# Section 4: Appendices

[Disclosure index 125](#_Toc54770040)

[Appendix 1: Budget portfolio outcomes 127](#_Toc54770041)

[Comprehensive operating statement for the year ended 30 June 2020 128](#_Toc54770042)

[Balance sheet as at 30 June 2020 130](#_Toc54770043)

[Cash flow statement for the year ended 30 June 2020 131](#_Toc54770044)

[Statement of changes in equity for the year ended 30 June 2020 132](#_Toc54770045)

[Administered items statement for the year ended 30 June 2020 133](#_Toc54770046)

[Appendix 2: Other financial information 134](#_Toc54770047)

[Current-year financial performance 134](#_Toc54770048)

[Capital projects / asset investment 135](#_Toc54770049)

[Consultancies and major contracts 135](#_Toc54770050)

[Direct costs attributable to machinery of government changes 135](#_Toc54770051)

[Grant payments 135](#_Toc54770052)

[Financial management compliance 136](#_Toc54770053)

[Government advertising expenditure 137](#_Toc54770054)

[Information and communications technology expenditure 138](#_Toc54770055)

[Appendix 3: Governance 139](#_Toc54770056)

[Board of Management 139](#_Toc54770057)

[Audit and Risk Management Committee 139](#_Toc54770058)

[Health, Safety and Wellbeing Committee 139](#_Toc54770059)

[Procurement Governance Committee 140](#_Toc54770060)

[Appendix 4: Workforce data 141](#_Toc54770061)

[Comparative data 141](#_Toc54770062)

[Executive officer data 149](#_Toc54770063)

[Occupational health and safety management 152](#_Toc54770064)

[Appendix 5: Environmental performance 155](#_Toc54770065)

[Office-based environmental impacts 155](#_Toc54770066)

[Energy 156](#_Toc54770067)

[Paper 157](#_Toc54770068)

[Water 158](#_Toc54770069)

[Transport 158](#_Toc54770070)

[Waste 159](#_Toc54770071)

[Greenhouse gas emissions 160](#_Toc54770072)

[Environmental performance trend charts 161](#_Toc54770073)

[Appendix 6: Statutory compliance and other information 162](#_Toc54770074)

[Acts of Parliament 162](#_Toc54770075)

[Aboriginal Heritage Act 165](#_Toc54770076)

[Building Act 167](#_Toc54770077)

[Carers Recognition Act 167](#_Toc54770078)

[Competitive Neutrality Policy 167](#_Toc54770079)

[DataVic Access Policy 168](#_Toc54770080)

[Disability Act 2006 168](#_Toc54770081)

[Freedom of Information Act 169](#_Toc54770082)

[Local Jobs First 170](#_Toc54770083)

[Privacy 170](#_Toc54770084)

[Public Interest Disclosure Act 171](#_Toc54770085)

[Social Procurement Framework 171](#_Toc54770086)

[Subsequent events 173](#_Toc54770087)

[Other information available on request 173](#_Toc54770088)

[Contacts 174](#_Toc54770089)

## 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 DPC’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 7–10, 73–74

FRD 22H Purpose, functions, powers and duties 5–17

FRD 8D Departmental objectives, indicators and outputs 21–66

FRD 22H Key initiatives and projects 21–66

FRD 22H Nature and range of services provided 13–17

**Management and structure**

FRD 22H Organisational structure 12

**Financial and other information**

FRD 8D Performance against output performance measures 49–66

FRD 8D Budget portfolio outcomes 127–133

FRD 10A Disclosure index 125–126

FRD 12B Disclosure of major contracts 135

FRD 15E Executive officer disclosures 149–150

FRD 22H Employment and conduct principles 46–48,151

FRD 22H Occupational health and safety policy 152–154

FRD 22H Summary of the financial results for the year 134

FRD 22H Significant changes in financial position during the year 134

FRD 22H Major changes or factors affecting performance 134

FRD 22H Subsequent events 173

FRD 22H Application and operation of *Freedom of Information Act 1982* 169

FRD 22H Compliance with building and maintenance provisions of *Building Act 1993* 167

FRD 22H Statement on National Competition Policy 167

FRD 22H Application and operation of the *Public Interest Disclosure Act 2012* 171

FRD 22H Application and operation of the *Carers Recognition Act 2012* 167

FRD 22H Details of consultancies over $10,000 135

FRD 22H Details of consultancies under $10,000 135

FRD 22H Disclosure of government advertising expenditure 137

FRD 22H Disclosure of ICT expenditure 138

FRD 22H Statement of availability of other information 173

FRD 24D Reporting of office-based environmental impacts 155–161

FRD 25D Local Jobs First 170

FRD 29C Workforce data disclosures 141–149

SD 5.2 Specific requirements under Standing Direction 5.2 120

**Compliance attestation and declaration**

SD 5.4.1 Attestation for compliance with Ministerial Standing Direction 136

SD 5.2.3 Declaration in report of operations 1

Financial statements

**Declaration**

SD 5.2.2 Declaration in financial statements 120

**Other requirements under Standing Direction 5.2**

SD 5.2.1(a) Compliance with Australian Accounting Standards and other authoritative pronouncements 120

SD 5.2.1(a) Compliance with Standing Directions 73–74, 120

SD 5.2.1(b) Compliance with Model Financial Report 73–74, 120

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

FRD 9B Departmental disclosure of administered assets and liabilities by activity 112–113

FRD 11A Disclosure of ex gratia expenses n/a

FRD 13 Disclosure of parliamentary appropriations 75–77

FRD 21C Disclosures of responsible persons, executive officers and other   
personnel (contractors with significant management responsibilities)   
in the financial report 105–108

FRD 103H Non-financial physical assets 88–89

FRD 110A Cash flow statements 71

FRD 112D Defined benefit superannuation obligations 79

FRD 114C Financial instruments — general government entities and public non-financial corporations 95, 99

**Legislation**

*Aboriginal Heritage Act 2006* 165–166

*Building Act 1993* 167

*Carers Recognition Act 2012* 167

*Disability Act 2006* 168

*Local Jobs Act 2003* 170

*Financial Management Act 1994* 73–74, 120

*Freedom of Information Act 1982* 169

*Public Interest Disclosure Act 2012* 171

## 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 (DTF).

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(i)
* Infrastructure Victoria(1)
* Labour Hire Authority
* Portable Long Service Authority
* Shrine of Remembrance Trustees
* Victorian Electoral Commission
* Victorian Inspectorate(i)
* Victorian Ombudsman(i)
* Victorian Public Sector Commission.

Note:

(1) These entities were transferred out of DPC’s portfolio from May 2020 as part of machinery of government changes. Therefore, only 10 months of transactions (July 2019 to April 2020) are reported in these budget portfolio outcomes statements.

