# Section 4: Appendices

[Disclosure index 114](#_Toc21098954)

[Appendix 1: Budget portfolio outcomes 116](#_Toc21098955)

[Comprehensive operating statement for the year ended 30 June 2019 117](#_Toc21098956)

[Balance sheet as at 30 June 2019 119](#_Toc21098957)

[Cash flow statement for the year ended 30 June 2019 120](#_Toc21098958)

[Statement of changes in equity for the year ended 30 June 2019 121](#_Toc21098959)

[Administered items statement for the year ended 30 June 2019 122](#_Toc21098960)

[Appendix 2: Other financial information 123](#_Toc21098961)

[Current-year financial performance 123](#_Toc21098962)

[Capital projects / asset investment 124](#_Toc21098963)

[Consultancies and major contracts 124](#_Toc21098964)

[Direct costs attributable to machinery of government changes 124](#_Toc21098965)

[Grant payments 124](#_Toc21098966)

[Financial management compliance 125](#_Toc21098967)

[Government advertising expenditure 126](#_Toc21098968)

[Information and communication technology (ICT) expenditure 127](#_Toc21098969)

[Appendix 3: Governance 128](#_Toc21098970)

[Board of Management 128](#_Toc21098971)

[Audit and Risk Management Committee 128](#_Toc21098972)

[Occupational Health and Safety Committee 128](#_Toc21098973)

[Appendix 4: Workforce data 129](#_Toc21098974)

[Comparative data 129](#_Toc21098975)

[Executive officer data 138](#_Toc21098976)

[Occupational health and safety management 141](#_Toc21098977)

[Appendix 5: Environmental performance 144](#_Toc21098978)

[Office-based environmental impacts 144](#_Toc21098979)

[Energy 145](#_Toc21098980)

[Paper 146](#_Toc21098981)

[Water 146](#_Toc21098982)

[Transport 147](#_Toc21098983)

[Waste 148](#_Toc21098984)

[Greenhouse gas emissions 149](#_Toc21098985)

[Environmental performance trend charts 150](#_Toc21098986)

[Appendix 6: Statutory compliance and other information 151](#_Toc21098987)

[Acts of Parliament 151](#_Toc21098988)

[Aboriginal Heritage Act 154](#_Toc21098989)

[Building Act 156](#_Toc21098990)

[Carers Recognition Act 156](#_Toc21098991)

[Competitive Neutrality Policy 156](#_Toc21098992)

[DataVic Access Policy 157](#_Toc21098993)

[Freedom of Information Act 157](#_Toc21098994)

[Local Jobs First — implementation of the Victorian Industry Participation Policy 158](#_Toc21098995)

[Privacy 158](#_Toc21098996)

[Protected Disclosure Act 159](#_Toc21098997)

[Social Procurement Framework 159](#_Toc21098998)

[Subsequent events 161](#_Toc21098999)

[Other information available on request 161](#_Toc21099000)

[Contacts 162](#_Toc21099001)

[Publishing and further information 163](#_Toc21099002)

## Disclosure index

The Department of Premier and Cabinet’s (DPC’s) annual report is prepared in accordance with all relevant Victorian legislation and pronouncements. This index has been prepared to help identify the department’s compliance with statutory disclosure requirements.

**Legislation Requirement Page**

Standing Directions and Financial Reporting Directions

Report of operations

**Charter and purpose**

FRD 22H Manner of establishment and the relevant ministers 8–10, 67

FRD 22H Purpose, functions, powers and duties 6–16

FRD 8D Departmental objectives, indicators and outputs 22

FRD 22H Key initiatives and projects 23–40

FRD 22H Nature and range of services provided 11–18

**Management and structure**

FRD 22H Organisational structure 11

**Financial and other information**

FRD 8D Performance against output performance measures 41–60

FRD 8D Budget portfolio outcomes 116–122

FRD 10A Disclosure index 114–115

FRD 12B Disclosure of major contracts 124

FRD 15E Executive officer disclosures 138–139

FRD 22H Employment and conduct principles 17–18

FRD 22H Occupational health and safety policy 141–143

FRD 22H Summary of the financial results for the year 123

FRD 22H Significant changes in financial position during the year 123

FRD 22H Major changes or factors affecting performance 123

FRD 22H Subsequent events 161

FRD 22H Application and operation of *Freedom of Information Act 1982* 157–158

FRD 22H Compliance with building and maintenance provisions of *Building Act 1993* 156

FRD 22H Statement on competitive neutrality policy 156

FRD 22H Application and operation of the *Protected Disclosure Act 2012* 159

FRD 22H Application and operation of the *Carers Recognition Act 2012* 156

FRD 22H Details of consultancies over $10,000 124

FRD 22H Details of consultancies under $10,000 124

FRD 22H Disclosure of government advertising expenditure 126

FRD 22H Disclosure of ICT expenditure 127

FRD 22H Statement of availability of other information 161

FRD 24D Reporting of office-based environmental impacts 144–150

FRD 25D Local Jobs First 158

FRD 29C Workforce data disclosures 129–137

SD 5.2 Specific requirements under Standing Direction 5.2 109

**Compliance attestation and declaration**

SD 3.7.1 Attestation for compliance with Ministerial Standing Direction 125

SD 5.2.3 Declaration in report of operations 1

Financial statements

**Declaration**

SD 5.2.2 Declaration in financial statements 109

**Other requirements under Standing Direction 5.2**

SD 5.2.1(a) Compliance with Australian Accounting Standards and other authoritative pronouncements 109

SD 5.2.1(a) Compliance with Standing Directions 67–68, 109

SD 5.2.1(b) Compliance with Model Financial Report 67–68, 109

**Other disclosures as required by FRDs in notes to the financial statements**

FRD 9B Departmental disclosure of administered assets and liabilities by activity 102

FRD 11A Disclosure of ex gratia expenses n/a

FRD 13 Disclosure of parliamentary appropriations 69–72

FRD 21C Disclosures of responsible persons, executive officers and other
personnel (contractors with significant management responsibilities)
in the financial report 95–98

FRD 103H Non-financial physical assets 80–85

FRD 110A Cash flow statements 65

FRD 112D Defined benefit superannuation obligations 73–74

FRD 114C Financial instruments — general government entities and public non-financial corporations 89–91

**Legislation**

*Aboriginal Heritage Act 2006* 154–155

*Building Act 1993* 156

*Carers Recognition Act 2012* 156

*Disability Act 2006* 17–18

*Local Jobs Act 2003* 158

*Financial Management Act 1994* 67–68, 109

*Freedom of Information Act 1982* 157–158

*Protected Disclosure Act 2012* 159

## Appendix 1: Budget portfolio outcomes

The budget portfolio outcomes statements provide a comparison between the actual financial information of all general government entities within the portfolio and the forecast financial information published in the State Budget Papers by the Department of Treasury and Finance.

The budget portfolio outcomes statements comprise the comprehensive operating statement, balance sheet, cash flow statement, statement of changes in equity and the administered items statement.

The budget portfolio outcomes statements have been prepared on a consolidated basis and include all general government entities within the portfolio.

Consistent with the budget papers, financial transactions and balances are classified into either ‘controlled’ or ‘administered’.

The budget portfolio outcomes statements that follow are not subject to audit by the Victorian Auditor-General’s Office.

They are not prepared on the same basis as DPC’s financial statements because they include the consolidated financial information of the following entities:

* Independent Broad-based Anti-corruption Commission
* Infrastructure Victoria
* Labour Hire Licensing Authority
* Portable Long Service Benefits Authority
* Victorian Electoral Commission
* Victorian Inspectorate
* Victorian Ombudsman
* Victorian Public Sector Commission.

### Comprehensive operating statementfor the year ended 30 June 2019

| Controlled | 2018–19Actual$m | 2018–19Budget$m | Variation$m |
| --- | --- | --- | --- |
| Income from transactions |
| Output appropriations(1) | 624.5 | 634.5 | (10.0) |
| Special appropriations | 90.6 | 95.4 | (4.8) |
| Interest | 0.2 | – | 0.2 |
| Sale of goods and services | 5.6 | 5.2 | 0.4 |
| Grants(2) | 31.3 | 9.9 | 21.4 |
| Resources received free of charge | 7.6 | – | 7.6 |
| Other income | 2.6 | 1.4 | 1.2 |
| Total income from transactions | **762.4** | **746.4** | **16.0** |
| Expenses from transactions |
| Employee benefits(3) | 330.4 | 266.4 | (64.0) |
| Depreciation | 19.9 | 20.8 | 0.9 |
| Interest expense | 0.1 | – | (0.1) |
| Grants expense(4) | 172.8 | 212.0 | 39.2 |
| Capital asset charge | 9.7 | 9.7 | – |
| Other expenses(5) | 224.4 | 243.6 | 19.2 |
| Total expenses from transactions | **757.3** | **752.5** | **(4.8)** |
| Net result from transactions | **5.1** | **(6.1)** | **11.2** |
| Other economic flows included in net result |
| Net gain/(loss) on non-financial assets | 0.2 | – | 0.2 |
| Net gain/(loss) on financial instruments and statutory receivables/payables | – | – | – |
| Other gains/(losses) from other economic flows | (1.9) | – | (1.9) |
| Total other economic flows included in net result | **(1.7)** | **–** | **(1.7)** |
| Net result | **3.4** | **(6.1)** | **9.5** |
| Other economic flows — other comprehensive income |
| Items that will not be reclassified to net result |
| Changes in physical asset revaluation reserve | – | – | – |
| Other | – | – | – |
| Items that will not be reclassified to net result |
| Changes in physical asset revaluation reserve | – | – | – |
| Total other economic flows — other comprehensive income | – | – | – |
| Comprehensive result | **3.4** | **(6.1)** | **9.5** |

Summary:

The comprehensive result for the DPC portfolio is a surplus of $3.4 million, which is $9.5 million favourable to the original budgeted deficit of $6.1 million.

The following notes provide an explanation of the major variances between the 2018–19 comprehensive result compared with the budgeted comprehensive result.

Notes:

(1) The reduction in actual output appropriations received by DPC mainly relates to the net effect of the machinery of government transfers between DPC and other government departments.

(2) Higher actuals represent grants received from other government organisations but not included in the budget and the grants income from functions that have transferred into DPC as part of the machinery of government changes effective from 1 January 2019.

(3) The variance is primarily due to the machinery of government transfers, which has resulted in an increase in the number of employees and their related expenses. Since the published budget was released prior to machinery of government announcements, they did not include the effect of these transfers.

(4) The variance is mainly driven by the timing of grant payments for the Pick My Project and Premier’s Jobs and Investment Fund initiatives and the effect of DPC’s transferred-out functions as part of the machinery of government changes.

(5) The variance is primarily due to the net effect of machinery of government changes where DPC’s budget allocation was transferred to other government departments.

### Balance sheet as at 30 June 2019

| Controlled | 2019Actual$m | 2019Budget$m | Variation$m |
| --- | --- | --- | --- |
| Financial assets |
| Cash and deposits(1) | 81.8 | 72.7 | 9.1 |
| Receivables(2) | 128.8 | 142.9 | (14.1) |
| Other financial assets | – | – | – |
| Total financial assets | **210.6** | **215.6** | **(5.0)** |
| Non-financial assets |
| Inventories | 2.8 | 3.7 | (0.9) |
| Property, plant and equipment(3) | 657.5 | 644.3 | 13.2 |
| Intangible assets(4) | 48.0 | 38.7 | 9.3 |
| Other non-financial assets | 15.6 | 11.7 | 3.9 |
| Total non-financial assets | **723.9** | **698.4** | **25.5** |
| Total assets | **934.5** | **914.0** | **20.5** |
| Liabilities |
| Payables(5) | 60.0 | 44.1 | (15.9) |
| Borrowings  | 5.3 | 4.6 | (0.7) |
| Provisions(6) | 61.4 | 50.9 | (10.5) |
| Total liabilities | **126.7** | **99.6** | **(27.1)** |
| Net assets | **807.8** | **814.4** | **(6.6)** |
| Equity |
| Contributed capital(7) | 310.3 | 326.3 | (16.0) |
| Reserves | 361.7 | 361.7 | – |
| Accumulated surplus | 135.8 | 126.4 | 9.4 |
| Total equity | **807.8** | **814.4** | **(6.6)** |

Summary:

Net assets (or ‘total equity’) for the DPC portfolio as at 30 June 2019 is $6.6 million unfavourable when compared with the original budgeted balance sheet published in the State Budget Papers. This is mainly attributable to the net effect of the machinery of government transfers between DPC and other government departments, partly offset by the surplus results for 2018–19.

The notes below provide an explanation of the major variances in asset, liability and equity items.

(1) The variance is primarily due to the additional funding received for the Victorian Pride Centre project.

(2) The variance is mainly due to the drawing down of funds in the State Administrative Unit for DPC’s office modernisation project.

(3) The variance is mainly due to the increase in value of DPC’s accommodation assets as a result of the office modernisation project.

(4) The variance is mainly due to further development of the Service Victoria online customer platform.

(5) The variance is mainly due to amounts payable to other government departments in relation to expenditure from functions transferred into DPC as part of machinery of government changes.

(6) The variance is mainly due to increases in the number of employees after the machinery of government transfers.

(7) The variance primarily reflects the net impact of machinery of government transfers.

