



ACT
Government

Justice and Community Safety

REPORT ON GOVERNMENT SERVICES (ROGS) -
REPORT RELEASE BRIEFING PROCESS
STANDARD OPERATING PROCEDURE

JUSTICE AND COMMUNITY
SAFETY DIRECTORATE

31 JULY 2018

DOCUMENT INFORMATION

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Signature:



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DEFINITION OF TERMS

Term	Definition
RoGS	Report on Government Services
DG	Director-General
DDG	Deputy Director-General
CMTEDD	Chief Minister, Treasury and Economic Development Directorate
BU	Business Unit
SOP	Standard Operating Procedure
DLO	Directorate Liaison Office

1. PURPOSE

To inform coordinating officers, Business Units and Executives of the general procedures followed to provide input to the annual Report on Government Services (RoGS) during the briefing and report release period.

Procedures are subject to the advice provided by the Commonwealth Productivity Commission ahead of each reporting period, and the current timetable should always be used in the corresponding year.

2. SCOPE

This SOP applies to all JACS employees who are involved in coordinating, writing, or clearing briefings and responses to RoGS drafts and media releases. This SOP focuses on the report release and briefing period which occurs from November to February each year. Much of the data included in the RoGS is collated earlier in the year through separate processes, which is outside of the scope of this SOP.

3. BACKGROUND

The Commonwealth Productivity Commission publishes the annual [Report on Government Services](#) (RoGS) in late January to early February each year. RoGS provides information on the equity, effectiveness and efficiency of government services in Australia. The RoGS is made up of 7 parts containing 19 chapters. See the RoGS chapter rubric below which displays the chapters JACS is responsible for (always refer to the most current chapter rubric).

3.1 ROGS CHAPTER RUBRIC

Part	Chapter	Title	Lead directorate
A	1	Introduction	All
	2	Statistical overview	All
B	3	Early childhood education and care	Education
	4	School education	Education
	5	VET	CMTEED - CM
C	6	Police services	AFP*
	7	Courts	JACS
	8	Corrective services	JACS
D	9	Fire services	JACS
E	10	Primary and community health	Health
	11	Ambulance	JACS
	12	Public hospitals	Health
	13	Mental health management	Health
F	14	Aged care services	Health
	15	Services for people with disabilities	Community Services
	16	Child protection	Community Services
	17	Youth Justice services	Community Services
G	18	Housing	Community Services
	19	Homelessness	Community Services

*Note – ACT Policing response is coordinated separately from JACS and cleared via the Chief Police Officer.

4. ROLES AND RESPONSIBILITIES

Role	Responsibilities
JACS Director-General and Deputy Director-Generals (DG/DDGs)	Final approval of JACS input to draft reports, briefs and media releases.
JACS BU Heads	Approval at BU level of all RoGS documentation.
JACS Coordination Officer	Coordinate material and deadlines to BUs, liaise with CMTEDD Policy and Cabinet, clear executive briefs, return final documentation to CMTEDD Policy and Cabinet.
CMTEDD Policy and Cabinet	Distribute draft documents to directorate, provide information, timetables and deadlines for submission.
CMTEDD Communications	Distribute material and liaise with directorate media offices regarding media releases.
JACS Communications Manager	Will liaise with CMTEDD Communications and JACS DLOs regarding media releases.
JACS DLOs	Responsible for liaising between JACS and Ministers Offices. Will be required to provide available clearance times and confirm ministerial leave plans.

5. DETAILS OF THE PROCEDURE

The general steps for coordinating the RoGS period within JACS are noted below. Please refer to the annual timetable (provided by CMTEDD Policy and Cabinet) for precise dates and details each year.

CMTEDD Communications will liaise separately from the below process with the JACS Communications Manager regarding media releases for RoGS. The JACS Coordination Officer should ensure that the JACS Communications Manager is aware of the two separate processes each year.

1. CMTEDD Policy and Cabinet confirms the JACS Coordination Officer as contact for RoGS period, and provides the annual timetable for the RoGS briefing process.
2. JACS Coordination Officer liaises with JACS BU Heads, JACS DG/DDGs and JACS DLOs to examine leave plans, clearance times and determine best contacts for the RoGS period. If RoGS contacts have leave booked in December or January there should be an alternative contact nominated during the period of leave.

3. CMTEDD Policy and Cabinet distributes draft RoGS documents and final deadlines to JACS Coordination Officer (generally late November).
4. JACS Coordination Officer distributes relevant chapters and instructions to relevant JACS Business Unit Heads and JACS DG/DDGs.
5. CMTEDD Policy and Cabinet will provide any additional materials and instructions throughout the RoGS period, which will be circulated with separate deadlines and clearance by the JACS Coordination Officer.
6. JACS BUs prepare RoGS documentation.
7. BU Heads clear material for return to JACS Coordination Officer. JACS Coordination Officer briefs and clears material via the JACS DG/DDGs (relevant briefings to each DDG portfolio).
8. Documentation is returned to CMTEDD Policy and Cabinet in early January, for clearance via the Chief Minister.
9. RoGS chapters undergo staggered release to media and the public in late January and early February.

6. COMPLIANCE WITH THE PROCEDURE

All relevant JACS entities should comply with this procedure as a general guide to ensure JACS provides timely responses and information to be included in the RoGS. The annual timetable provided by CMTEDD Policy and Cabinet should always be used in the first instance for specific dates and instructions.

7. REVIEW

This SOP will be reviewed as required, and at minimum a formal review should take place every two years.

8. ENQUIRES

Direct enquiries on this SOP to:

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JACSGCR@act.gov.au or (02) 6205 2499



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