The receiving departments will record two months of transactions for the remainder of 2019–20.

The receiving departments are:

* the Department of Justice and Community Safety, which has received the Independent Broad-based   
  Anti-corruption Commission, the Victorian Inspectorate and the Victorian Ombudsman
* DTF, which has received Infrastructure Victoria.

### Comprehensive operating statement for the year ended 30 June 2020

| Controlled | 2019–20 actual  $m | 2019–20 budget  $m | Variation  $m |
| --- | --- | --- | --- |
| Income from transactions | | | |
| Output appropriations(1) | 688.3 | 609.7 | 78.6 |
| Special appropriations | 38.5 | 44.7 | (6.2) |
| Interest | 0.1 | – | 0.1 |
| Sale of goods and services(2) | 71.4 | 5.3 | 66.1 |
| Grants(3) | 82.5 | 5.3 | 77.2 |
| Resources received free of charge | 0.9 | – | 0.9 |
| Other income | 2.7 | 1.4 | 1.3 |
| Total income from transactions | **884.4** | **666.4** | **218.0** |
| Expenses from transactions | | | |
| Employee benefits(4) | 338.9 | 286.9 | (52.0) |
| Depreciation | 33.3 | 42.8 | 9.5 |
| Interest expense | 1.5 | 4.7 | 3.2 |
| Grants expense(5) | 231.3 | 117.6 | (113.7) |
| Capital asset charge | 11.4 | 11.6 | 0.2 |
| Other expenses(6) | 263.4 | 207.7 | (55.7) |
| Total expenses from transactions | **879.8** | **671.3** | **(208.5)** |
| Net result from transactions | **4.6** | **(4.9)** | **9.5** |
| 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 | (0.7) | – | (0.7) |
| Other gains/(losses) from other economic flows | (0.8) | – | (0.8) |
| Total other economic flows included in net result | **(1.3)** | – | **(1.3)** |
| Net result | **3.3** | **(4.9)** | **8.2** |
| Other economic flows — other comprehensive income | | | |
| Items that will not be reclassified to net result | | | |
| Other(7) | (12.9) | – | (12.9) |
| Total other economic flows — other comprehensive income | **(12.9)** | – | **(12.9)** |
| Comprehensive result | **(9.6)** | **(4.9)** | **(4.7)** |

Summary:

The comprehensive result for the DPC portfolio is a deficit of $9.6 million, which is $4.7 million unfavourable to the original budgeted deficit of $4.9 million.

Notes:

The following notes provide an explanation of the major variances between the 2019–20 comprehensive result and the budgeted comprehensive result.

1. The increase in output appropriations mainly relates to a Treasurer’s Advance received for bushfire recovery and coronavirus (COVID-19) response-related activities.
2. The increase in sale of goods and services is mainly due to the portable long service benefits contributions received by the Portable Long Service Authority. These amounts were not included in the budget because the information was not available at the time of preparing the 2019/20 Victorian Budget.
3. The increase in grants also mainly relates to funding received for bushfire recovery activities.
4. Employee benefit increase mainly relates to the recognition of portable long service benefits of workers and contractors coming under the scheme managed by the Portable Long Service Authority. There were increases in employee costs due to bushfire recovery activities.
5. The increase in grants expense is mainly driven by grants provided to outside organisations as part of the bushfire recovery work. Also, there was an increase in the grant payments due to grants relating to the coronavirus (COVID-19) pandemic and other grants approved after the Budget.
6. The increase in other expenses is mainly due to payments to contractors for bushfire recovery work.
7. Other items in the comprehensive result mainly relates to the accumulated funds transferred as part of machinery of government changes.

### Balance sheet as at 30 June 2020

|  |  |  |  |
| --- | --- | --- | --- |
| Controlled | 2020 actual  $m | 2020 budget  $m | Variation  $m |
| Financial assets | | | |
| Cash and deposits | 85.3 | 77.2 | 8.1 |
| Receivables(1) | 200.5 | 147.6 | 52.9 |
| Other financial assets(2) | 25.7 | – | 25.7 |
| Total financial assets | **311.5** | **224.8** | **86.7** |
| Non-financial assets | | | |
| Inventories | 3.7 | 2.8 | 0.9 |
| Property, plant and equipment(3) | 656.0 | 741.4 | (85.4) |
| Intangible assets | 53.8 | 42.8 | 11.0 |
| Other non-financial assets | 15.2 | 15.6 | (0.4) |
| Total non-financial assets | **728.7** | **802.6** | **(73.9)** |
| Total assets | **1,040.2** | **1,027.4** | **12.8** |
| Liabilities | | | |
| Payables(4) | 133.8 | 60.0 | (73.8) |
| Borrowings(5) | 5.9 | 97.2 | 91.3 |
| Provisions(6) | 111.0 | 60.4 | (50.6) |
| Total liabilities | **250.7** | **217.5** | **(33.2)** |
| Net assets | **789.5** | **809.9** | **(20.4)** |
| Equity | | | |
| Contributed capital(7) | 301.7 | 317.3 | (15.6) |
| Reserves | 361.7 | 361.7 | (0.0) |
| Accumulated surplus | 126.1 | 130.9 | (4.8) |
| Total equity | **789.5** | **809.9** | **(20.4)** |

Summary:

Net assets (or ‘total equity’) for the DPC portfolio as at 30 June 2020 is $20.4 million unfavourable when compared with the 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 (Justice and Community Safety and DTF). The deficit results for 2019–20 has also contributed to the unfavourable variance.

Notes:

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

1. The variance in receivables is mainly due to grant income (relating to bushfire recovery costs) awaiting payment from another department.
2. Other financial assets are investments made by the Portable Long Service Authority during 2019–20.
3. The variance in the property, plant and equipment investments are mainly due to the effect of the Centralised Accommodation Management initiative, where accommodation leases were transferred to DTF. This is a new initiative managed by DTF to reduce the government’s accommodation related expenses. Also, machinery of government transfers affected the DPC portfolio asset holdings.
4. The variance in payables is primarily due to a temporary advance by DPC from the public account to meet some bushfire recovery payments. This will be repaid when DPC receives the grant payment mentioned in note (1) above.
5. The variance in borrowings is mainly due to the transfer of accommodation leases to DTF as part of the Centralised Accommodation Management initiative. The machinery of government transfers have also contributed to this variance.
6. The variance in provisions is due to the recognition of accrued long service benefits by the Portable Long Service Authority for workers and contractors coming under the scheme.
7. The variance in the contributed capital is due to the effect of machinery of government transfers as discussed earlier in these statements.

