gas emissions and waste, improve the efficiency of fleet management and increase sustainable purchasing.
Bi-annual reporting on waste reduction and purchasing policy (WRAPP)	M2003-05: <a href="http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2003/m2003-05">http://www.dpc.nsw.gov.au/publications/memos_and_circulars/ministerial_memoranda/2003/m2003-05</a>	Department of Environment, Climate Change and Water.
Biennial reporting to DGs on Regional Strategic Plans	Directors General Executive Committee <a href="http://www.dpc.nsw.gov.au/publications/service_principles_and_obligations/rural_service_delivery/regional_coordination_program">http://www.dpc.nsw.gov.au/publications/service_principles_and_obligations/rural_service_delivery/regional_coordination_program</a>	The <i>Leading Together: Regional Governance Framework</i> gives effect to recommendations of the 2008 Shepherd Review of the Regional Coordination Program.
Publish Multicultural Plan	<a href="http://www.crc.nsw.gov.au/multicultural_policies_and_services_program_formally_eaps/crc_expectations">http://www.crc.nsw.gov.au/multicultural_policies_and_services_program_formally_eaps/crc_expectations</a>	Each Department to provide its Multicultural Plan to the Community Relations Commission.