### Cash flow statementfor the year ended 30 June 2019

| Controlled | 2018–19Actual$m | 2018–19Budget$m | Variation$m |
| --- | --- | --- | --- |
| Cash flows from operating activities |
| Receipts from government(1) | 736.1 | 720.1 | 16.0 |
| Receipts from other entities | 11.3 | 11.1 | 0.2 |
| Goods and services tax recovered from the ATO | – | – | – |
| Interest received | 0.2 | – | 0.2 |
| Other receipts | 6.6 | 5.4 | 1.2 |
| **Total receipts** | **754.2** | **736.6** | **17.6** |
| Payments of grants(2) | (172.8) | (212.0) | 39.3 |
| Payments to suppliers and employees(3) | (534.3) | (511.0) | (23.3) |
| Goods and services tax paid to the ATO | (0.4) | – | (0.4) |
| Capital asset charge | (9.7) | (9.7) | – |
| Interest and other finance costs | (0.1) | – | (0.1) |
| Total payments | **(717.3)** | **(732.7)** | **15.5** |
| Net cash flows from operating activities | **36.9** | **3.9** | **33.0** |
| Cash flows from investing activities |
| Net investment | – | – | – |
| Payments for non-financial assets(4) | (38.7) | (25.0) | (13.7) |
| Proceeds from sale of non-financial assets | 1.8 | – | 1.8 |
| Net cash flows used in investing activities | **(36.9)** | **(25.0)** | **(11.9)** |
| Cash flows from financing activities |
| Owner contributions by the state government(5) | (1.1) | 15.9 | (17.0) |
| Net borrowings | 4.8 | (0.3) | 5.1 |
| Net cash flows from financing activities | **3.7** | **15.6** | **(11.9)** |
| Net increase/(decrease) in cash held | **3.7** | **(5.5)** | **9.2** |
| Cash at the beginning of the financial year | 78.1 | 78.2 | (0.1) |
| Cash at the end of the financial year | **81.8** | **72.7** | **9.1** |

Summary:

The net cash position for the DPC portfolio at 30 June 2019 is $81.8 million, marginally higher than the original budgeted balance of $72.7 million.

The notes below provide an explanation of the major variances in the 2018–19 cash flow statement.

(1) The variance primarily reflects the drawdown of funds for DPC’s office modernisation project.

(2) The reduction in the actual grant payments are due to the transfer of activities as part of the machinery of government changes. For example, Latrobe Valley Authority, which had a large grant program, was transferred from DPC to the Department of Jobs, Precincts and Regions. Also, the timing of grant payments has resulted in a reduction in the actual expenditure. These include grant payments from the Pick My Project and the Premier’s Jobs and Investments Fund initiatives where a proportion of the planned grant payments for 2018–19 have been carried over into 2019–20.

(3) The increase is mainly due to a rise in employee benefit payments due to machinery of government changes where DPC has seen a net increase in staffing levels.

(4) The increase in payments for non-financial assets relate to the modernisation of DPC’s office spaces during 2018–19.

(5) The variance primarily reflects the net impact of machinery of government transfers.

### Statement of changes in equityfor the year ended 30 June 2019

| Controlled | 2018–19Actual$m | 2018–19Budget$m | Variation$m |
| --- | --- | --- | --- |
| Contributed capital |
| Opening balance | **310.3** | **310.3** | **–** |
| Contribution from owners | – | 16.0 | (16.0) |
| Equity transfers from/(to) other government entities | – | – | – |
| Machinery of government | – | – | – |
| Closing balance | **310.3** | **326.3** | **(16.0)** |
| Reserves |
| Opening balance | **361.7** | **361.7** | **–** |
| Machinery of government | – | – | – |
| Comprehensive result | – | – | – |
| Closing balance | **361.7** | **361.7** | **–** |
| Accumulated surplus |  |  |  |
| Opening balance | **132.6** | **132.6** | **–** |
| Machinery of government | – | – | – |
| Comprehensive result  | 3.2 | (6.2) | 9.4 |
| Closing balance | **135.8** | **126.4** | **9.4** |
| Total equity | **807.8** | **814.4** | **(6.6)** |

Summary:

Total equity for the DPC portfolio as at 30 June 2019 is $6.6 million unfavourable when compared with the original budgeted balance sheet published in the State Budget Papers. This is mainly attributable to the net effect of the machinery of government transfers between DPC and other government departments, partly offset by the surplus results for 2018–19.

### Administered items statement for the year ended 30 June 2019

|  | 2018–19Actual$m | 2018–19Budget$m | Variation$m |
| --- | --- | --- | --- |
| Administered income |
| Appropriations — payments on behalf of the State | 18.3 | – | 18.3 |
| Special appropriations | 10.7 | 11.6 | (0.9) |
| Sales of goods and services | 4.2 | 0.6 | 3.6 |
| Grants | 0.0 | – | 0.0 |
| Other income | – | 0.3 | (0.3) |
| Total administered income | **33.2** | **12.5** | **20.7** |
| Administered expenses |
| Expenses on behalf of the State | 29.0 | 11.6 | (17.4) |
| Payments into the Consolidated Fund | 5.2 | 0.9 | (4.3) |
| Total administered expenses | **34.2** | **12.5** | **(21.7)** |
| Income less expenses | **(1.0)** | **–** | **(1.0)** |
| Administered assets |
| Cash and deposits | 0.3 | 0.7 | (0.4) |
| Receivables | 0.7 | 1.6 | (0.9) |
| Total administered assets | **1.0** | **2.3** | **(1.3)** |
| Administered liabilities |
| Payables | 0.7 | 1.1 | 0.4 |
| Borrowings | – | – | – |
| Provisions | – | – | – |
| Total administered liabilities | **0.7** | **1.1** | **0.4** |
| Net assets | **0.3** | **1.2** | **(0.9)** |

Summary:

Administered items for the DPC portfolio includes payments made on behalf of the State to the Victorian Electoral Commission for electoral expenses. Variances between actual amounts for the financial year compared with published Budget Papers relate mainly to advance payments made to candidates and their political parties for the next state election pursuant to the recent amendments to the *Victorian Electoral Act 2002*.

## Appendix 2: Other financial information

### Current-year financial performance

DPC recorded a surplus net result of $8.6 million for the 2018–19 financial year. In comparison, the 2017–18 net result was a surplus of $7.9 million.

The surplus result is primarily due to the operation of trust funds, where DPC has received revenue that will be spent in future years. Separately, increases in records held by Public Record Office Victoria also contributed to DPC’s surplus result.

#### Sources of income ($ million)

Compared with 2017–18, income from government appropriations has increased by $199.5 million to $719.5 million.



The increase is a result of additional funding provided for government initiatives in the following strategic objectives:

* Strong policy outcomes
* Engaged citizens
* Professional public administration.

The balance in DPC’s income ($40.2 million) in 2018–19 was mainly derived from grants received from other government departments. DPC uses these funds for government initiatives it delivers.

#### Expenses ($ million)

In 2018–19 DPC’s distribution in expenses incurred in delivering DPC’s services was:



DPC’s total expenses have increased by $177.2 million compared with the previous year. The increase in DPC’s expenses is a direct result of increases in the department’s activities, mainly through Pick My Project, multicultural community infrastructure programs and initiatives carried out through the Premier’s Jobs and Investment Fund. DPC’s expenses also increased due to the funding provided to Victorian Electoral Commission for the 2018 state election.

### Capital projects / asset investment

During 2018–19 DPC did not have any completed capital projects that met the disclosure threshold of $10 million or greater.

### Consultancies and major contracts

#### Details of consultancies

In 2018–19 there were 56 consultancies engaged where the total fees payable to the consultants were $10,000 or greater. The total expenditure incurred during 2018–19 in relation to these consultancies was $5.0 million (excluding GST). Details of individual consultancies can be viewed at [www.vic.gov.au/dpc-annual-reports](https://www.vic.gov.au/dpc-annual-reports).

In 2018–19 there were 7 consultancies engaged where the total fees payable to the individual consultancies were less than $10,000. The total expenditure incurred during 2018–19 in relation to these consultancies was $37,987 (excluding GST).

#### Disclosure of major contracts

DPC is required to disclose, in accordance with the requirements of government policy and accompanying guidelines, all contracts greater than $10 million entered into during the financial year ended 30 June 2019.

DPC did not enter into any new contracts greater than $10 million during the financial year ended 30 June 2019. Details of contracts that have been disclosed in the Victorian Government Contracts Publishing System can be viewed at [www.procurement.vic.gov.au](http://www.procurement.vic.gov.au).

### Direct costs attributable to machinery of government changes

In December 2018 the government issued an administrative order restructuring some of its activities via machinery of government changes. This took effect from 1 January 2019. DPC incurred additional direct costs of $154,503 for ICT and records management and $84,994 for consultants and contractors.

### Grant payments

Details of DPC grant payments in 2018–19 can be viewed at [www.dpc.vic.gov.au](http://www.dpc.vic.gov.au/).

### Financial management compliance

#### Attestation for compliance with Ministerial Standing Direction 5.1.4

The Department of Premier and Cabinet has not identified any material compliance deficiencies for the financial year ended 30 June 2019.

I, Chris Eccles AO, the Secretary to the Department of Premier and Cabinet, certify that the Department of Premier and Cabinet has complied with the applicable Standing Directions of the Assistant Treasurer under the *Financial Management Act* *1994* and associated Instructions.



**Chris Eccles AO**

Secretary

Department of Premier and Cabinet

Melbourne

20 August 2019

The Office of the Victorian Information Commissioner has not identified any material compliance deficiencies for the financial year ended 30 June 2019.

I, Sven Bluemmel, Information Commissioner, certify that the Office of the Victorian Information Commissioner has complied with the applicable Standing Directions of the Assistant Treasurer under the *Financial Management Act 1994* and associated Instructions.



**Sven Bluemmel**

Information Commissioner

Office of the Victorian Information Commissioner

Melbourne

5 July 2019

The Victorian Multicultural Commission has not identified any material compliance deficiency for the financial year ended 30 June 2019.

I, Ross Alatsas, Acting Chairperson, certify that the Victorian Multicultural Commission has complied with the applicable Standing Directions of the Assistant Treasurer under the *Financial* *Management Act 1994* and associated Instructions.



**Ross Alatsas**

Acting Chair

Victorian Multicultural Commission

Melbourne

11 July 2019

### Government advertising expenditure

#### Details of government advertising expenditure in 2018–19

(campaigns with a media spend of $100,000 or greater)

| Name of campaign | Campaign summary | Start/end date | Advertising (media) expenditure(excl. GST)$’000 | Creative and campaign development expenditure (excl. GST)$’000 | Research and evaluation expenditure(excl. GST)$’000 | Print and collateral expenditure (excl. GST)$’000 | Other campaign expenditure (excl. GST)$’000 | Total$’000 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Treaty Communications(Deadly Questions)  | Building an understanding between Aboriginal and non-Aboriginal people by discussing history and sharing the strength and vibrancy of Aboriginal cultures to raise awareness and support for the path to treaty. | July 2018–June 2019 | 1,904 | 413 | 110 | 74 | 184 | 2,685 |
| Victorian Labour Hire Licensing Scheme | Promoted and informed labour hire providers and host employers of the Labour Hire Licensing Authority and the Victorian Labour Hire Licensing Scheme, which commenced on 29 April 2019, to encourage licensing and compliance. | April 2019–June 2019 | 280 | 110 | – | – | – | 390 |
| Pick My Project  | Campaign to promote this community grants initiative, with $30 million available to fund local project ideas; people in the local community vote for their favourite projects that meet eligibility criteria. | July 2018–September 2018 | 235 | 352 | – | 8 | – | 595 |
| Victorian. And proud of it. | Designed to initiate a conversation about Victoria’s shared values through the themes of contribution and belonging — emphasising that what holds us together as a community are our shared values, in addition to our diversity. | August 2018–March 2019 | 108 | 531 | – | – | – | 639 |

### Information and communication technology (ICT) expenditure

For the 2018–19 reporting period, DPC had total ICT expenditure of $38,052 with details shown below.

|  | Expenditure$’000 |
| --- | --- |
| All operational ICT expenditure |  |
| Business as usual (BAU) ICT expenditure(Total) | **28,436** |
| ICT expenditure related to projects to create or enhance ICT capabilities |  |
| Operational expenditure | 8,756 |
| Capital expenditure | 860 |
| Non‑business as usual (non‑BAU) ICT expenditure(Total = operational expenditure and capital expenditure) | **9,616** |

ICT expenditure refers to DPC’s costs in providing business enabling ICT services. It comprises BAU ICT expenditure and non-BAU ICT expenditure. Non-BAU ICT expenditure relates to extending or enhancing DPC’s current ICT capabilities. BAU ICT expenditure is all remaining ICT expenditure, which primarily relates to ongoing activities to operate and maintain the current ICT capability.

## Appendix 3: Governance

### Board of Management

The Board of Management comprises DPC’s senior-level executive officers who:

* provide organisation oversight
* provide strategic direction
* ensure DPC is operating in a fiscally and environmentally sustainable manner
* ensure DPC is meeting changing community needs and government priorities.

As at June 2019 DPC’s Board of Management members are:

* Chris Eccles AO, Secretary
* Jeremi Moule, Deputy Secretary, Governance Policy and Coordination
* Tim Ada, Deputy Secretary, Economic Policy and State Productivity
* Kate Houghton, Deputy Secretary, Social Policy
* Brigid Monagle, Deputy Secretary, Fairer Victoria
* Lill Healy, Deputy Secretary, Service Systems Reform
* Toby Hemming, General Counsel.