### Cash flow statement for the year ended 30 June 2020

| Controlled | 2019–20 actual  $m | 2019–20 budget  $m | Variation  $m |
| --- | --- | --- | --- |
| Cash flows from operating activities | | | |
| Receipts from government(1) | 724.9 | 635.9 | 89.0 |
| Receipts from other entities(2) | 81.7 | 6.5 | 75.2 |
| Other receipts | 6.5 | 5.5 | 1.0 |
| **Total receipts** | **813.1** | **647.9** | **165.2** |
| Payments of grants(3) | (231.3) | (117.6) | (113.7) |
| Payments to suppliers and employees(4) | (553.6) | (500.2) | (53.4) |
| Capital asset charge | (11.4) | (11.6) | 0.2 |
| Total payments | **(796.3)** | **(629.4)** | **(166.9)** |
| Net cash flows from operating activities | **16.8** | **18.5** | **(1.7)** |
| Cash flows from investing activities | | | |
| Net investment(5) | (26.2) | – | (26.2) |
| Payments for non-financial assets(6) | (36.5) | (14.2) | (22.3) |
| Proceeds from the sale of non-financial assets | 1.4 | – | 1.4 |
| Net cash flows used in investing activities | **(61.3)** | **(14.2)** | **(47.1)** |
| Cash flows from financing activities | | | |
| Owner contributions by the State Government(7) | (19.8) | 7.0 | (26.8) |
| Net borrowings(8) | 69.8 | (4.6) | 74.4 |
| Net cash flows from financing activities | **50.0** | **2.4** | **47.6** |
| Net increase/(decrease) in cash held | **5.5** | **6.7** | **(1.2)** |
| Cash at the beginning of the financial year | 79.8 | 70.5 | 9.3 |
| Cash at the end of the financial year | **85.3** | **77.2** | **8.1** |

Summary:

The net cash position for the DPC portfolio at 30 June 2020 is $85.3 million. This is $8.1 million higher than the original budgeted balance of $77.2 million.

Notes:

The notes below provide an explanation of the major variances in the 2019–20 cash flow statement.

1. The variance in receipts from government is mainly due to funding received to carry out bushfire recovery activities.
2. The variance in receipts from other entities is mainly due to collections from the Portable Long Service Authority and Labour Hire Authority.
3. The variance in grant payments is mainly from bushfire recovery grants and coronavirus (COVID-19) response-related grant payments. Outside of these, other grant payments were approved after the 2019/20 Victorian Budget that have also contributed to this variance.
4. The variance in supplier and employee-related payments also relate to bushfire recovery and coronavirus (COVID-19) related expenditure.
5. The investments during the year are from investments made by the Portable Long Service Authority from funds collected during the year from the portable long service benefits scheme.
6. The variance in payments for non-financial assets are due to investments in assets during the year. The main investments are from Service Victoria, the Victorian Electoral Commission and DPC investments in capital projects, which includes completing work on DPC’s office modernisation project.
7. The variance in the owner contributions is due to machinery of government transfers.
8. The variance in borrowings is due to a public account advance DPC received for bushfire recovery expenses. DPC will repay this advance in 2020–21.

### Statement of changes in equity for the year ended 30 June 2020

| Controlled | 2019–20 actual  $m | 2019–20 budget  $m | Variation  $m |
| --- | --- | --- | --- |
| Contributed capital | | | |
| Opening balance | 310.3 | 310.3 | – |
| Contribution from owners | (8.6) | 7.0 | (15.6) |
| Equity transfers from/(to) other government entities | – | – | – |
| Machinery of government | – | – | – |
| Closing balance | **301.7** | **317.3** | **(15.6)** |
| Reserves | | | |
| Opening balance | 361.7 | 361.7 | – |
| Machinery of government | – | – | – |
| Comprehensive result | – | – | – |
| Closing balance | **361.7** | **361.7** | **(0.0)** |
| Accumulated surplus | | | |
| Opening balance | 135.8 | 135.8 | – |
| Machinery of government | – | – | – |
| Comprehensive result | (9.6) | (4.9) | (4.8) |
| Closing balance | **126.1** | **130.9** | **(4.8)** |
| Total equity | **789.5** | **809.9** | **(20.4)** |

Summary:

Total equity for the DPC portfolio is $20.4 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 and the higher than budgeted deficit results for 2019–20. The reasons for the variances are discussed in the comprehensive operating statement, the balance sheet and the cashflow statement.

### Administered items statement for the year ended 30 June 2020

|  | 2019–20 actual  $m | 2019–20 budget  $m | Variation  $m |
| --- | --- | --- | --- |
| Administered income | | | |
| Appropriations — payments on behalf of the State | – | – | – |
| Special appropriations | 12.1 | – | 12.1 |
| Sales of goods and services | 2.1 | 0.7 | 1.4 |
| Grants | 11.7 | – | 11.7 |
| Other income | 2.4 | 0.3 | 2.1 |
| Total administered income | **28.3** | **1.0** | **27.3** |
| Administered expenses | | | |
| Expenses on behalf of the State | 6.4 | – | (6.4) |
| Payments into the Consolidated Fund | 16.3 | 0.9 | (15.4) |
| Total administered expenses | **22.7** | **0.9** | **(21.8)** |
| Income less expenses | **5.6** | **0.1** | **5.5** |
| Administered assets | | | |
| Cash and deposits | 0.4 | 0.3 | 0.1 |
| Receivables | 18.7 | 13.4 | 5.3 |
| Total administered assets | **19.1** | **13.7** | **5.4** |
| Administered liabilities | | | |
| Payables | 1.0 | 0.7 | (0.3) |
| Borrowings | – | – | – |
| Provisions | – | – | – |
| Total administered liabilities | **1.0** | **0.7** | **(0.3)** |
| Net assets | **18.1** | **13.0** | **5.1** |

Summary:

Administered items for the DPC portfolio includes receipts and payments made by the DPC portfolio on behalf of the State. The variances primarily relate to payments made during the year by the Victorian Electoral Commission for candidates and political parties and also a payment received from the Commonwealth Government for the cost of capital works carried out in a previous financial year by the Shrine of Remembrance.

