

COMPLIANCE WITH FINANCIAL REPORTING DIRECTION (FRD) 22A

Additional Departmental Information Available on Request

Financial Reporting Direction 22A provides for additional information, as specified below, must be retained by the Accountable Officer and made available on request to the relevant Ministers, Members of Parliament and the public, subject to the provisions of the FOI Act.

Below is a guide to assist entities to comply with any request for this information. It is recommended that all information gathered by entities for release under this Direction be reviewed by the entities FOI officers prior to release.

Information that must be retained by the Accountable Officer should include:

- a statement that declarations of pecuniary interests have been duly completed by all relevant officers,

Guidance:

If all declarations have been completed:

“Declarations of pecuniary interests have been duly completed by all relevant officers.”

If any declarations have not been completed:

“Statement not available as not all declarations of pecuniary interests have been completed by all relevant officers.”

- details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary,

Note:

- A “senior officer” is not a Minister.
- Generally shares held by an officer as nominee or held beneficially in a statutory authority or subsidiary, relates to the officers role in an organisation. A “subsidiary” would be a subsidiary of the entity within which the officer works or a subsidiary of the statutory authority mentioned above.
- The information does not include details of shares held personally by an officer or shares held by companies/trusts to which the officer has a personal interest. Therefore information on shareholdings from an Officers “*declaration of pecuniary interest*” (see previous point) are not included in the information to be released.

Guidance:

If a Senior Officer in the entity does hold shares:

Senior Officer	Shares Held	Stat Authority/Subsidiary
<i>Title of officer</i>	<i>Number of shares</i>	<i>Name of authority</i>

If no Officer in the entity holds shares:

“No shares are held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary”

COMPLIANCE WITH FINANCIAL REPORTING DIRECTION (FRD) 22A

Additional Departmental Information Available on Request

- details of publications produced by the entity about the entity, and how these can be obtained,

Note:

- The Direction does not cover all publications. It only include publications BY the entity ABOUT the entity (ie: Corporate Plan and Annual Report).
- The Direction does not include publications:
 - Published by the entity on behalf of the Government (ie: States Annual Financial Report, Budget Documents or the Pre-election Budget Update).
 - published by external parties (eg: Victorian Auditor-General Reviews).

Publication	Produced	How obtained
<i>Title (ie: Annual Report)</i>	<i>Date produced</i>	<ul style="list-style-type: none">• <i>Name of relevant officer, contact details</i>• <i>Address of relevant web page</i>

- details of changes in prices, fees, charges, rates and levies charged by the entity,

Note:

- Departments are about to publish data on indexation of fees and fines on their websites. This data need not be replicated here. Only include prices, fees, charges, rates and levies that are **not** about to be published on websites.
- Only include fees and charges for which the entity is responsible. This includes any fees and charges which are administered or collected by another body on behalf of the entity.
- Only include fees and charges that have changed between 30/6/04 and 30/6/05.

Guidance:

“The Government has committed to publish full lists of the indexed charges on the websites of each department. This is due to be completed shortly. Data to be published on websites is not included here.”

Title	2004/05 rate	2003/04 rate
<i>Name of Fee or Charge</i>	<i>\$</i>	<i>\$</i>

If no Changes to fees or charges:

“There were no changes during the 2004-05 financial year in prices, fees, charges, rates and levies charged by the entity.”

- details of any major external reviews carried out on the entity,

Note:

- This would include reviews undertaken by independent parties outside the entity (eg: Victorian Auditor General, State Services Authority).

COMPLIANCE WITH FINANCIAL REPORTING DIRECTION (FRD) 22A

Additional Departmental Information Available on Request

- Where an entity commissions a consultant to undertake a review this would not be considered “external” as the entity itself is setting the Terms Of Reference.
- Only include Reviews that were completed in the 2004-05 year
- “Major” and “external” would include a Review that:
 - Results in an independent report to the Minister or the Parliament,
 - Results in a published report
 - Is likely to result in a change to the entities funding, business/activities, staff levels or senior personnel
 - Leads to a change to an Act of Parliament, Directions or Regulations

Major Review	Conducted by	Purpose	Completed
<i>Title of Review</i>	<i>Entity or org that undertook review</i>	<i>Summarise Terms of Reference</i>	<i>Date review completed</i>

If no Major external reviews were carried out:

“There were no major external reviews carried out on the entity during the 2004-05 financial year.”

• details of major research and development activities undertaken by the entity,

Note:

- In defining “Major” it is recommended that existing tender thresholds be used. (eg: Costs in excess of \$100K conducted either externally or by internal officers).
- Major R&D may have resulted in a report to the CEO, Secretary and /or Minister; a published report, media article or public discussion paper.

Major R&D	Conducted by	Purpose
<i>Title of R&D</i>	<i>Entity or org that undertook R&D</i>	<i>Summarise Terms of Reference</i>

If no Major research or development activity was carried out:

“There was no major research or development activity carried out on the entity during the 2004-05 financial year.”

• details of overseas visits undertaken including a summary of the objectives and outcomes of each visit,

Note:

- Overseas “visits” are those relating to the official business of the entity. It is questionable whether training or professional development (ie: attending a course at an overseas institution) should be included.

COMPLIANCE WITH FINANCIAL REPORTING DIRECTION (FRD) 22A

Additional Departmental Information Available on Request

- In general, before overseas visits are authorised within an organisation, the relevant officer would complete an application which states the purpose and objectives of the visit.
- Information on the outcome may be more difficult to obtain but should be contained in any report completed by the Officer on the overseas visit.

Officer	Destination	Objective	Outcome
<i>Title of officer</i>		<i>From application for overseas travel (eg: to deliver keynote address at international conference)</i>	

- **details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and its services,**

Note:

- Only includes activity designed “to develop community awareness **of the entity and its services**”. This is not all promotional public relations and marketing activity.

Major promotional, PR or marketing Activity	Purpose
<i>Title of activity</i>	<i>What the activity promotes, including community awareness of the entity and its services</i>

- **details of assessments and measures undertaken to improve the occupational health and safety of employees,**

Guidance: Refer to Page 98 and 99 of the 2004-05 Annual Report for the Department of Treasury and Finance. DTF has now published OHS initiatives and performance measures. Other Depts may have also done so, but there is a commitment to publish in this format in later years. Use DTF’s Annual Report as a guide.

- **general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes, and**

Note:

- A general IR Statement may already be published in the “Workforce Data” section of the entities 2004-05 Annual Report. Other possible sources may be the entities current HR or IR Strategy
- A general IR statement may include:
 - Commitment to fair and reasonable treatment of staff
 - Reference to the entities dispute resolution process
 - Commitment to improved OH&S

COMPLIANCE WITH FINANCIAL REPORTING DIRECTION (FRD) 22A

Additional Departmental Information Available on Request

	Time lost (person days)
Industrial Accidents	
Industrial Disputes	

- **list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved.**

Note:

- “Major” Committee’s include those:
 - required by legislation or Ministerial Direction (ie: Internal Audit Committee); and/or
 - chaired by a senior executive of the entity
- All major Committee’s should have a Terms of Reference or Charter stating its “purpose”.

Major Committee	Purpose	Extent of Purpose achieved
<i>Committee name</i>		
<i>Committee name</i>		
<i>Committee name</i>		