### Audit and Risk Management Committee

The Audit and Risk Management Committee provides independent assurance and advice on the effectiveness of DPC’s financial management systems and controls, performance and stability, compliance with laws and regulations and risk management.

The committee reports to DPC’s Secretary and is established in accordance with the *Financial Management Act 1994.*

All members of the committee are independent. As of 30 June 2019, the committee comprised the following members:

* Sam Andersen (Chair)
* Geoff Harry
* Claire Filson
* Andrew Whittaker.

#### Internal audit

In 2018–19 PricewaterhouseCoopers provided DPC’s internal audit services.

The department’s internal audit program includes reviews into DPC’s state of governance, risk management practices and internal controls.

Audit results and follow-up actions are reported to the Audit and Risk Management Committee.

### Occupational Health and Safety Committee

The Occupational Health and Safety Committee is a consultative committee made up of DPC’s health and safety representatives and may also include first aid officers.

The committee has been established in accordance with the *Occupational Health and Safety Act 2004* to:

* facilitate cooperation between the employer and employees in instigating, developing and carrying out measures designed to ensure the health and safety of the employees in the workplace
* assist formulation, review and dissemination to employees of policies and procedures relating to health and safety that are to be implemented and complied with at DPC
* investigate any matter that may be a risk to the health and safety of persons at DPC
* review reported accidents and incidents, and DPC’s OHS Risk Register, including risk ratings and controls
* attempt to resolve any matter or request for DPC to conduct a review of the matter where no resolution can be determined.

## Appendix 4: Workforce data

### Comparative data

#### Table 1: Details of DPC employment levels in June 2019 and 2018

|  |  | June 2019 | June 2018 |
| --- | --- | --- | --- |
| All employees | Ongoing | Fixed-term and casual | All employees | Ongoing | Fixed-term and casual |
| Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE |
| Demographic data | Gender |
| Men | 396 | 384.6 | 267 | 16 | 279.4 | 113 | 105.2 | 370 | 356.6 | 242 | 11 | 251.2 | 117 | 105.4 |
| Women | 688 | 644.3 | 390 | 115 | 473.3 | 183 | 171.0 | 632 | 589.4 | 343 | 101 | 414.3 | 188 | 175.1 |
| Self-described | 6 | 5.4 | 4 | 0 | 4.0 | 2 | 1.4 | 2 | 2.4 | 1 | 0 | 0.9 | 1 | 1.4 |
| Age |
| 15–24 | 45 | 42.6 | 24 | 1 | 24.6 | 20 | 18.0 | 38 | 33.7 | 17 | 0 | 17.0 | 21 | 16.7 |
| 25–34 | 395 | 383.1 | 244 | 23 | 261.6 | 128 | 121.5 | 396 | 385.4 | 238 | 19 | 251.4 | 139 | 134.0 |
| 35–44 | 350 | 327.5 | 201 | 62 | 245.7 | 87 | 81.8 | 313 | 289.6 | 163 | 56 | 202.7 | 94 | 86.9 |
| 45–54 | 183 | 172.2 | 113 | 30 | 134.2 | 40 | 38.0 | 162 | 152.2 | 105 | 24 | 122.7 | 33 | 29.4 |
| 55–64 | 98 | 92.3 | 68 | 13 | 78.0 | 17 | 14.3 | 79 | 73.4 | 53 | 10 | 60.2 | 16 | 13.3 |
| 65+ | 19 | 16.6 | 11 | 2 | 12.6 | 6 | 4.0 | 16 | 14.0 | 10 | 3 | 12.4 | 3 | 1.6 |
| Classification data | VPS grades 1–6 |
| VPS 1 | 8 | 7.2 | 0 | 0 | 0.0 | 8 | 7.2 | 9 | 7.1 | 0 | 0 | 0.0 | 9 | 7.1 |
| VPS 2 | 37 | 30.5 | 16 | 5 | 19.2 | 16 | 11.3 | 32 | 27.7 | 16 | 5 | 18.5 | 11 | 9.2 |
| VPS 3 | 121 | 117.9 | 85 | 9 | 91.2 | 27 | 26.7 | 100 | 95.9 | 57 | 9 | 62.3 | 34 | 33.6 |
| VPS 4 | 252 | 244.6 | 160 | 18 | 172.9 | 74 | 71.7 | 221 | 215.5 | 145 | 17 | 157.3 | 59 | 58.2 |
| VPS 5 | 329 | 308.2 | 179 | 48 | 212.9 | 102 | 95.3 | 301 | 284.1 | 152 | 36 | 176.7 | 113 | 107.4 |
| VPS 6 | 212 | 202.4 | 122 | 31 | 145.3 | 59 | 57.1 | 183 | 174.0 | 100 | 30 | 122.7 | 53 | 51.3 |
| Senior employees |
| Secretary | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| Executives, EO1, EO2, EO3 | 81 | 77.5 | 63 | 17 | 76.7 | 1 | 0.8 | 93 | 90.9 | 77 | 13 | 87.9 | 3 | 3.0 |
| STS | 12 | 11.5 | 4 | 2 | 5.7 | 6 | 5.8 | 10 | 9.7 | 5 | 1 | 6.0 | 4 | 3.7 |
| Legal officers | 1 | 0.8 | 0 | 1 | 0.0 | 0 | 0.0 | 1 | 1.0 | 0 | 1 | 1.0 | 0 | 0.0 |
| PS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SMA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SRA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Casual** | 5 | 1.7 | 0 | 0 | 0.0 | 5 | 1.7 | 20 | 8.4 | 0 | 0 | 0.0 | 20 | 8.4 |
| **Other** | 31 | 31.0 | 31 | 0 | 31.0 | 0 | 0.0 | 33 | 33.0 | 33 | 0 | 33.0 | 0 | 0.0 |
| Total employees | **1,090** | **1,034.3** | **661** | **131** | **756.7** | **298** | **277.6** | **1,004** | **948.3** | **586** | **112** | **666.4** | **306** | **281.9** |

#### Table 2: Details of the Office of the Governor employment levels in June 2019 and 2018

|  |  | June 2019 | June 2018 |
| --- | --- | --- | --- |
| All employees | Ongoing | Fixed-term and casual | All employees | Ongoing | Fixed-term and casual |
| Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE |
| Demographic data | Gender |
| Men | 17 | 17.0 | 15 | 0 | 15.0 | 2 | 2.0 | 14 | 14.0 | 10 | 0 | 10.0 | 4 | 4.0 |
| Women | 24 | 19.5 | 11 | 5 | 13.8 | 8 | 5.7 | 23 | 18.8 | 11 | 5 | 13.1 | 7 | 5.7 |
| Self-described | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Age |
| 15–24 | 1 | 0.3 | 0 | 0 | 0.0 | 1 | 0.3 | 1 | 0.3 | 0 | 0 | 0.0 | 1 | 0.3 |
| 25–34 | 6 | 6.0 | 3 | 0 | 3.0 | 3 | 3.0 | 7 | 6.2 | 2 | 1 | 2.2 | 4 | 4.6 |
| 35–44 | 15 | 13.6 | 9 | 2 | 10.3 | 4 | 3.3 | 12 | 11.4 | 8 | 1 | 8.6 | 3 | 2.8 |
| 45–54 | 11 | 10.3 | 9 | 2 | 10.3 | 0 | 0.0 | 12 | 10.7 | 7 | 2 | 8.1 | 3 | 2.2 |
| 55–64 | 7 | 6.1 | 5 | 0 | 5.0 | 2 | 1.1 | 4 | 4.0 | 4 | 0 | 4.0 | 0 | 0.0 |
| 65+ | 1 | 0.2 | 0 | 1 | 0.2 | 0 | 0.0 | 1 | 0.2 | 0 | 1 | 0.2 | 0 | 0.0 |
| Classification data | VPS grades 1–6  |
| VPS 1 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 2 | 13 | 10.7 | 8 | 2 | 8.8 | 3 | 1.9 | 13 | 10.3 | 7 | 2 | 7.4 | 4 | 2.9 |
| VPS 3 | 8 | 7.1 | 6 | 0 | 6.0 | 2 | 1.1 | 4 | 4.0 | 4 | 0 | 4.0 | 0 | 0.0 |
| VPS 4 | 11 | 10.0 | 4 | 2 | 5.3 | 5 | 4.7 | 12 | 10.5 | 5 | 3 | 6.7 | 4 | 3.8 |
| VPS 5 | 7 | 6.7 | 6 | 1 | 6.7 | 0 | 0.0 | 6 | 6.0 | 3 | 0 | 3.0 | 3 | 3.0 |
| VPS 6 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Senior employees |
| Executives, EO1, EO2, EO3 | 2 | 2.0 | 2 | 0 | 2.0 | 0 | 0.0 | 2 | 2.0 | 2 | 0 | 2.0 | 0 | 0.0 |
| STS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Legal officers | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| PS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SMA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SRA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Casual** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Other** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Total employees | **41** | **36.5** | **26** | **5** | **28.8** | **10** | **7.7** | **37** | **32.8** | **21** | **5** | **23.1** | **11** | **9.7** |

#### Table 3: Details of the Office of the Chief Parliamentary Counsel employment levels in June 2019 and 2018

|  |  | June 2019 | June 2018 |
| --- | --- | --- | --- |
| All employees | Ongoing | Fixed-term and casual | All employees | Ongoing | Fixed-term and casual |
| Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE |
| Demographic data | Gender |
| Men | 15 | 14.6 | 13 | 0 | 13.0 | 2 | 1.6 | 18 | 16.9 | 16 | 1 | 16.3 | 1 | 0.6 |
| Women | 28 | 23.8 | 16 | 9 | 21.8 | 3 | 2.0 | 27 | 23.1 | 17 | 8 | 22.1 | 2 | 1.0 |
| Self-described | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Age |
| 15–24 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 25–34 | 10 | 10.0 | 8 | 0 | 8.0 | 2 | 2.0 | 9 | 8.6 | 8 | 1 | 8.6 | 0 | 0.0 |
| 35–44 | 11 | 9.0 | 6 | 5 | 9.0 | 0 | 0.0 | 11 | 9.2 | 7 | 4 | 9.2 | 0 | 0.0 |
| 45–54 | 11 | 9.4 | 6 | 4 | 8.8 | 1 | 0.6 | 12 | 10.7 | 8 | 3 | 10.1 | 1 | 0.6 |
| 55–64 | 8 | 7.6 | 7 | 0 | 7.0 | 1 | 0.6 | 11 | 9.4 | 8 | 1 | 8.5 | 2 | 0.9 |
| 65+ | 3 | 2.4 | 2 | 0 | 2.0 | 1 | 0.4 | 2 | 2.0 | 2 | 0 | 2.0 | 0 | 0.0 |
| Classification data | VPS grades 1–6  |
| VPS 1 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 2 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| VPS 3 | 4 | 3.5 | 2 | 2 | 3.5 | 0 | 0.0 | 4 | 3.4 | 2 | 2 | 3.4 | 0 | 0.0 |
| VPS 4 | 8 | 7.0 | 4 | 1 | 4.4 | 3 | 2.6 | 6 | 5.0 | 4 | 1 | 4.1 | 1 | 0.6 |
| VPS 5 | 5 | 4.5 | 4 | 1 | 4.5 | 0 | 0.0 | 6 | 5.0 | 5 | 1 | 5.0 | 0 | 0.0 |
| VPS 6 | 3 | 2.6 | 2 | 1 | 2.6 | 0 | 0.0 | 3 | 2.9 | 2 | 1 | 2.9 | 0 | 0.0 |
| Senior employees |
| Executives, EO1, EO2, EO3 | 4 | 4.0 | 4 | 0 | 4.0 | 0 | 0.0 | 4 | 4.0 | 4 | 0 | 4.0 | 0 | 0.0 |
| STS | 4 | 3.0 | 2 | 0 | 2.0 | 2 | 1.0 | 4 | 3.0 | 2 | 0 | 2.0 | 2 | 1.0 |
| Legal officers | 14 | 12.8 | 10 | 4 | 12.8 | 0 | 0.0 | 17 | 15.7 | 13 | 4 | 15.7 | 0 | 0.0 |
| PS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SMA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SRA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Casual** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Other** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Total employees | **43** | **38.4** | **29** | **9** | **34.8** | **5** | **3.6** | **45** | **39.7** | **33** | **9** | **38.1** | **3** | **1.6** |

#### Table 4: Details of the Local Government Inspectorate employment levels in June 2019 and 2018

|  |  | June 2019 | June 2018 |
| --- | --- | --- | --- |
| All employees | Ongoing | Fixed-term and casual | All employees | Ongoing | Fixed-term and casual |
| Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE |
| Demographic data | Gender |
| Men | 5 | 5.0 | 5 | 0 | 5.0 | 0 | 0.0 | 5 | 5.0 | 4 | 0 | 4.0 | 1 | 1.0 |
| Women | 5 | 5.0 | 5 | 0 | 5.0 | 0 | 0.0 | 5 | 5.0 | 3 | 0 | 3.0 | 2 | 2.0 |
| Self-described | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Age |
| 15–24 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 25–34 | 3 | 3.0 | 3 | 0 | 3.0 | 0 | 0.0 | 2 | 2.0 | 1 | 0 | 1.0 | 1 | 1.0 |
| 35–44 | 3 | 3.0 | 3 | 0 | 3.0 | 0 | 0.0 | 3 | 3.0 | 2 | 0 | 2.0 | 1 | 1.0 |
| 45–54 | 3 | 3.0 | 3 | 0 | 3.0 | 0 | 0.0 | 4 | 4.0 | 3 | 0 | 3.0 | 1 | 1.0 |
| 55–64 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| 65+ | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Classification data | VPS grades 1–6  |
| VPS 1 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 2 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 3 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 4 | 2 | 2.0 | 2 | 0 | 2.0 | 0 | 0.0 | 2 | 2.0 | 1 | 0 | 1.0 | 1 | 1.0 |
| VPS 5 | 4 | 4.0 | 4 | 0 | 4.0 | 0 | 0.0 | 5 | 5.0 | 3 | 0 | 3.0 | 2 | 2.0 |
| VPS 6 | 2 | 2.0 | 2 | 0 | 2.0 | 0 | 0.0 | 2 | 2.0 | 2 | 0 | 2.0 | 0 | 0.0 |
| Senior employees |
| Executives, EO1, EO2, EO3 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| STS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Legal officers | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| PS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SMA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SRA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Casual** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Other** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Total employees | **10** | **10.0** | **10** | **0** | **10.0** | **0** | **0.0** | **10** | **10.0** | **7** | **0** | **7.0** | **3** | **3.0** |