## Appendix 2: Other financial information

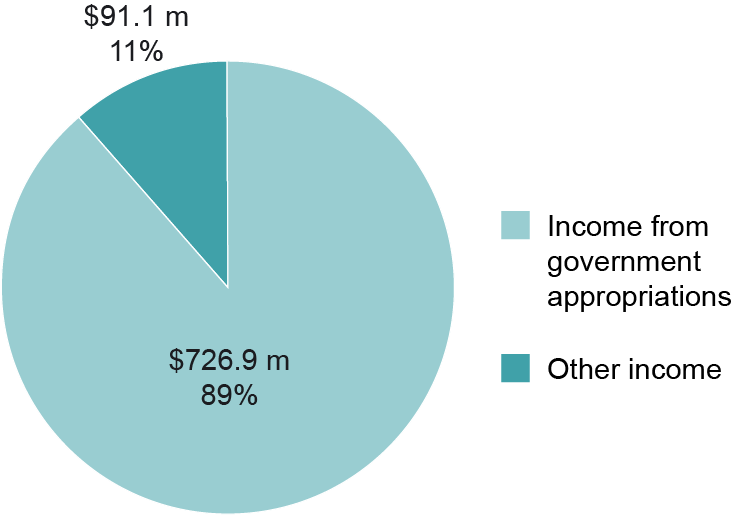
### Current-year financial performance

Significant factors that affected our performance in 2019–20 financial year are summarised below.

DPC recorded a deficit net result of $7.6 million for the current financial year.

The deficit result is primarily due to trust funds operation, where DPC has used income received in previous financial years for current-year operations. DPC’s results from government appropriations had a small surplus that was offset by other activities.

#### Sources of income ($ million)

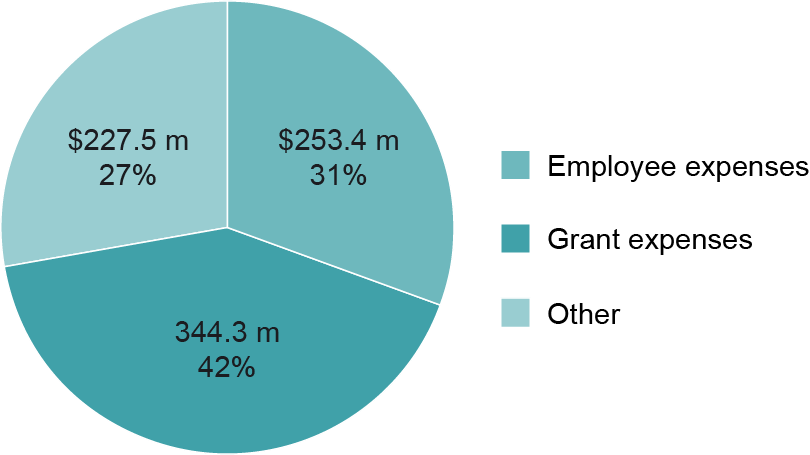


The above graph shows the sources of income available to DPC during 2019–20.

DPC’s main source of income is the government appropriations, which accounts for 89 per cent of income. The balance was mainly derived from grant funding.

Compared with last year, the main increase in DPC’s income is due to funding received in   
2019–20 to carry out bushfire recovery activities.

#### Expenses ($ million)



The above graph shows the distribution of expenses in delivering DPC’s services.

Total expenses for DPC have increased by   
$74.9 million compared with 2018–19. The increase in DPC’s expenses is mainly due   
to expenses incurred in bushfire recovery work. There were also other increases due to the  
growth of DPC’s activities and coronavirus (COVID-19) related costs.

#### Financial position — balance sheet

DPC’s financial position has marginally changed during 2019–20 where the total assets have shown a decrease, with a small movement in the total liabilities. The decrease in DPC’s assets is due to trust funds using prior year funds to deliver services in 2019–20.

#### Cash flows

DPC had a net cash inflow from operating activities of $17.8 million. Compared with last year, this was a reduction of $17.2 million. This reduction was mainly due to DPC using trust fund cash received in previous financial years for current-year operations.

### Capital projects / asset investment

During 2019–20, 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 2019–20, there were 48 consultancies engaged with a total approved value at $10,000 or greater. The total expenditure incurred during 2019–20 in relation to these consultancies was $13.8 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 2019–20, there were 11 consultancies engaged with a total approved value less than $10,000. The total expenditure incurred during 2019–20 in relation to these consultancies was $59,306 (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 during the financial year ended 30 June 2020.

DPC did not enter any new contracts greater than $10 million during the financial year ended 30 June 2020. Details of contracts that have been disclosed in the Victorian Government Contracts Publishing System can be viewed at [www.tenders.vic.gov.au](https://www.tenders.vic.gov.au/).

Contractual details have not been disclosed for those contracts for which disclosure is exempted under the *Freedom of Information Act 1982* or government guidelines.

### Direct costs attributable to machinery of government changes

|  |  |  |
| --- | --- | --- |
|  | Costs incurred | Anticipated future costs(i)  (1 July 2020 onwards) |
| Consultants and contractors | 15,276 | – |
| Relocation | – | – |
| Telephony | – | – |
| IT and records management | 88,889 | – |
| Rebranding | – | – |
| Redundancies | – | – |
| New staff | – | – |
| Other | 3,351 |  |
| Total | 107,516 | **–** |

Note:

(i) There will be some residual payments in 2020–21, but these are expected to be negligible.

### Grant payments

Details of DPC grant payments in 2019–20 can be viewed at [www.vic.gov.au/dpc-annual-reports](https://www.vic.gov.au/dpc-annual-reports).

### Financial management compliance

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

##### Department of Premier and Cabinet

I, Chris Eccles AO, the Secretary of the Department of Premier and Cabinet, certify that the Department of Premier and Cabinet has no Material Compliance Deficiency with respect to the applicable Standing Directions under the *Financial Management Act 1994* and Instructions.



**Chris Eccles AO**

Secretary

Department of Premier and Cabinet

Melbourne

16 September 2020

##### Respect Victoria

I, Melanie Eagle, on behalf of the Responsible Body, certify that Respect Victoria has no Material Compliance Deficiency with respect to the applicable Standing Directions under the *Financial Management Act 1994* and Instructions.

Melanie Eagle signature

**Melanie Eagle**

Chair of the Board

Respect Victoria

Melbourne

17 August 2020

##### Victorian Multicultural Commission

I, Vivienne Nguyen, the Chairperson of the Victorian Multicultural Commission, certify that  
the Victorian Multicultural Commission has no Material Compliance Deficiency with respect to the applicable Standing Directions under the *Financial Management Act 1994* and Instructions.



**Vivienne Nguyen**

Chairperson

Victorian Multicultural Commission

Melbourne

7 September 2020

### Government advertising expenditure

Details of government advertising expenditure in 2019–20

(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 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staying Apart Keeps Us Together | A strategic campaign in response to the coronavirus (COVID-19) pandemic to support the sustainment of social inclusion and wellbeing within the community, as well as promoting ongoing adherence to restrictions in place. | March 2020 –  June 2020 | 4,536 | 1,764.2 | – | – | 6.6 | 6,306.8 |
| Treaty. It’s Time | Promotion to engage and mobilise and facilitate as many Aboriginal Victorian people as possible to run, enrol and vote in the First Peoples’ Assembly of Victoria election. | July 2019 – October 2019 | 303 | 229 | – | – | – | 532 |

### Information and communications technology expenditure

For the 2019–20 reporting period, DPC had a total ICT expenditure of $36,952, with details shown below.

|  | Expenditure  $’000 |
| --- | --- |
| All operational ICT expenditure |  |
| Business as usual (BAU) ICT expenditure  (Total) | **19,847** |
| ICT expenditure related to projects to create or enhance ICT capabilities |  |
| Operational expenditure | 4,484 |
| Capital expenditure | 12,621 |
| Non‑business as usual (non‑BAU) ICT expenditure  (Total = operational expenditure and capital expenditure) | **17,105** |

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

#### At 30 June 2020

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.

At June 2020, DPC’s Board of Management members are:

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

### 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, 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.

At 30 June 2020, the committee comprised the following members:

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

#### Internal audit

In 2019–20, PricewaterhouseCoopers provided DPC’s internal audit services.

DPC’s internal audit program includes reviews  
into the department’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.

### Health, Safety and Wellbeing Committee

The Health, Safety and Wellbeing 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.
* During the coronavirus (COVID-19) pandemic, the committee members met monthly to ensure any emerging issues were identified early to enable a timely and proactive response.

### Procurement Governance Committee

The Procurement Governance Committee ensures strategic direction of procurement activities at DPC. The committee provides governance and assurance to the Secretary   
and Board of Management through its oversight  
of procurement strategies, policies, procedures, practices and probity, ensuring compliance with Victorian Government Purchasing Board supply policies and the Financial Management Act*.*

The DPC committee members at   
30 June 2020 were:

* Andrew Campbell, Executive Director, Corporate Services, Chair
* Jithma Beneragama, Executive Director, Digital Design and Innovation
* Elly Patira, Executive Director, Social Policy
* Andrew Davis, Chief Financial Officer
* Kylie Callander, Chief Procurement Officer
* Lynn Warneke, Chief Information Officer
* Bernard Baudoin, Director, Digital Strategy and Enterprise Architecture.

## Appendix 4: Workforce data

### Comparative data

#### Table 1: Details of DPC employment levels in 2020 and 2019

|  |  | June 2020 | | | | | | | June 2019 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 381 | 369.2 | 248 | 19 | 261.8 | 114 | 107.4 | 396 | 384.6 | 267 | 16 | 279.4 | 113 | 105.2 |
| Women | 685 | 643.8 | 379 | 113 | 461.1 | 193 | 182.7 | 688 | 644.3 | 390 | 115 | 473.3 | 183 | 171.0 |
| Self-described | 4 | 3.6 | 2 | 2 | 3.6 | 0 | 0.0 | 6 | 5.4 | 4 | 0 | 4.0 | 2 | 1.4 |
| Age | | | | | | | | | | | | | | |
| 15–24 | 38 | 33.6 | 14 | 1 | 14.2 | 23 | 19.4 | 45 | 42.6 | 24 | 1 | 24.6 | 20 | 18.0 |
| 25–34 | 387 | 375.9 | 228 | 25 | 246.2 | 134 | 129.7 | 395 | 383.1 | 244 | 23 | 261.6 | 128 | 121.5 |
| 35–44 | 356 | 334.6 | 202 | 69 | 253.4 | 85 | 81.2 | 350 | 327.5 | 201 | 62 | 245.7 | 87 | 81.8 |
| 45–54 | 181 | 172.0 | 110 | 27 | 129.4 | 44 | 42.6 | 183 | 172.2 | 113 | 30 | 134.2 | 40 | 38.0 |
| 55–64 | 90 | 85.4 | 65 | 10 | 71.9 | 15 | 13.5 | 98 | 92.3 | 68 | 13 | 78.0 | 17 | 14.3 |
| 65+ | 18 | 15.1 | 10 | 2 | 11.4 | 6 | 3.7 | 19 | 16.6 | 11 | 2 | 12.6 | 6 | 4.0 |
| Classification data | VPS grades 1–6 | | | | | | | | | | | | | | |
| VPS 1 | 3 | 3.0 | 0 | 0 | 0.0 | 3 | 3.0 | 8 | 7.2 | 0 | 0 | 0.0 | 8 | 7.2 |
| VPS 2 | 24 | 19.9 | 10 | 1 | 10.4 | 13 | 9.5 | 37 | 30.5 | 16 | 5 | 19.2 | 16 | 11.3 |
| VPS 3 | 118 | 112.4 | 73 | 13 | 81.4 | 32 | 31.0 | 121 | 117.9 | 85 | 9 | 91.2 | 27 | 26.7 |
| VPS 4 | 253 | 245.9 | 154 | 15 | 164.8 | 84 | 81.1 | 252 | 244.6 | 160 | 18 | 172.9 | 74 | 71.7 |
| VPS 5 | 307 | 290.6 | 161 | 52 | 200.2 | 94 | 90.4 | 329 | 308.2 | 179 | 48 | 212.9 | 102 | 95.3 |
| VPS 6 | 217 | 205.1 | 123 | 34 | 147.4 | 60 | 57.7 | 212 | 202.4 | 122 | 31 | 145.3 | 59 | 57.1 |
| Senior employees | | | | | | | | | | | | | | |
| Secretary | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| Executives | 93 | 88.3 | 70 | 18 | 83.5 | 5 | 4.8 | 81 | 77.5 | 63 | 17 | 76.7 | 1 | 0.8 |
| STS | 17 | 16.8 | 4 | 1 | 4.8 | 12 | 12.0 | 12 | 11.5 | 4 | 2 | 5.7 | 6 | 5.8 |
| Legal officers | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 1 | 0.8 | 0 | 1 | 0.8 | 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** | 4 | 0.6 | 0 | 0 | 0.0 | 4 | 0.6 | 5 | 1.7 | 0 | 0 | 0.0 | 5 | 1.7 |
| **Other** | 33 | 33.0 | 33 | 0 | 33.0 | 0 | 0.0 | 31 | 31.0 | 31 | 0 | 31.0 | 0 | 0.0 |
| Total employees | **1,070** | **1,016.6** | **629** | **134** | **726.5** | **307** | **290.1** | **1,090** | **1,034.3** | **661** | **131** | **756.7** | **298** | **277.6** |

Legend: FTE: full-time equivalent; PS: principal scientists; SMA: senior medical advisers; SRA: senior regulatory analysts; STS: senior technical specialists