#### Table 5: Details of the Office of the Victorian Government Architect employment levels in June 2019 and 2018

|  |  | June 2019 | June 2018 |
| --- | --- | --- | --- |
| All employees | Ongoing | Fixed-term and casual | All employees | Ongoing | Fixed-term and casual |
| Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE |
| Demographic data | Gender |
| Men | 4 | 3.8 | 1 | 0 | 1.0 | 3 | 2.8 | 4 | 4.0 | 1 | 0 | 1.0 | 3 | 3.0 |
| Women | 9 | 7.9 | 4 | 2 | 5.6 | 3 | 2.3 | 9 | 8.0 | 4 | 2 | 6.0 | 3 | 2.0 |
| Self-described | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Age |
| 15–24 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 25–34 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 3 | 3.0 | 2 | 0 | 2.0 | 1 | 1.0 |
| 35–44 | 6 | 5.3 | 3 | 0 | 3.0 | 3 | 2.3 | 3 | 2.0 | 1 | 0 | 1.0 | 2 | 1.0 |
| 45–54 | 5 | 4.6 | 2 | 1 | 2.8 | 2 | 1.8 | 6 | 6.0 | 2 | 1 | 3.0 | 3 | 3.0 |
| 55–64 | 2 | 1.8 | 0 | 1 | 0.8 | 1 | 1.0 | 1 | 1.0 | 0 | 1 | 1.0 | 0 | 0.0 |
| 65+ | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Classification data | VPS grades 1–6  |
| VPS 1 | 1 | 0.6 | 0 | 0 | 0.0 | 1 | 0.6 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 2 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 3 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 |
| VPS 4 | 3 | 2.7 | 2 | 0 | 2.0 | 1 | 0.7 | 3 | 2.0 | 2 | 0 | 2.0 | 1 | 0.0 |
| VPS 5 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| VPS 6 | 5 | 4.8 | 2 | 1 | 2.8 | 2 | 2.0 | 5 | 5.0 | 2 | 1 | 3.0 | 2 | 2.0 |
| Senior employees |
| Executives, EO1, EO2, EO3 | 1 | 0.8 | 0 | 1 | 0.8 | 0 | 0.0 | 1 | 1.0 | 0 | 1 | 1.0 | 0 | 0.0 |
| STS | 2 | 1.8 | 0 | 0 | 0.0 | 2 | 1.8 | 2 | 2.0 | 0 | 0 | 0.0 | 2 | 2.0 |
| Legal officers | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| PS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SMA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SRA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Casual** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Other** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Total employees | **13** | **11.7** | **5** | **2** | **6.6** | **6** | **5.1** | **13** | **12.0** | **5** | **2** | **7.0** | **6** | **5.0** |

#### Table 6: Details of the Public Record Office Victoria employment levels in June 2019 and 2018

|  |  | June 2019 | June 2018 |
| --- | --- | --- | --- |
| All employees | Ongoing | Fixed-term and casual | All employees | Ongoing | Fixed-term and casual |
| Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE |
| Demographic data | Gender |
| Men | 24 | 23.1 | 16 | 4 | 19.1 | 4 | 4.0 | 25 | 23.7 | 15 | 5 | 18.7 | 5 | 5.0 |
| Women | 46 | 39.2 | 21 | 17 | 32.4 | 8 | 6.8 | 47 | 38.4 | 17 | 18 | 29.1 | 12 | 9.3 |
| Self-described | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Age |
| 15–24 | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 |
| 25–34 | 15 | 13.9 | 11 | 3 | 13.1 | 1 | 0.8 | 14 | 12.0 | 8 | 4 | 10.6 | 2 | 1.4 |
| 35–44 | 20 | 16.6 | 8 | 7 | 12.2 | 5 | 4.4 | 21 | 17.1 | 6 | 7 | 10.4 | 8 | 6.7 |
| 45–54 | 16 | 15.2 | 9 | 4 | 12.2 | 4 | 3.0 | 18 | 16.1 | 9 | 6 | 13.5 | 3 | 2.6 |
| 55–64 | 14 | 12.4 | 7 | 5 | 10.8 | 2 | 1.6 | 14 | 12.7 | 8 | 4 | 11.1 | 2 | 1.6 |
| 65+ | 4 | 3.2 | 2 | 2 | 3.2 | 0 | 0.0 | 4 | 3.2 | 1 | 2 | 2.2 | 1 | 1.0 |
| Classification data | VPS grades 1–6  |
| VPS 1 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 2 | 20 | 17.7 | 7 | 7 | 11.9 | 6 | 5.8 | 19 | 15.5 | 4 | 8 | 9.4 | 7 | 6.1 |
| VPS 3 | 18 | 16.6 | 13 | 3 | 15.2 | 2 | 1.4 | 16 | 15.0 | 11 | 4 | 14.2 | 1 | 0.8 |
| VPS 4 | 14 | 10.8 | 7 | 6 | 10.2 | 1 | 0.6 | 16 | 12.0 | 6 | 6 | 9.6 | 4 | 2.4 |
| VPS 5 | 8 | 7.9 | 5 | 1 | 5.9 | 2 | 2.0 | 10 | 9.5 | 4 | 2 | 5.5 | 4 | 4.0 |
| VPS 6 | 8 | 7.6 | 4 | 3 | 6.6 | 1 | 1.0 | 9 | 8.5 | 6 | 2 | 7.5 | 1 | 1.0 |
| Senior employees |
| Executives, EO1, EO2, EO3 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| STS | 1 | 0.7 | 0 | 1 | 0.7 | 0 | 0.0 | 1 | 0.7 | 0 | 1 | 0.7 | 0 | 0.0 |
| Legal officers | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| PS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SMA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SRA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Casual** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Other** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Total employees | **70** | **62.3** | **37** | **21** | **51.5** | **12** | **10.8** | **72** | **62.1** | **32** | **23** | **47.8** | **17** | **14.3** |

#### Table 7: Details of the Labour Hire Licensing Authority employment levels in June 2019

|  |  | June 2019 | June 2018(1) |
| --- | --- | --- | --- |
| All employees | Ongoing | Fixed-term and casual | All employees | Ongoing | Fixed-term and casual |
| Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE |
| Demographic data | Gender |
| Men | 3 | 3.0 | 2 | 0 | 2.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Women | 21 | 20.4 | 18 | 1 | 18.8 | 2 | 1.6 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Self-described | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Age |
| 15–24 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 25–34 | 5 | 5.0 | 4 | 0 | 4.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 35–44 | 11 | 10.8 | 10 | 1 | 10.8 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 45–54 | 4 | 4.0 | 3 | 0 | 3.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 55–64 | 3 | 3.0 | 3 | 0 | 3.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 65+ | 1 | 0.6 | 0 | 0 | 0.0 | 1 | 0.6 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Classification data | VPS 1–6 grades |
| VPS 1 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 2 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 3 | 2 | 2.0 | 2 | 0 | 2.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 4 | 7 | 7.0 | 6 | 0 | 6.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 5 | 8 | 8.0 | 7 | 0 | 7.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 6 | 5 | 4.4 | 3 | 1 | 3.8 | 1 | 0.6 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Senior employees |
| Executives, EO1, EO2, EO3 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| STS | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Legal officers | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| PS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SMA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SRA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Casual** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Other** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Total employees | **24** | **23.4** | **20** | **1** | **20.8** | **3** | **2.6** | **0** | **0.0** | **0** | **0** | **0.0** | **0** | **0.0** |

Note:

(1) The Labour Hire Licensing Authority commenced operations in April 2019.

#### Table 8: Details of the Royal Commission into Victoria’s Mental Health System employment levels in June 2019

|  |  | June 2019 | June 2018(1) |
| --- | --- | --- | --- |
| All employees | Ongoing | Fixed-term and casual | All employees | Ongoing | Fixed-term and casual |
| Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE |
| Demographic data | Gender |
| Men | 11 | 10.3 | 2 | 1 | 2.8 | 8 | 7.5 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Women | 23 | 22.4 | 3 | 1 | 3.8 | 19 | 18.6 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Self-described | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Age |
| 15–24 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 25–34 | 15 | 14.6 | 3 | 1 | 3.8 | 11 | 10.8 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 35–44 | 10 | 9.5 | 2 | 1 | 2.8 | 7 | 6.7 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 45–54 | 8 | 7.6 | 0 | 0 | 0.0 | 8 | 7.6 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 55–64 | 2 | 2.0 | 0 | 0 | 0.0 | 2 | 2.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 65+ | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Classification data | VPS 1–6 grades |
| VPS 1 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 2 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 3 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 4 | 8 | 7.8 | 1 | 0 | 1.0 | 7 | 6.8 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 5 | 7 | 6.7 | 1 | 0 | 1.0 | 6 | 5.7 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 6 | 12 | 11.8 | 0 | 0 | 0.0 | 12 | 11.8 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Senior employees |
| Executives, EO1, EO2, EO3 | 5 | 4.6 | 3 | 2 | 4.6 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| STS | 3 | 2.8 | 0 | 0 | 0.0 | 3 | 2.8 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Legal officers | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| PS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SMA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SRA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Casual** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Other** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Total employees | **35** | **33.7** | **5** | **2** | **6.6** | **28** | **27.1** | **0** | **0.0** | **0** | **0** | **0.0** | **0** | **0.0** |

Note:

(1) The Royal Commission into Victoria’s Mental Health System commenced operations in February 2019.

#### Table 9: Details of Service Victoria employment levels in June 2019

|  |  | June 2019 | June 2018(1) |
| --- | --- | --- | --- |
| All employees | Ongoing | Fixed-term and casual | All employees | Ongoing | Fixed-term and casual |
| Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number (headcount) | FTE |
| Demographic data | Gender |
| Men | 20 | 20.0 | 4 | 0 | 4.0 | 16 | 16.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Women | 22 | 21.6 | 6 | 2 | 7.6 | 14 | 14.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Self-described | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Age |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15–24 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 25–34 | 10 | 9.8 | 0 | 1 | 0.8 | 9 | 9.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 35–44 | 17 | 16.8 | 3 | 1 | 3.8 | 13 | 13.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 45–54 | 11 | 11.0 | 5 | 0 | 5.0 | 6 | 6.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 55–64 | 3 | 3.0 | 1 | 0 | 1.0 | 2 | 2.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 65+ | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Classification data | VPS grades 1–6  |
| VPS 1 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 2 | 2 | 2.0 | 0 | 0 | 0.0 | 2 | 2.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 3 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 4 | 2 | 2.0 | 0 | 0 | 0.0 | 2 | 2.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 5 | 9 | 8.8 | 0 | 1 | 0.8 | 8 | 8.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 6 | 15 | 14.8 | 0 | 1 | 0.8 | 14 | 14.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Senior employees |
| Executives, EO1, EO2, EO3 | 9 | 9.0 | 9 | 0 | 9.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| STS | 4 | 4.0 | 0 | 0 | 0.0 | 4 | 4.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Legal officers | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| PS | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SMA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| SRA | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Casual** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| **Other** | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Total employees | **42** | **41.6** | **10** | **2** | **11.6** | **30** | **30.0** | **0** | **0.0** | **0** | **0** | **0.0** | **0** | **0.0** |

Note:

(1) Service Victoria was established as an administrative office on 1 July 2018. Employment data as at June 2018 is included in DPC’s data (Table 1).

### Executive officer data

For a department, an executive officer (EO) is defined as a person employed as an executive under Part 3 of the *Public Administration Officer Act 2004*. For a public body, an EO is defined as an executive defined under Part 3 of the Act or a person to whom the Victorian Government’s Policy on Executive Remuneration in Public Entities applies. All figures reflect employment levels at the last full pay period in June of the current and corresponding previous reporting year.

The definition of an EO does not include a statutory office holder or an Accountable Officer.