#### Table 2: Details of the Bushfire Recovery Victoria employment levels in 2020

|  |  | June 2020 | | | | | | | June 2019(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 | 15 | 14.5 | 7 | 0 | 7.0 | 8 | 7.5 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Women | 24 | 23.5 | 9 | 0 | 9.0 | 15 | 14.5 | 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 | 9 | 8.5 | 3 | 0 | 3.0 | 6 | 5.5 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 35–44 | 11 | 11.0 | 6 | 0 | 6.0 | 5 | 5.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 45–54 | 14 | 13.5 | 6 | 0 | 6.0 | 8 | 7.5 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 55–64 | 4 | 4.0 | 1 | 0 | 1.0 | 3 | 3.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 65+ | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 | 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 | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 4 | 10 | 10.0 | 0 | 0 | 0.0 | 10 | 10.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 5 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 6 | 10 | 9.0 | 1 | 0 | 1.0 | 9 | 8.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Senior employees | | | | | | | | | | | | | | |
| Executives | 15 | 15.0 | 14 | 0 | 14.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| STS | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 | 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** | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 | 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 | **39** | **38.0** | **16** | **0** | **16.0** | **23** | **22.0** | **0** | **0.0** | **0** | **0** | **0.0** | **0** | **0.0** |

Legend: FTE: full-time equivalent; PS: principal scientists; SMA: senior medical advisers; SRA: senior regulatory analysts; STS: senior technical specialists

Note:

1. Bushfire Recovery Victoria began operations in January 2020. From 1 July 2020 it transfers from DPC to the Department of Justice and Community Safety.

#### Table 3: Details of the Office of the Chief Parliamentary Counsel employment levels in 2020 and 2019

|  |  | June 2020 | | | | | | | June 2019 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 16 | 14.8 | 14 | 0 | 14.0 | 2 | 0.8 | 15 | 14.6 | 13 | 0 | 13.0 | 2 | 1.6 |
| Women | 33 | 27.0 | 18 | 11 | 24.2 | 4 | 2.8 | 28 | 23.8 | 16 | 9 | 21.8 | 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 | 12 | 12.0 | 11 | 0 | 11.0 | 1 | 1.0 | 10 | 10.0 | 8 | 0 | 8.0 | 2 | 2.0 |
| 35–44 | 15 | 11.7 | 7 | 8 | 11.7 | 0 | 0.0 | 11 | 9.0 | 6 | 5 | 9.0 | 0 | 0.0 |
| 45–54 | 10 | 8.3 | 6 | 2 | 6.9 | 2 | 1.4 | 11 | 9.4 | 6 | 4 | 8.8 | 1 | 0.6 |
| 55–64 | 8 | 6.8 | 6 | 0 | 6.0 | 2 | 0.8 | 8 | 7.6 | 7 | 0 | 7.0 | 1 | 0.6 |
| 65+ | 4 | 3.0 | 2 | 1 | 2.6 | 1 | 0.4 | 3 | 2.4 | 2 | 0 | 2.0 | 1 | 0.4 |
| 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 | 6 | 5.2 | 3 | 1 | 3.4 | 2 | 1.8 | 4 | 3.5 | 2 | 2 | 3.5 | 0 | 0.0 |
| VPS 4 | 7 | 6.0 | 5 | 1 | 5.4 | 1 | 0.6 | 8 | 7.0 | 4 | 1 | 4.4 | 3 | 2.6 |
| VPS 5 | 4 | 3.5 | 3 | 1 | 3.5 | 0 | 0.0 | 5 | 4.5 | 4 | 1 | 4.5 | 0 | 0.0 |
| VPS 6 | 4 | 3.6 | 3 | 1 | 3.6 | 0 | 0.0 | 3 | 2.6 | 2 | 1 | 2.6 | 0 | 0.0 |
| Senior employees | | | | | | | | | | | | | | |
| Executives | 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 | 18 | 15.3 | 11 | 7 | 15.3 | 0 | 0.0 | 14 | 12.8 | 10 | 4 | 12.8 | 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** | 1 | 0.2 | 0 | 0 | 0.0 | 1 | 0.2 | 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 | **49** | **41.8** | **32** | **11** | **38.2** | **6** | **3.6** | **43** | **38.4** | **29** | **9** | **34.8** | **5** | **3.6** |

Legend: FTE: full-time equivalent; PS: principal scientists; SMA: senior medical advisers; SRA: senior regulatory analysts; STS: senior technical specialists

#### Table 4: Details of the Office of the Governor employment levels in 2020 and 2019

|  |  | June 2020 | | | | | | | June 2019 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 16 | 0 | 16.0 | 4 | 4.0 | 17 | 17.0 | 15 | 0 | 15.0 | 2 | 2.0 |
| Women | 22 | 17.9 | 10 | 8 | 14.6 | 4 | 3.3 | 24 | 19.5 | 11 | 5 | 13.8 | 8 | 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 | 9 | 9.0 | 4 | 0 | 4.0 | 5 | 5.0 | 6 | 6.0 | 3 | 0 | 3.0 | 3 | 3.0 |
| 35–44 | 9 | 7.7 | 5 | 3 | 6.7 | 1 | 1.0 | 15 | 13.6 | 9 | 2 | 10.3 | 4 | 3.3 |
| 45–54 | 12 | 11.7 | 11 | 1 | 11.7 | 0 | 0.0 | 11 | 10.3 | 9 | 2 | 10.3 | 0 | 0.0 |
| 55–64 | 8 | 7.1 | 5 | 3 | 7.1 | 0 | 0.0 | 7 | 6.1 | 5 | 0 | 5.0 | 2 | 1.1 |
| 65+ | 3 | 2.1 | 1 | 1 | 1.1 | 1 | 1.0 | 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 | 10 | 8.1 | 6 | 2 | 6.8 | 2 | 1.3 | 13 | 10.7 | 8 | 2 | 8.8 | 3 | 1.9 |
| VPS 3 | 11 | 9.7 | 8 | 3 | 9.7 | 0 | 0.0 | 8 | 7.1 | 6 | 0 | 6.0 | 2 | 1.1 |
| VPS 4 | 12 | 11.4 | 5 | 2 | 6.4 | 5 | 5.0 | 11 | 10.0 | 4 | 2 | 5.3 | 5 | 4.7 |
| VPS 5 | 8 | 7.7 | 6 | 1 | 6.7 | 1 | 1.0 | 7 | 6.7 | 6 | 1 | 6.7 | 0 | 0.0 |
| 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 | 1 | 1.0 | 1 | 0 | 1.0 | 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 | **42** | **37.9** | **26** | **8** | **30.6** | **8** | **7.3** | **41** | **36.5** | **26** | **5** | **28.8** | **10** | **7.7** |

Legend: FTE: full-time equivalent; PS: principal scientists; SMA: senior medical advisers; SRA: senior regulatory analysts; STS: senior technical specialists

#### Table 5: Details of the Office of the Victorian Government Architect employment levels in 2020 and 2019

|  |  | June 2020 | | | | | | | June 2019 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 6 | 5.7 | 1 | 0 | 1.0 | 5 | 4.7 | 4 | 3.8 | 1 | 0 | 1.0 | 3 | 2.8 |
| Women | 9 | 7.7 | 4 | 2 | 5.6 | 3 | 2.1 | 9 | 7.9 | 4 | 2 | 5.6 | 3 | 2.3 |
| 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 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 25–34 | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 35–44 | 7 | 6.2 | 3 | 0 | 3.0 | 4 | 3.2 | 6 | 5.3 | 3 | 0 | 3.0 | 3 | 2.3 |
| 45–54 | 5 | 4.6 | 2 | 1 | 2.8 | 2 | 1.8 | 5 | 4.6 | 2 | 1 | 2.8 | 2 | 1.8 |
| 55–64 | 2 | 1.6 | 0 | 1 | 0.8 | 1 | 0.8 | 2 | 1.8 | 0 | 1 | 0.8 | 1 | 1.0 |
| 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 | 1 | 0.6 | 0 | 0 | 0.0 | 1 | 0.6 |
| 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 | 0 | 0 | 0.0 | 1 | 1.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 4 | 4 | 3.3 | 2 | 0 | 2.0 | 2 | 1.3 | 3 | 2.7 | 2 | 0 | 2.0 | 1 | 0.7 |
| VPS 5 | 2 | 2.0 | 1 | 0 | 1.0 | 1 | 1.0 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| VPS 6 | 5 | 4.7 | 2 | 1 | 2.8 | 2 | 1.9 | 5 | 4.8 | 2 | 1 | 2.8 | 2 | 2.0 |
| Senior employees | | | | | | | | | | | | | | |
| Executives | 1 | 0.8 | 0 | 1 | 0.8 | 0 | 0.0 | 1 | 0.8 | 0 | 1 | 0.8 | 0 | 0.0 |
| STS | 2 | 1.6 | 0 | 0 | 0.0 | 2 | 1.6 | 2 | 1.8 | 0 | 0 | 0.0 | 2 | 1.8 |
| 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 | **15** | **13.4** | **5** | **2** | **6.6** | **8** | **6.8** | **13** | **11.7** | **5** | **2** | **6.6** | **6** | **5.1** |

Legend: FTE: full-time equivalent; PS: principal scientists; SMA: senior medical advisers; SRA: senior regulatory analysts; STS: senior technical specialists

#### Table 6: Details of the Public Record Office Victoria employment levels in 2020 and 2019

|  |  | June 2020 | | | | | | | June 2019 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 23.2 | 13 | 4 | 16.2 | 7 | 7.0 | 24 | 23.1 | 16 | 4 | 19.1 | 4 | 4.0 |
| Women | 44 | 36.8 | 19 | 16 | 29.8 | 9 | 7.0 | 46 | 39.2 | 21 | 17 | 32.4 | 8 | 6.8 |
| Self-described | 1 | 1.0 | 1 | 0 | 1.0 | 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 | 13 | 11.8 | 9 | 1 | 9.6 | 3 | 2.2 | 15 | 13.9 | 11 | 3 | 13.1 | 1 | 0.8 |
| 35–44 | 19 | 16.0 | 6 | 7 | 10.4 | 6 | 5.6 | 20 | 16.6 | 8 | 7 | 12.2 | 5 | 4.4 |
| 45–54 | 18 | 16.5 | 9 | 4 | 12.1 | 5 | 4.4 | 16 | 15.2 | 9 | 4 | 12.2 | 3 | 3.0 |
| 55–64 | 13 | 11.7 | 7 | 6 | 11.7 | 0 | 0.0 | 14 | 12.4 | 7 | 5 | 10.8 | 2 | 1.6 |
| 65+ | 5 | 4.0 | 2 | 2 | 3.2 | 1 | 0.8 | 4 | 3.2 | 2 | 2 | 3.2 | 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 | 19 | 15.7 | 6 | 6 | 10.1 | 7 | 5.6 | 20 | 17.7 | 7 | 7 | 11.9 | 6 | 5.8 |
| VPS 3 | 16 | 15.6 | 10 | 2 | 11.6 | 4 | 4.0 | 18 | 16.6 | 13 | 3 | 15.2 | 2 | 1.4 |
| VPS 4 | 15 | 11.5 | 7 | 7 | 11.1 | 1 | 0.4 | 14 | 10.8 | 7 | 6 | 10.2 | 1 | 0.6 |
| VPS 5 | 8 | 7.9 | 5 | 1 | 5.9 | 2 | 2.0 | 8 | 7.9 | 5 | 1 | 5.9 | 2 | 2.0 |
| VPS 6 | 9 | 8.6 | 4 | 3 | 6.6 | 2 | 2.0 | 8 | 7.6 | 4 | 3 | 6.6 | 1 | 1.0 |
| Senior employees | | | | | | | | | | | | | | |
| Executives | 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 | **69** | **61.0** | **33** | **20** | **47.0** | **16** | **14.0** | **70** | **62.3** | **37** | **21** | **51.5** | **12** | **10.8** |

Legend: FTE: full-time equivalent; PS: principal scientists; SMA: senior medical advisers; SRA: senior regulatory analysts; STS: senior technical specialists

#### Table 7: Details of the Respect Victoria employment levels in 2020 and 2019

|  |  | June 2020 | | | | | | | June 2019(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 | 4 | 4.0 | 0 | 0 | 0.0 | 4 | 4.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Women | 19 | 17.9 | 2 | 0 | 2.0 | 17 | 15.9 | 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 | 9 | 7.9 | 0 | 0 | 0.0 | 9 | 7.9 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 35–44 | 4 | 4.0 | 1 | 0 | 1.0 | 3 | 3.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| 45–54 | 8 | 8.0 | 1 | 0 | 1.0 | 7 | 7.0 | 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 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 | 2 | 1.8 | 0 | 0 | 0.0 | 2 | 1.8 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 4 | 4 | 4.0 | 0 | 0 | 0.0 | 4 | 4.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 5 | 9 | 8.1 | 0 | 0 | 0.0 | 9 | 8.1 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| VPS 6 | 6 | 6.0 | 0 | 0 | 0.0 | 6 | 6.0 | 0 | 0.0 | 0 | 0 | 0.0 | 0 | 0.0 |
| Senior employees | | | | | | | | | | | | | | |
| Executives | 2 | 2.0 | 2 | 0 | 2.0 | 0 | 0.0 | 0 | 0.0 | 0 | 0 | 0.0 | 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 | **23** | **21.9** | **2** | **0** | **2.0** | **21** | **19.9** | **0** | **0.0** | **0** | **0** | **0.0** | **0** | **0.0** |

Legend: FTE: full-time equivalent; PS: principal scientists; SMA: senior medical advisers; SRA: senior regulatory analysts; STS: senior technical specialists

Note:

(1) Respect Victoria transitioned to DPC’s payroll in February 2020 and therefore data for 2018–19 is not available.