#### Table 10: Number of DPC executive officers as at June 2019 and 2018

| Class | Men | Women | Self-described | Total |
| --- | --- | --- | --- | --- |
| 2019 | 2018 | Var | 2019 | 2018 | Var | 2019 | 2018 | Var | 2019 | 2018 | Var |
| EO1 | 3 | 4 | (1) | 2 | 2 | 0 | 0 | 0 | 0 | 5 | 6 | (1) |
| EO2 | 13 | 15 | (2) | 11 | 17 | (6) | 0 | 0 | 0 | 24 | 32 | (8) |
| EO3 | 21 | 26 | (5) | 31 | 29 | 2 | 0 | 0 | 0 | 52 | 55 | (3) |
| **Total** | **37** | **45** | **(8)** | **44** | **48** | **(4)** | **0** | **0** | **0** | **81** | **93** | **(12)** |

#### Table 11: Number of DPC portfolio entity executive officers as at June 2019 and 2018

| Portfolio entity | Men | Women | Self-described | Total |
| --- | --- | --- | --- | --- |
| 2019 | 2018 | Var | 2019 | 2018 | Var | 2019 | 2018 | Var | 2019 | 2018 | Var |
| Local Government Inspectorate | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Office of the Chief Parliamentary Counsel | 2 | 2 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 4 | 4 | 0 |
| Office of the Governor | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 2 | 2 | 0 |
| Office of the Victorian Government Architect | 0 | 0  | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Service Victoria(1) | 4 | 0 | 4 | 5 | 0 | 5 | 0 | 0 | 0 | 9 | 0 | 9 |
| Labour Hire Licensing Authority(2) | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 |
| Royal Commission into Victoria’s Mental Health System(3) | 2 | 0 | 2 | 3 | 0 | 3 | 0 | 0 | 0 | 5 | 0 | 5 |
| Public Record Office Victoria | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| **Total** | **9** | **3** | **6** | **15** | **6** | **9** | **0** | **0** | **0** | **24** | **9** | **15** |

Notes:

(1) Service Victoria was established as an administrative office on 1 July 2018. Executive officer data as at June 2018 is included in DPC’s data (Table 10).

(2) The Labour Hire Licensing Authority commenced operations in April 2019.

(3) The Royal Commission into Victoria’s Mental Health System commenced operations in February 2019.

#### Table 12: Reconciliation of DPC executive numbers

|  |  | 2019 |
| --- | --- | --- |
|  | Executives (financial statement Note 8.3) | 118 |
|  | Accountable Officer (Secretary) | 1 |
| *Less* | Separations | 37 |
|  | **Total executive numbers** | **82** |

#### Table 13: Annualised total salary, by $20,000 bands, for executives and other senior non-executive staff

Table 13 discloses the annualised total salary for senior employees of DPC categorised by classification. The salary amount is reported as the full-time annualised salary.

| Income band (salary) | Executives | STS | PS | SMA | SRA | Other |
| --- | --- | --- | --- | --- | --- | --- |
| < $160,000 | 0 | 0 |  |  |  |  |
| $160,000–$179,999 | 0 | 3^ |  |  |  |  |
| $180,000–$199,999 | 22^ | 7^ |  |  |  |  |
| $200,000–$219,999 | 22^ | 2 |  |  |  |  |
| $220,000–$239,999  | 11^ |  |  |  |  |  |
| $240,000–$259,999 | 4^ |  |  |  |  |  |
| $260,000–$279,999 | 8^ |  |  |  |  |  |
| $280,000–$299,999 | 5^ |  |  |  |  |  |
| $300,000–$319,999 | 3 |  |  |  |  |  |
| $320,000–$339,999 | 1 |  |  |  |  |  |
| $340,000–$359,999 | 3 |  |  |  |  |  |
| $360,000–$379,999 | 1 |  |  |  |  |  |
| $380,000–$399,999 |  |  |  |  |  |  |
| $400,000–$419,999 |  |  |  |  |  |  |
| $420,000–$439,999 |  |  |  |  |  |  |
| $440,000–$459,999 |  |  |  |  |  |  |
| $460,000–$479,999 |  |  |  |  |  |  |
| $480,000–$499,999 |  |  |  |  |  |  |
| > $500,000 | 2 |  |  |  |  |  |
| **Total** | **82** | **12** |  |  |  |  |

^ Includes employees on a part-time arrangement, which cover the following: 0.70, 0.80 and 0.90 FTE.

#### Table 14: Workforce inclusion policy

| Workforce inclusion policy initiative | Target | 2018–19 actual (headcount) | 2017–18 actual (headcount) |
| --- | --- | --- | --- |
| Gender profile at executive levels | Representation of at least 50 per cent women in executive officer roles | 54% | 52% |
| People with disability | People with disability at DPC increases to 10 per centby 2020 | 1% | 1% |
| Aboriginal or Torres Strait Islander staff | Barring Djinang(1) has adopted an Aboriginal employment target of 2 per cent for the Victorian public service | 4% | 4% |

Note:

(1) Barring Djinang is the five-year Aboriginal employment strategy to enhance Aboriginal employment outcomes across the Victorian public sector.

**Glossary**

* FTE: full-time equivalent
* PS: principal scientists
* SMA: senior medical advisors
* SRA: senior regulatory analysts
* STS: senior technical specialists

### Occupational health and safety management

DPC supports a safety and wellbeing culture through building on our existing occupational health and safety (OHS) management system and implementing initiatives in line with the whole of Victorian public service (VPS) OHS strategy.

Improved OHS reporting has provided DPC with enriched data on OHS performance, which continues to provide insight on trends and inform departmental decision making. The VPS OHS strategy has endorsed the inclusion of new baseline metrics reporting on mental health and wellbeing in DPC’s annual report; as a result, DPC has introduced several new metrics in this section. Once guidelines for reporting are finalised, additional ‘mature’ OHS metrics will be introduced in future reports.

Quarterly internal DPC OHS reporting incorporates the VPS Leading the Way performance indicators, with an aim to continually improve health and safety performance.

Mental health and wellbeing have been a key focus for 2018–19 with the continued implementation of the VPS Mental Health and Wellbeing Charter. Initiatives have included:

* the launch of DPC’s Peer Support Program, which provides a supportive program of trusted peers trained in psychological first aid who employees can access for confidential support for both work and non-work-related matters
* continued promotion of positive wellbeing events and activities in line with DPC’s mental health and wellbeing calendar, including Health and Safety Month and Mental Health Week
* DPC’s mandatory mental health and wellbeing training for executives, managers and all staff, which will continue to be delivered in the 2019–20 implementation of the VPS OHS initiatives including the Mental Health and Wellbeing Charter to our portfolio agencies
* presentations on respectful workplace behaviours across the department to educate and raise awareness of and prevent inappropriate behaviours that can present as an OHS risk within the workplace Additionally, a new ‘HR Management Fundamentals’ training session has been made available to new DPC managers that incorporates a section on OHS responsibilities.

Workstation ergonomics has also been a focus for 2018–19, with many employees relocating and adapting to activity-based working. This involved providing ergonomic assessments with an OHS consultant to ensure necessary controls and additional equipment was provided to employees. DPC has also developed a ‘Workstation Ergonomic Management Plan’ with an aim to educate and support employees through the relocation process.

#### Incident management

Reported incidents across DPC decreased by 0.77 per cent per 100 FTE staff in 2018–19, with 28 incidents reported. The most commonly reported incident fell into the category of ‘slips, trips, falls and bumps’ (43 per cent). Three incidents in this category were considered preventable, and corrective action was taken immediately afterwards. The majority of remaining incidents in this category occurred outside of DPC’s premises. The second most commonly reported incident involved non-work-related personal illness (21 per cent).

The number of standard claims included two physical injuries, which incurred medical expenses only and no time lost. The average cost per claim has increased due to ongoing mental health claims.

#### DPC’s performance against OHS management measures

| Measure | Key performance indicator | 2018–19 | 2017–18 | 2016–17 |
| --- | --- | --- | --- | --- |
| Incidents | Number of incidents | 28 | 33 | 12 |
| Rate per 100 FTE | 2.71 | 3.48 | 1.36 |
| Number of incidents requiring first aid or further medical treatment | 18 | 13 | n/a |
| Percentage of investigations completed against total number of incidents reported(1) | 100% | n/a | n/a |
| Claims | Number of standard claims(2) | 4 | 4 | 6 |
| Rate per 100 FTE | 0.39 | 0.42 | 0.68 |
| Number of lost-time claims(2) | 2 | 4 | 6 |
| Rate per 100 FTE | 0.19 | 0.42 | 0.68 |
| Number of claims exceeding 13 weeks(2) | 2 | 2 | 3 |
| Rate per 100 FTE | 0.19 | 0.21 | 0.34 |
| Number of claims exceeding 26 weeks(1) (2) | 1 | n/a | n/a |
| Rate per 100 FTE(1) | 0.10 | n/a | n/a |
| Fatalities | Fatality claims | 0 | 0 | 0 |
| Claim costs | Average cost per standard claim | $46,688 | $29,948 | $36,412 |
| Absenteeism | Number of days absent due to sickness(1) | 9,727 | n/a | n/a |
| Rate per 100 FTE(1) | 940.7 | n/a | n/a |
| Return to work | Percentage of claims with return to work plan < 30 days | n/a | 100% | 100% |
| Management commitment | Evidence of OHS policy statement, OHS objectives, regular reporting to senior management of OHS, and OHS plans | Completed | Completed | Completed |
| Evidence of OHS criteria in purchasing guidelines (including goods, services and personnel) | Completed | Completed | Completed |
| Consultation and participation | Compliance with agreed structure on designated work groups, health and safety representatives (HSRs) and issue resolution procedures (IRPs) | Completed | Completed | Completed |
| Number of quarterly OHS Committee meetings | 4 | 4 | 4 |
| Risk management | Percentage of internal audits and inspections conducted as planned | 67% | 64% | 54% |
| Percentage of reported incidents investigated | 100% | 100% | 100% |
| Number of improvements notices issued by a WorkSafe inspector | 0 | 0 | 0 |
| Rates of notices issued per inspector visit  | n/a | n/a | n/a |
| Number of prosecutions | 0 | 0 | 0 |
| Percentage of issues identified actioned arising from: |  |  |  |
| * internal audits
 | 100% | 93% | 100% |
| * HSR provisional improvement notices
 | n/a | n/a | n/a |
| * number of prosecutions
 | n/a | n/a | n/a |
| **OHS management system development and improvement** | Number of procedures developed and approved(1) | 1 | n/a | n/a |
| Number of procedures reviewed and refined(1) | 4 | n/a | n/a |
| Training | Percentage of executives, managers and staff who have received OHS training (online induction module): |  |  |  |
| * DPC employees
 | 38% | 41% | 29% |
| * executive officer training(1)
 | 10% | n/a | n/a |
| * manager training(1)
 | 26% | n/a | n/a |
| * contractors, temps and visitors(3)
 | 7% | 29% | 3% |
| Percentage of HSRs trained:(4) |  |  |  |
| * upon acceptance of the role (initial training)
 | 100% | 100% | 80% |
| * retraining (refresher)
 | 100% | 100% | 100% |
| * percentage of staff who have received mental health and wellbeing training
 | 10% | n/a | n/a |
| **People Matter Survey results(or equivalent)** | Percentage of response rates(1) | 80% | n/a | n/a |

This information only incorporates the core groups of DPC.

Notes:

(1) Newly introduced measures that were not reported for 2016–17 and 2017–18 periods.

(2) The number of claims reported include standard claims only. These claim figures include ongoing claims from previous years at
30 June for each financial year; this includes three ongoing claims for 2016–17 and one ongoing claim for 2018–19.

(3) This percentage is calculated as a percentage of total FTE, as total figures on ‘contractors, temps and visitors’ are unavailable.

(4) All HSRs are provided with an induction session upon appointment from Marsh OHS Advisory Service. This includes details on WorkSafe-approved optional HSR training, which all HSRs are encouraged to attend (21 per cent of HSRs have completed this formal training). Further information and reminders are provided in quarterly OHS Committee meetings.

## Appendix 5: Environmental performance

Sustainability is a key focus for IGNITE, DPC’s workspace project at 35 Collins Street. DPC is leveraging this project to make positive changes to its workspace and staff practice to further reduce its environmental footprint. DPC has committed to the following actions in increasing its sustainable practices:

* Environmental considerations are included in tender specifications for all tender documents.
* DPC complies with Green Purchasing Guidelines where applicable.
* Organic waste bins have been supplied on every floor.
* Sustainable consumables — DPC is transitioning from common office consumables to eco-friendly, organic or recyclable versions.
* Energy-efficient appliances and sensor lighting — DPC is installing appliances with an energy efficiency rating of 5 or more stars where possible. Lighting will include sensors to ensure they turn off when not in use.
* Sustainably made furniture — where possible, locally produced, sustainably made furniture has been sourced. An example of this is the new workstations. Made locally from local materials, the workstations have a Global GreenTag certification, which is one of the world’s most robust, trusted and widely recognised ecolabels.
* Sustainable relocation practices — relocating branches have been undertaking significant clean-up activities and all waste has been sustainably disposed of.

### Office-based environmental impacts

Through IGNITE, and by consolidating the majority of DPC staff into one location, DPC’s accommodation footprint will further reduce. This will make DPC’s footprint more efficient and therefore contribute to a reduction in energy consumption in the future.

DPC monitored the environmental impacts of its operations during 2018–19. Monitoring was undertaken via DPC’s office-based environmental management system, which is based on international standard AS/NZS ISO 14001 environmental management system requirements.

In the course of its operations DPC aims to minimise:

* greenhouse emissions
* the generation of waste
* the use of energy, water, paper, travel and the vehicle fleet.

The suite of environmental indicators presented in the following pages are based on Financial Reporting Direction 24D.

### Energy

DPC’s energy consumption covers tenancies at 1 Macarthur Street, 1 Treasury Place,
3 Treasury Place, 1 Spring Street, 121 Exhibition Street, 80 Collins Street and 35 Collins Street.

#### Electricity

| Indicator | 2018–19 | 2017–18 |
| --- | --- | --- |
| Total energy usage segmented by primary source (MJ) | 2,896,000 | 2,668,675 |
| Greenhouse gas emissions associated with energy use, segmented by primary source and offsets (t CO2 e) | 868 | 800 |
| Units of energy used per FTE (MJ/FTE) | 2,801 | 2,815 |
| Units of energy used per unit of office area (MJ/m2) | 180 | 191 |
| Actions undertaken:* In fitting out its new floors, DPC has made a concerted effort to select 5-star energy-efficient appliances.
* Flexible work practices continue to be promoted and well supported.
* DPC participated in the 2019 Earth Hour event.
 |

Note: Where billing is unavailable, consumption was estimated using average consumption from the previous period.

DPC’s gas consumption covers tenancies at 1 Macarthur Street and 1 Treasury Place.

#### Gas

| Indicator | 2018–19 | 2017–18 |
| --- | --- | --- |
| Total energy usage segmented by primary source (MJ) | 2,710,000 | 15,504,775 |
| Greenhouse gas emissions associated with energy use, segmented by primary source and offsets (t CO2 e) | 155 | 888 |
| Units of energy used per FTE (MJ/FTE) | 2,621 | 16,355 |
| Units of energy used per unit of office area (MJ/m2) | 169 | 1,021 |
| Actions undertaken:* DPC participated in the 2019 Earth Hour event.
 |

Note: Where billing is unavailable, consumption was estimated using average consumption from the previous period. This is the second year that DPC has been able to report its gas usage.

#### Result

* In 2018–19 DPC added additional floors at 35 Collins Street. Following machinery of government changes, DPC’s overall FTE increased, leading to an increase in overall energy consumption. Electricity use per FTE subsequently decreased.
* Reductions in electricity consumption per FTE and square metres can be attributed to an increase in the use of 5-star energy-rated appliances and DPC’s adoption of flexible workplace practices, which have led to a more efficient office design.
* The decrease in gas consumption can be attributed to improved reporting systems.

#### Explanatory notes

* Electricity and gas consumption were sourced from billing data for 2018–19.
* The greenhouse gas emissions for gas consumption published in 2017–18 have been adjusted from 2,909 MJ to 800 t CO2 e due to reporting issues.

### Paper

DPC’s paper consumption covers tenancies at 1 Macarthur Street, 1 Treasury Place,
3 Treasury Place, 1 Spring Street, 121 Exhibition Street, 80 Collins Street and 35 Collins Street.

| Indicator | 2018–19 | 2017–18 |
| --- | --- | --- |
| Total units of copy paper (reams) | 11,294 | 10,114 |
| Units of copy paper per FTE (reams/FTE) | 10.9 | 10.7 |
| Percentage of 75–100% recycled content copy paper purchased (%) | 81 | 91 |
| Percentage of 0–50% recycled content copy paper purchased (%) | 19 | 9 |
| Greenhouse gas emissions related to paper use (t CO2 e) | 49 | 44 |

#### Result

* Total units of copy paper (reams) increased by 11 per cent.
* Total units of copy paper (reams) per FTE increased slightly by 2 per cent.
* The increase can be attributed to an increase in the number of portfolios and the volume of briefings and advice prepared for the incoming government.

#### Explanatory notes

* Data was calculated using purchasing information provided under the whole of government office stationery contract and reflects paper purchased rather than paper consumed.

### Water

DPC’s water consumption covers tenancies at 1 Macarthur Street, 1 Treasury Place,
3 Treasury Place, 1 Spring Street, 121 Exhibition Street, 80 Collins Street and 35 Collins Street.

| Indicator | 2018–19 | 2017–18 |
| --- | --- | --- |
| Total units of metered water consumed by usage types (kL) | 10,282 | 7,460 |
| Units of metered water consumed in offices per FTE (L/FTE) | 9,616 | 7,869 |
| Units of metered water consumed in offices per unit of office area (L/m2) | 639 | 491 |

Note: Where billing data is unavailable, consumption was estimated using average consumption from the previous period.

#### Result

* Total water consumed across DPC has increased by 36 per cent due to the additional sites at
35 Collins Street.
* Total water consumed per FTE also increased by 20 per cent due to improved reporting systems.

### Transport

DPC uses vehicles from the Shared Service Provider vehicle pool for its operational car travel.

| Operational vehicles | 2018–19 | 2017–18 |
| --- | --- | --- |
| ULP | LPG | DSL | Total | ULP | LPG | DSL | Total |
| Total energy consumption by vehicles (MJ) | 530,750 | 0 | 51,029 | 581,779 | 585,059 | 3,959 | 39,372 | 628,387 |
| Total vehicle travel associated with entity operations (km) | 207,969 | 0 | 17,233 | 225,202 | 209,680 | 1,299 | 13,266 | 224,245 |
| Total greenhouse gas emissions from vehicle fleet(t CO2 e) | 38.80 | 0 | 3.83 | 42.63 | 42.77 | 0.26 | 2.96 | 45.99 |
| Greenhouse gas emissions from vehicle fleet per 1,000km travelled (t CO2 e) | 0.19 | 0 | 0.22 | 0.41 | 0.20 | 0.22 | 0.20 | 0.62 |
| Actions undertaken:* DPC participated in the 2019 Ride to Work event.
 |

|  | 2018–19 | 2017–18 |
| --- | --- | --- |
| Total distance travelled by aeroplane (km) | 879,693 | 1,925,597 |
| Total greenhouse gas emissions from air travel (t CO2 e) | 271 | 599 |
| Percentage of employees regularly (> 75 per cent of work attendance days) using public transport, cycling, walking or carpooling to and from work or working from home, for CBD tenancies (%) | 85 | 87 |

#### Result

* Total vehicle travel reduced by more than 50 per cent, and LPG vehicles are no longer part of the vehicle fleet, leading to a reduction in greenhouse gas emissions.
* Air travel decreased by 50 per cent, which reflects the lower rate of travel during the year and resulted in a significant drop in greenhouse gas emissions.

#### Explanatory notes

* The vehicle travel data includes DPC hire car usage from the Shared Service Provider vehicle pool.
* Air travel data was provided by the state government booking agency.
* An internal survey was conducted to ascertain the percentage of employees regularly using public transport.
* Staff at 1 Treasury Place, 1 Macarthur Street, 3 Treasury Place, 1 Spring Street, 121 Exhibition Street, 80 Collins Street and 35 Collins Street were included in the above indicators.

### Waste

DPC’s waste reporting covers tenancies at 1 Macarthur Street and 1 Treasury Place.

| Waste generation | 2018–19 | 2017–18 |
| --- | --- | --- |
| Landfill | Co-mingled recycling  | Compost  | Total | Landfill | Co-mingled recycling  | Compost | Total |
| Total units of waste by destination (kg/year) | 11,441 | 11,413 | 5,072 | 27,926 | 11,031 | 16,421 | 27,577 | 55,029 |
| Units of waste per FTE by destination (kg/year) | 11.06 | 11.04 | 4.90 | 27.00 | 12.1 | 18.00 | 30.24 | 60.34 |
| Greenhouse gas emissions from waste to landfill(t CO2 e) | 19.49 | 0 | 0 | 16.49 | 22.19 | 0 | 0 | 22.19 |
| Recycling rate (% of total waste) |  |  |  | 60 |  |  |  | 80 |
| Actions undertaken:* The Green Collect service was used during 2018–19. Green Collect picks up a wide range of items from offices and diverts them from landfill to be reused, remade or recycled.
 |

#### Result

* Waste generation has reduced on all measures.
* The recycling rate has dropped from 80 per cent to 60 per cent.

#### Explanatory notes

* Waste audit data should be viewed as a guide only due to the modest data collection capabilities.
* Waste data was collected from quarterly audits at 1 Treasury Place and 3 Treasury Place, which cover 40 per cent of staff.
* Waste indicators cover paper, cardboard and the three kitchen waste streams: landfill, recycling and compost.
* During the year DPC has undertaken initiatives to change its procurement and waste management approach to further reduce its environmental impact. In addition, several staff-led initiatives have contributed to an overall increase of awareness and change in staff behaviour that has further contributed to improved environmental practices.

### Greenhouse gas emissions

The emissions disclosed in the table below are taken from the previous sections to show DPC’s greenhouse footprint.

| Indicator | 2018–19 | 2017–18 |
| --- | --- | --- |
| Total greenhouse gas emissions associated with energy use (t CO2 e) | 1,023 | 1,688 |
| Total greenhouse gas emissions associated with vehicle fleet (t CO2 e) | 43 | 46 |
| Total greenhouse gas emissions associated with air travel (t CO2 e) | 271 | 599 |
| Total greenhouse gas emissions associated with waste production (t CO2 e) | 16 | 22 |
| Total greenhouse gas emissions associated with paper use (t CO2 e) | 49 | 44 |
| Total greenhouse gas emissions (t CO2 e) | 1,402 | 2,399 |

#### Result

* The decrease in total greenhouse gas emissions is largely attributable to a reduction in energy use and air travel.

#### Green procurement

* Environmental considerations are included in the specifications for all tender documents.
* DPC complied with Green Purchasing Guidelines where applicable.

**Glossary**

* DSL: diesel
* FTE: full-time equivalent employee
* kg: kilograms
* kL: kilolitres
* km: kilometres
* L: litres
* LPG: liquefied petroleum gas
* m2: square metres
* MJ: megajoules
* ream: 500 sheets of A4 paper
* t CO2 e: tonnes of carbon dioxide equivalent
* ULP: unleaded petrol

### Environmental performance trend charts

#### DPC annual energy consumption



#### DPC annual paper use



#### DPC annual water use



#### DPC annual car travel



#### DPC annual waste generation



## Appendix 6: Statutory complianceand other information

### Acts of Parliament

#### Acts of Parliament administered by the Premier

* Administrative Arrangements Act 1983
* Australia Acts (Request) Act 1985
* Climate Change Act 2017, ss. 7, 8, 10, 14,
16, 41, 42, 50, 54 and 55, which are jointly administered with the Minister for Energy, Environment and Climate Change; the Act is otherwise administered by the Minister for Energy, Environment and Climate Change and the Minister for Solar Homes
* Commonwealth Arrangements Act 1958
* *Constitution Act 1975*, except: s. 72, which is administered by the Special Minister of State; Part III, which is administered by the Attorney-General; Division 1 of Part IIIAA, which is jointly administered with the Attorney-General; Divisions 3–6 of Part IIIAA, which are administered by the Attorney-General; s. 88, insofar as it relates to the appointment of Crown Counsel and Crown Counsel (Advisings), which is administered by the Attorney-General; s. 88, insofar as it relates to the appointment of the Commissioner for Better Regulation, is administered by the Treasurer; and s. 88 insofar as it relates to the appointment of the Victorian Skills Commissioner, is administered by the Minister for Training and Skills
* Constitution (Appointments) Act 2009
* *Crown Land (Reserves) Act 1978* insofar as it relates to the following land: Crown allotment 2036, City of Melbourne, Parish of Melbourne South (Parish Plan No. 5514D) reserved for Public Purposes (Government House and Grounds), Crown allotments 2219, 2220, 2221 and 2222 as shown on OP122930 and Crown allotments 2026, 2031, 2162 and 2223 as shown on OP122933, County of Bourke, City of South Melbourne, Parish of Melbourne South. The Act is otherwise administered by the Assistant Treasurer, the Minister for Corrections, the Minister for Energy, Environment and Climate Change, the Minister for Health, the Minister for Ports and Freight, and the Minister for Tourism, Sport and Major Events
* *Electoral Act 2002*, Division 1 of Part 5 and Part 9A. The Act is otherwise administered by the Attorney-General and the Special Minister of State
* Essential Services Act 1958
* Family Violence Reform Implementation Monitor Act 2016
* Inquiries Act 2014
* *Melbourne Cricket Ground Act 2009*, which is jointly and severally administered with the Minister for Priority Precincts and the Minister for Tourism, Sport and Major Events
* *Melbourne and Olympic Parks Act 1985*, which is jointly and severally administered with the Minister for Priority Precincts and the Minister for Tourism, Sport and Major Events, except ss. 24–28, which are administered by the Minister for Energy, Environment and Climate Change
* *Ombudsman Act 1973*, ss. 3–6. The Act is otherwise administered by the Special Minister of State
* *Parliamentary Administration Act 2005*, except Part 2 and ss. 14–17, which are administered by the Special Minister of State, and Part 5, which is jointly and severally administered with the Special Minister of State
* Parliamentary Committees Act 2003
* *Project Development and Construction Management Act 1994*, except: s. 11 insofar as it relates to a project nominated under s. 6 for which the Secretary referred to in Part 5A is the facilitating agency, insofar as it relates to those matters, is administered jointly and severally with the Minister for Priority Precincts and the Minister for Transport Infrastructure; Part 4, which is administered by the Assistant Treasurer; Part 5A, which is administered jointly and severally by the Minister for Priority Precincts and the Minister for Transport Infrastructure, except to the extent that it relates to the exercise of powers and functions under Part 9A of the *Planning and Environment Act 1987*, insofar as it relates to those powers and functions, is administered by the Minister for Planning; s. 46 and Part 7, which are administered by the Minister for Planning; and Parts 8, 9 and 10, which are jointly and severally administered by the Minister for Priority Precincts and the Minister for Transport Infrastructure
* *Public Administration Act 2004*, except
Parts 1, 2, 6 and 8, which are jointly and severally administered with the Special Minister of State; and Part 3A, Divisions 1, 2 and 5 of Part 4, Part 5, and Part 5A, which are administered by the Special Minister of State
* *Public Records Act 1973*, insofar as the Act relates to public records in the possession of, transferred from, or to be transferred from the Cabinet Secretariat; the Act is otherwise administered by the Special Minister of State
* Public Safety Preservation Act 1958
* Public Sector (Union Fees) Act 1992
* Senate Elections Act 1958
* Statute Law Revision Acts
* *Subordinate Legislation Act 1994*, ss. 5A, 9 and 12G; the Act is otherwise administered by the Special Minister of State
* Succession to the Crown (Request) Act 2013
* Superannuation (Public Sector) Act 1992
* Vital State Industries (Works and Services) Act 1992
* *Vital State Projects Act 1976*, except ss. 5–16, which are administered by the Attorney-General
* Wrongs (Public Contracts) Act 1981

#### Acts of Parliament administered by the Minister for Aboriginal Affairs

* Advancing the Treaty Process with Aboriginal Victorians Act 2018
* Aboriginal Heritage Act 2006
* Aboriginal Lands Act 1970
* *Aboriginal Lands Act 1991*, which is jointly and severally administered with the Minister for Energy, Environment and Climate Change

#### Acts of Parliament administered by the Minister for Equality

* *Relationships Act 2008*, which is jointly and severally administered with the Attorney-General

#### Acts of Parliament administered by the Minister for Industrial Relations

* *Child Employment Act 2003*
* *Construction Industry Long Service Leave Act 1997*
* *Fair Work (Commonwealth Powers) Act 2009*
* *Labour Hire Licensing Act 2018*
* *Long Service Leave Act 2018*
* *Long Service Benefits Portability Act 2018*
* *Outworkers (Improved Protection) Act 2003*
* *Owner Drivers and Forestry Contractors Act 2005*
* *Public Sector Employment (Award Entitlements) Act 2006*
* *Trade Unions Act 1958*

#### Acts of Parliament administered by the Minister for Multicultural Affairs

* Multicultural Victoria Act 2011
* Racial and Religious Tolerance Act 2001
* *State Owned Enterprises Act 1992*, Division 2 of Part 2, and Part 3, insofar as they relate to the Victorian Interpreting and Translating Service; the Act is otherwise administered by the Assistant Treasurer, the Minister for Energy, Environment and Climate Change, the Minister for Water and the Treasurer

#### Acts of Parliament administered by the Special Minister of State

* *Audit Act 1994*, except ss. 8–10, 16A, 16B, 16D, 16E and 16G, which are administered by the Assistant Treasurer and ss. 13, 16C and 21, which are jointly and severally administered with the Assistant Treasurer
* *Constitution Act 1975*, s. 72. The Act is otherwise administered by the Attorney-General, the Minister for Training and Skills, the Treasurer and the Premier
* *Electoral Act 2002*, except Division 1 of Part 5 and Part 9A, which are administered by the Premier and Part 8, which is administered by the Attorney-General
* Electoral Boundaries Commission Act 1982
* Freedom of Information Act 1982
* Independent Broad-based Anti-corruption Commission Act 2011
* Infrastructure Victoria Act 2015
* *Land Act 1958,* subdivisions 1 and 2 of Division 9 of Part 1, insofar as they relate to the exercise of powers in respect of the land described as Crown Allotment 13A of s. 92 at North Melbourne in the Parish of Jika Jika, being the site of the Public Record Office Victoria; the Act is otherwise administered by the Assistant Treasurer, the Attorney-General, the Minister for Corrections, the Minister for Creative Industries, the Minister for Energy, Environment and Climate Change, the Minister for Health, the Minister for Ports and Freight and the Minister for Roads
* *Local Government Act 1989*, ss. 223A, 223B and 223C; s. 243 insofar as it relates to the inspectors of municipal administration; the Act is otherwise administered by the Attorney-General, the Minister for Local Government, the Minister for Planning and the Minister for Roads
* Members of Parliament (Register of Interests) Act 1978
* *Ombudsman Act 1973*, except ss. 3–6, which are administered by the Premier
* *Parliamentary Administration Act 2005*, Part 2 and ss. 14–17 and Part 5 (Part 5 is jointly and severally administered with the Premier); the Act is otherwise administered by the Premier
* *Parliamentary Budget Officer Act 2017*
* Parliamentary Precincts Act 2001
* *Parliamentary Salaries and Superannuation Act 1968*, except ss. 6(6), 9K(3), 9K(5), 9L, 8A, 8B and Part 3, which are administered by the Assistant Treasurer
* Privacy and Data Protection Act 2014
* Protected Disclosure Act 2012
* *Public Administration Act 2004*, Part 3A, Divisions 1, 2 and 5 of Part 4, Parts 5 and 5A; Parts 1, 2, 6 and 8, which are jointly and severally administered with the Premier; the Act is otherwise administered by the Premier
* Public Interest Monitor Act 2011
* *Public Records Act 1973*, except insofar as the Act relates to public records in the possession of, transferred from, or to be transferred from, Cabinet Secretariat; insofar as the Act relates to those matters, the Act is administered by the Premier
* *Service Victoria Act 2018*
* *Subordinate Legislation Act 1994*, except ss. 5A, 9 and 12G, which are administered by the Premier
* *Victorian Data Sharing Act 2017*
* *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*
* Victorian Inspectorate Act 2011

#### Acts of Parliament administered by the Minister for Veterans

* *ANZAC Day Act 1958*, ss. 3 and 4A. The Act is otherwise administered by the Minister for Small Business and the Minister for Tourism, Sport and Major Events
* Returned Servicemen’s Badges Act 1956
* Shrine of Remembrance Act 1978
* Veterans *Act 2005*, except Part 4, which is administered by the Minister for Consumer Affairs, Gaming and Liquor Regulation

#### Acts of Parliament administered by the Minister for Women

* Abortion Law Reform Act 2008, which is jointly and severally administered with the Minister for Health
* Queen Victoria Women’s Centre Act 1994
* Young Women’s Christian Association of Australia Incorporation Act 1962

#### Acts of Parliament administered by the Minister for Youth

* Girl Guides Association Act 1952
* Scout Association Act 1932

### Aboriginal Heritage Act

#### Compliance with the *Aboriginal Heritage Act 2006*

Under s.192 of the Aboriginal Heritage Act 2006, the Secretary must report on the operation of the Act including:

* the exercise and performance by authorised officers of their powers, functions and duties under the Act
* any complaints received in relation to authorised officers
* actions taken to address those complaints.

The Act establishes the role of authorised officers and makes provision for appointing authorised officers. The key functions to be carried out by an authorised officer include:

* monitoring compliance with the Act
* investigating suspected offences against the Act
* directing the conduct of a cultural heritage audit to assess the impact of an activity on Aboriginal cultural heritage
* issuing and delivering stop orders without formal approval if there are reasonable grounds for believing that Aboriginal cultural heritage is under threat from an activity.

As of 30 June 2019, twenty-five authorised officers, all from Aboriginal Victoria, have been appointed under the Act. Nine Aboriginal heritage officers have been appointed under the Act, who are all employees of a registered Aboriginal party.

All appointees have successfully completed a Certificate IV in Government Investigations within the past four years and receive ongoing training in relation to the operation of the Act.

There were no complaints made about authorised officers during this period.

In 2018–19 authorised officers exercised their powers, functions and duties as set out on the following page.

#### Information on the exercise and performance by authorised officers of their powers, functions and duties under the Aboriginal Heritage Act

| Section | Function/power | Exercised |
| --- | --- | --- |
| 83 | Cultural heritage audit must be conducted under the direction of an authorised officer | No cultural heritage audits were conducted |
| 84 | Give a written report of the findings of a cultural heritage audit to the minister | No written reports were provided to the minister |
| 159(a) | Monitoring compliance with the Act | 39 inspections were carried out to monitor compliance |
| 159(b) | Investigation of suspected offences against the Act | 104 investigations were carried out or are ongoing |
| 159(c) | Directing the conduct of cultural heritage audits | No cultural heritage audits were ordered |
| 159(d) | Issuing and delivering stop orders | No stop orders were issued or delivered |
| 159(e) | Reporting to the Secretary | No reports were required |
| 165 | Present identification card for inspection | Identification cards were presented for inspection on 12 occasions |
| 166 | Power to enter land or premises with the consent of the occupier | General powers to enter land or premises were used 12 times |
| 167 | Obtaining consent to enter land or premises  | Land or premises were entered 12 times with the consent of the occupier |
| 168 | Power to enter land or premises open to the public | Land or premises open to the public were entered 28 times |
| 169 | Power to enter land or premises for a cultural heritage audit | No land was entered for the purposes of a cultural heritage audit |
| 170 | Power to search upon entry | Search powers on entering land were not required |
| 171 | Seizure powers on entry without search warrant | Seizure powers were not required |
| 172 | Seizure power without consent | Seizure powers were not required |
| 173 | Search warrants | One search warrant was obtained |
| 176 | Receipts for seized things | One receipt was issued |
| 177 | Security of seized things | One seized thing (records) was required to be secured |
| 178(4) | Return of seized objects | No seized things were required to be returned |
| 180 | Require the giving of name and address | No one was required to give their name and address |
| 181 | Require the giving of assistance and information | No one was required to provide assistance or information |
| 182 | Taking affidavits | No affidavits were taken |
| 184 | Report to be given about entry | No reports were required |

Full details of all powers and functions exercised by authorised officers in previous years can be requested via email to the Director, Heritage Services, Aboriginal Victoria at aboriginal.heritage@dpc.vic.gov.au.

### Building Act

#### Compliance with the *Building Act 1993*

DPC complied with obligations under the *Building Act 1993*, the Building Regulations 2006 and associated statutory requirements and amendments. An occupancy permit or certificate of final inspection endorsed by a registered building surveyor is obtained for all upgrades to existing facilities requiring a permit. Design consultants and building contractors engaged are registered practitioners, and registrations are maintained during the course of the work.

DPC is responsible for managing the Victorian Archives Centre and for Government House and its outbuildings. There are a number of mechanisms for inspection, reporting and carrying out of maintenance works at these two sites including:

* regular property inspections conducted by staff, tenants and external contractors
* independent, formal condition audits undertaken every five years
* site risk surveys undertaken at least biennially by the Victorian Managed Insurance Authority (VMIA)
* onsite facilities managers who respond to and prioritise identified issues and manage breakdown, preventative and cyclical maintenance contracts.

##### Major works projects (greater than $50,000)

|  |  |
| --- | --- |
| 99 Shiel Street, North Melbourne | * Security system upgrade
* Washroom upgrade
* Revolving door
* Air purification unit replacements
* RCD installation and rectification
 |
| Government House Drive, Melbourne | * Continued security upgrades including perimeter fence replacement
* Continued conservation works including replacement and refurbishment of a section of roof
 |

### Carers Recognition Act

At DPC we support our people to balance work and life commitments. We understand the contribution that carers make to both the workplace and to the broader community and their families. That is why we take active steps to support our people with their caring responsibilities under the *Carers Recognition Act 2012.* This encompasses:

* further embedding flexible work arrangements as part of the DPC working culture through delivering Managing Flexible Teams workshops for managers and providing ongoing communications and tools
* establishing the new DPC Enabler’s Network, a network run by people with disability for people with disability, with an executive sponsor, open to all staff including carers
* delivering a mental health and wellbeing training program for executives, managers and all staff to better support our people, including those who are have carer responsibilities
* providing support to all staff through the newly created Peer Support Program and the Employee Assistance Program.

### Competitive Neutrality Policy

Competitive neutrality requires government businesses to ensure that where services compete, or potentially compete with the private sector, any advantage arising solely from their government ownership be removed if it is not in the public interest. Government businesses are required to cost and price these services as if they were privately owned. Competitive neutrality policy supports fair competition between public and private businesses and provides government businesses with a tool to enhance decisions on resource allocation. This policy does not override other policy objectives of government and focuses on efficiency in service provision.

DPC continues to ensure Victoria fulfils its requirements on competitive neutrality reporting for government businesses against the enhanced principles as required under the Competition Principles Agreement.

### DataVic Access Policy

The Victorian Government DataVic Access Policy enables the sharing of government data at no, or minimal, cost to users. The policy’s intent is to support research and education, promote innovation, support improvements in productivity and stimulate growth in the Victorian economy as well as enhance sharing of, and access to, information-rich resources to support evidence-based decision making in the public sector.

Government data is progressively published in a machine-readable format on the Victorian Data Directory at [www.data.vic.gov.au](http://www.data.vic.gov.au/) to encourage open access and reuse. As at the end of June 2019, 36 Victorian government departments and agencies had 4,700 data records accessible on the site. There were 1,693 fewer records available at the end of June 2019 compared with June 2018 due to a consolidation of species-related data from the Department of Environment, Land, Water and Planning’s Spatial Datamart site. This consolidation has resulted in a much better citizen experience, as those 1,693 individual records were difficult to manage and discover and they are now being offered through only a handful of data products.

### Freedom of Information Act

The *Freedom of Information Act 1982* (Vic)gives members of the public a right to access documents held by DPC. The purpose of the Act is to extend as far as possible the right of the community to access information held by government departments, local councils, ministers and other bodies subject to the Act.

An applicant has a right to apply for access to any document held by DPC, which comprises documents both created and received by the department. Other than regular electronic and paper records, applicants may also request access to documents such as maps, films, computer discs and tape recordings.

The Act allows DPC to refuse access, either fully or partially, to certain documents or information. Examples of documents that may not be accessed include: Cabinet documents; certain internal working documents; law enforcement documents; documents covered by legal professional privilege; documents containing personal information; certain commercial and financial information; and information provided to DPC in confidence.

From 1 September 2017 the Act has been amended to reduce the FOI processing time for requests from 45 to 30 days. The amendments also included provisions that provide for this timeframe to be extended in some cases.

If an applicant is not satisfied with an FOI decision made by DPC, under s. 49A of the Act they have the right to seek a review from the Office of the Victorian Information Commissioner within 28 days of receiving a decision letter.

For the 12 months ended 30 June 2019, the Freedom of Information Unit received 65 requests for DPC documents and five for the Office of the Premier. No requests were received during this period for any other DPC portfolio ministers.

The department finalised 63 FOI requests to DPC during the 12 months ending 30 June 2019. Forty-two per cent of access decisions were made within the statutory time period, 15 per cent were between one and 45 days overdue and 44 per cent were overdue by more than 45 days. The department also finalised six requests for the Office of the Premier, one for the Office of the Special Minister of State and one for the Office of the Deputy Premier.

Three DPC matters went to the Information Commissioner for review and nine complaints about DPC matters were made to the Information Commissioner.

Three DPC matters were appealed to the Victorian Civil and Administrative Tribunal.

#### Making a request

Requests to access documents should be made in writing to the FOI officer. The requirements of a request are set out in s. 17 of the Act. In summary, a request should:

* be in writing
* identify as clearly as possible the documents requested
* be accompanied by the appropriate application fee (which may be waived if it would cause financial hardship to the applicant).

Requests for documents in DPC’s possession should be addressed to:

Freedom of Information Officer

Department of Premier and Cabinet

GPO Box 4912

Melbourne VIC 3001

Requests can also be lodged via [[https://online.foi.vic.gov.au](https://online.foi.vic.gov.au/)](https://online.foi.vic.gov.au). Access charges may apply once documents have been processed and an access decision has been made. Charges may be applied — for example, for costs associated with photocopying and search and retrieval of documents. Further FOI information regarding DPC’s FOI arrangements can be found at [www.vic.gov.au/foi-part-ii-statements](https://www.vic.gov.au/foi-part-ii-statements).

### Local Jobs First — implementation of the Victorian Industry Participation Policy

Victorian Government agencies implement the Victorian Industry Participation Policy (VIPP) to provide more opportunities for local companies to be involved in government procurement and major projects, which encourages local industry participation and industry development.

The VIPP is a key evaluation criterion in tender selection at the shortlist stage for all state government purchasing contracts and industry grants worth $3 million or more in metropolitan Melbourne and $1 million or greater in regional Victoria.

VIPP plans must address the following:

* local content, which includes all products and services provided from Australian or New Zealand companies
* the number of new jobs created, and existing jobs retained
* the introduction of new technology, opportunities for skills transfer and training for employees
* the number of new apprentices/trainees engaged, and existing apprentices/trainees retained.

VIPP plans are certified by Industry Capability Network (ICN) Victoria. For these plans, ICN Victoria provides the agencies with an evaluation of each shortlisted bidder’s VIPP plan, which is considered during the tender evaluation process.

During 2018–19 DPC had two reportable VIPP activities that were more than $3 million.

### Privacy

#### Compliance with thePrivacy and Data Protection Act and the Health Records Act

DPC is committed to maintaining the privacy of personal and health information. The department’s information and health records privacy policies are available from:

The Privacy Officer

Department of Premier and Cabinet

1 Treasury Place

Melbourne VIC 3002

Telephone: (03) 9651 5111

Email: contact@dpc.vic.gov.au

The Privacy and Data Protection Act 2014 (PDP Act) governs Victoria’s public sector privacy obligations. The PDP Act sets out 10 Information Privacy Principles (IPPs), with which Victorian Government agencies must comply.

The *Health Records Act 2001* regulates the collection, use, handling and disposal of health information by Victorian public and private sector organisations. Like the PDP Act, the Health Records Act does this by setting out 11 health privacy principles (HPPs) with which health service providers and other organisations that hold health information must comply.

The IPPs and HPPs aim to balance the public interest in the free flow of information with the public interest in protecting the privacy of an individual’s personal and health information.

In 2018–19 two matters regarding DPC’s compliance with the IPPs were referred to the Victorian Information Commissioner. No matters regarding its compliance with HPPs were referred to the Health Services Commissioner.

### Protected Disclosure Act

The *Protected Disclosure Act 2012* encourages and assists people to disclose improper conduct by public officers and public bodies. The Act provides protection to people who make disclosures in accordance with the Act and establishes a system for the matters disclosed to be investigated.

DPC is committed to the Act’s objectives. In particular, the department does not tolerate improper conduct by its employees or reprisals against those who make disclosures about such conduct.

#### Compliance with the Protected Disclosure Act

DPC has established procedures for dealing with protected disclosures, as required under Part 9 of the Act.

A guide, available at [www.dpc.vic.gov.au](https://www.vic.gov.au/make-complaint-about-dpc-protected-disclosure)/make-complaint-about-dpc-protected-disclosure, sets out:

* how protected disclosures can be made in accordance with the Act
* the steps that occur after a protected disclosure is made, including reporting the disclosure to IBAC under s. 21(2) of the Act
* the protections against reprisals that a person making a protected disclosure will receive.

Disclosures of improper conduct or detrimental action by the department or any of its employees or officers may be made to any of the following DPC personnel:

* a protected disclosure coordinator (contact details are available at [www.vic.gov.au/make-complaint-about-dpc-protected-disclosure](http://www.vic.gov.au/make-complaint-about-dpc-protected-disclosure))
* a manager or supervisor of a person from DPC who chooses to make a disclosure
* a manager or supervisor of a person from DPC about whom a disclosure has been made.

Alternatively, disclosures of improper conduct or detrimental action by DPC or any of its employees or officers may be made directly to the Independent Broad-based Anti-corruption Commission at:

Level 1, North Tower

459 Collins Street

Melbourne VIC 3000

Telephone: 1300 735 135

Website: [www.ibac.vic.gov.au](http://www.ibac.vic.gov.au/)

Protected disclosures must remain confidential under the law, so it is difficult to be accurate about the numbers of disclosures in any year. For example, managers or executives can receive protected disclosures and may report these straight to IBAC without anyone knowing. Equally, people can report directly to IBAC themselves without the department necessarily knowing.

DPC has not had any disclosures made under the Protected Disclosure Act to its protected disclosure coordinators in 2018–19 or 2017–18.

### Social Procurement Framework

DPC finalised the Social Procurement Strategy in June 2019; it was developed in line with Victoria’s Social Procurement Framework.

Four social procurement objectives were identified this year:

* opportunities for Victorian Aboriginal people
* opportunities for Victorians with disability and disadvantaged
* supporting safe and fair workplaces
* opportunities for Victorian social enterprises.

This section reports on DPC’s progress towards achieving these objectives for the period 1 January 2019 to 30 June 2019.

#### Purchases from social suppliers, 1 January 2019 to 30 June 2019

| Social procurement opportunity | Metric | Number of businesses engaged | Actual spend(excl GST) |
| --- | --- | --- | --- |
| Opportunities for Victorian Aboriginal people | Total spend with Victorian Aboriginal businesses |  | $960,000 |
| Number of Victorian Aboriginal businesses engaged | 26 |  |
| Opportunities for Victorians with disability | Total spend with Victorian social enterprises led by a mission for people with disability and Australian Disability Enterprises |  | $39,000  |
| Number of Victorian social enterprises led by a mission for people with disability and Australian Disability Enterprises engaged | 11 |  |
| Opportunities for disadvantaged Victorians | Total spend with Victorian social enterprises led by a mission for the disadvantaged |  | $644,000 |
| Number of Victorian social enterprises led by a mission for the disadvantaged engaged | 14 |  |
| Sustainable Victorian social enterprises and Aboriginal business sectors | Total spend with Victorian social enterprises |  | $2,127,000 |
| Number of Victorian social enterprises engaged | 52 |  |

#### Summary of contributing activities and initiatives

* Launched the DPC Social Procurement Strategy.
* Developed a project in readiness for the Social Procurement Framework objectives and provided policy advice and tools to embed social procurement across DPC.
* Included social procurement requirements in the End-User Computing State Purchase Contract tender and Multifunctional Devices and Printers State Purchase Contract for invited vendors to address in their response.
* Procured a range of goods and services from several Victorian Aboriginal businesses over the past financial year. This included an Aboriginal creative agency to design government reports such as the Victorian Aboriginal Affairs Framework 2018–2023 and the Victorian Government Aboriginal Affairs Report 2018. Further, DPC procured professional advisory services from Aboriginal businesses to complete audits and reviews and undertake strategic research to inform policy advice.
* DPC’s Stay Engaged program gives people with disability a chance to engage in meaningful employment within DPC where fixed-term paid work placements are offered in various areas such as administration and policy.

### Subsequent events

Refer to the section on subsequent events at
Note 8.11 in DPC’s financial statements.

### Other information available on request

In compliance with the requirements of the Standing Directions of the Assistant Treasurer, details of items listed below have been retained by DPC and are available on request, subject to the provisions of the Freedom of Information Act. These items include:

1. a statement that declarations of pecuniary interests have been duly completed by all relevant DPC officers
2. details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
3. details of publications produced by DPC about itself and how these can be obtained
4. details of changes in prices, fees, charges, rates and levies charged by DPC
5. details of any major external reviews carried out on DPC
6. details of major research and development activities undertaken by DPC
7. details of overseas visits undertaken, including a summary of the objectives and outcomes of each visit
8. details of major promotional, public relations and marketing activities undertaken by DPC to develop community awareness of DPC and its services
9. details of assessments and measures undertaken to improve the occupational health and safety of employees
10. a general statement on industrial relations within DPC and details of time lost through industrial accidents and disputes
11. a list of major committees sponsored by DPC, the purposes of each committee and the extent to which the purposes have been achieved
12. details of all consultancies and contractors including:
* consultants/contractors engaged
* services provided
* expenditure committed to for each engagement.

This information is available on request from:

Executive Director

Corporate Services Division

Department of Premier and Cabinet

1 Treasury Place

East Melbourne VIC 3002

Email: dp&c@dpc.vic.gov.au

### Contacts

as at 30 June 2019

#### Department of Premier and Cabinet

Secretary

1 Treasury Place

Melbourne 3002

(DX 210753)

(GPO Box 4912, Melbourne 3001)

Telephone: (03) 9651 5111

Email: dp&c@dpc.vic.gov.au

[www.dpc.vic.gov.au](http://www.dpc.vic.gov.au/)

#### Administrative offices

##### Local Government Inspectorate

Chief Municipal Inspector

Level 27, 1 Spring Street

Melbourne 3000

Telephone: (03) 8392 5300

[www.dpc.vic.gov.au](http://www.dpc.vic.gov.au/)

##### Office of the Chief Parliamentary Counsel

Chief Parliamentary Counsel

Level 2, 1 Macarthur Street

East Melbourne 3002

Telephone: (03) 9651 2109

[www.legislation.vic.gov.au](http://www.legislation.vic.gov.au/)

##### Office of the Governor

Official Secretary

Government House

Government House Drive

Melbourne 3004

Telephone: (03) 9655 4211

[www.governor.vic.gov.au](http://www.governor.vic.gov.au/)

##### Office of the Victorian Government Architect

Victorian Government Architect

Level 2, 20 Spring Street

East Melbourne 3002

Telephone: (03) 9651 6583

[www.ovga.vic.gov.au](http://www.ovga.vic.gov.au/)

##### Public Record Office Victoria

Director and Keeper of Public Records

Victorian Archives Centre

99 Shiel Street

North Melbourne 3051

Telephone: (03) 9348 5600

[www.prov.vic.gov.au](http://www.prov.vic.gov.au/)

##### Service Victoria

Chief Executive Officer

Level 10, 1 McNab Avenue

Footscray 3011

[www.service.vic.gov.au](https://www.service.vic.gov.au/)

### Publishing and further information

DPC’s 2018–19 Annual Report and accompanying financial statements present a summary of the department’s performance over the 2018–19 financial year.

Further information about DPC portfolio entities can be obtained, where applicable, from their individual 2018–19 annual reports.

#### Content coordination

Corporate Services Division, DPC

#### Editorial services

Corporate Services Division, DPC

The Word Guy

#### Internal pages

Aria Design

#### Cover pages

Cover artwork designed by Claire Ho Design

#### Print production

Printed by Doculink Australia

#### Accessibility

For an accessible version of this publication, visit [www.vic.gov.au/dpc-annual-reports](http://www.vic.gov.au/dpc-annual-reports)

This report is printed on ecoStar 100% recycled paper. Cover pages 300 gsm and internal pages
120 gsm.

LOGOS

ISSN 1833–0878

Authorised by the Victorian Government
1 Treasury Place, East Melbourne 3002

© State of Victoria (Department of Premier and Cabinet) 2019



You are free to reuse this work under a Creative Commons Attribution 4.0 International Licence provided you credit the State of Victoria (Department of Premier and Cabinet) as author, indicate if changes were made and comply with the other [licence terms](http://creativecommons.org/licenses/by/4.0/). The licence does not apply to any third-party material, images or branding, including the Victorian Coat of Arms and government logos.

#### Disclaimer

This publication may be of assistance to you, but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence that may arise from you relying on any information in this publication.