#### Table 8: Details of Service Victoria employment levels in 2020 and 2019

|  |  | June 2020 | | | | | | | June 2019 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 40 | 40.0 | 5 | 0 | 5.0 | 35 | 35.0 | 20 | 20.0 | 4 | 0 | 4.0 | 16 | 16.0 |
| Women | 25 | 24.6 | 5 | 0 | 5.0 | 20 | 19.6 | 22 | 21.6 | 6 | 2 | 7.6 | 14 | 14.0 |
| 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 | 2 | 2.0 | 1 | 0 | 1.0 | 1 | 1.0 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| 25–34 | 23 | 22.7 | 0 | 0 | 0.0 | 23 | 22.7 | 10 | 9.8 | 0 | 1 | 0.8 | 9 | 9.0 |
| 35–44 | 24 | 24.0 | 3 | 0 | 3.0 | 21 | 21.0 | 17 | 16.8 | 3 | 1 | 3.8 | 13 | 13.0 |
| 45–54 | 11 | 10.9 | 4 | 0 | 4.0 | 7 | 6.9 | 11 | 11.0 | 5 | 0 | 5.0 | 6 | 6.0 |
| 55–64 | 5 | 5.0 | 2 | 0 | 2.0 | 3 | 3.0 | 3 | 3.0 | 1 | 0 | 1.0 | 2 | 2.0 |
| 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 | 3 | 3.0 | 0 | 0 | 0.0 | 3 | 3.0 | 2 | 2.0 | 0 | 0 | 0.0 | 2 | 2.0 |
| VPS 3 | 3 | 2.8 | 1 | 0 | 1.0 | 2 | 1.8 | 1 | 1.0 | 1 | 0 | 1.0 | 0 | 0.0 |
| VPS 4 | 1 | 1.0 | 0 | 0 | 0.0 | 1 | 1.0 | 2 | 2.0 | 0 | 0 | 0.0 | 2 | 2.0 |
| VPS 5 | 16 | 15.9 | 1 | 0 | 1.0 | 15 | 14.9 | 9 | 8.8 | 0 | 1 | 0.8 | 8 | 8.0 |
| VPS 6 | 27 | 26.9 | 0 | 0 | 0.0 | 27 | 26.9 | 15 | 14.8 | 0 | 1 | 0.8 | 14 | 14.0 |
| Senior employees | | | | | | | | | | | | | | |
| Executives | 8 | 8.0 | 7 | 0 | 7.0 | 1 | 1.0 | 9 | 9.0 | 9 | 0 | 9.0 | 0 | 0.0 |
| STS | 7 | 7.0 | 1 | 0 | 1.0 | 6 | 6.0 | 4 | 4.0 | 0 | 0 | 0.0 | 4 | 4.0 |
| 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 | **65** | **64.6** | **10** | **0** | **10** | **55** | **54.6** | **42** | **41.6** | **10** | **2** | **11.6** | **30** | **30.0** |

Legend: FTE: full-time equivalent; PS: principal scientists; SMA: senior medical advisers; SRA: senior regulatory analysts; STS: senior technical specialists

### 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 an executive as 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 9: Number of DPC executive officers as at 2020 and 2019

| Class | Men | | | Women | | | Self-described | | | Total | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2020 | 2019 | Var | 2020 | 2019 | Var | 2020 | 2019 | Var | 2020 | 2019 | Var |
| EO1 | 2 | 3 | –1 | 4 | 2 | 2 | 0 | 0 | 0 | 6 | 5 | 1 |
| EO2 | 13 | 13 | 0 | 14 | 11 | 3 | 0 | 0 | 0 | 27 | 24 | 3 |
| EO3 | 19 | 21 | –2 | 41 | 31 | 10 | 0 | 0 | 0 | 60 | 52 | 8 |
| **Total** | **34** | **37** | –**3** | **59** | **44** | **15** | **0** | **0** | **0** | **93** | **81** | **12** |

#### Table 10: Number of DPC portfolio entity executive officers as at 2020 and 2019

| Portfolio entity | Men | | | Women | | | Self-described | | | Total | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2020 | 2019 | Var | 2020 | 2019 | Var | 2020 | 2019 | Var | 2020 | 2019 | Var |
| Bushfire Recovery Victoria(1) | 7 | 0 | 7 | 8 | 0 | 8 | 0 | 0 | 0 | 15 | 0 | 15 |
| 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 | 1 | 2 | –1 | 0 | 0 | 0 | 1 | 2 | –1 |
| Office of the Victorian Government Architect | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Public Record Office Victoria | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| Respect Victoria (2) | 0 | 0 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 2 |
| Service Victoria | 5 | 4 | 1 | 3 | 5 | –2 | 0 | 0 | 0 | 8 | 9 | –1 |
| **Total** | **14** | **6** | **8** | **18** | **11** | **7** | **0** | **0** | **0** | **32** | **17** | **15** |

Notes:

1. Bushfire Recovery Victoria was established in DPC in January 2020
2. Respect Victoria transitioned to DPC’s payroll in February 2020

#### Table 11: Reconciliation of DPC executive numbers

|  |  | 2020 | 2019 |
| --- | --- | --- | --- |
|  | Executives(1) | 115 | 118 |
|  | Accountable Officer (Secretary) | 1 | 1 |
| *Less* | Separations | 22 | 37 |
|  | **Total executive numbers** | **94** | **82** |

Note:

(1) Excludes DPC portfolio entity executive officers.

#### Table 12: Annualised total salary, by $20,000 bands, for executives and other senior non-executive staff

Table 12 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 |  |  |  |  |  |
| $160,000–$179,999 | 0 | 6^ |  |  |  |  |
| $180,000–$199,999 | 22^ | 6 |  |  |  |  |
| $200,000–$219,999 | 24^ | 3 |  |  |  |  |
| $220,000–$239,999 | 14^ | 2 |  |  |  |  |
| $240,000–$259,999 | 6^ |  |  |  |  |  |
| $260,000–$279,999 | 10^ |  |  |  |  |  |
| $280,000–$299,999 | 5^ |  |  |  |  |  |
| $300,000–$319,999 | 5 |  |  |  |  |  |
| $320,000–$339,999 | 1 |  |  |  |  |  |
| $340,000–$359,999 | 4 |  |  |  |  |  |
| $360,000–$379,999 | 1 |  |  |  |  |  |
| $380,000–$399,999 | 1 |  |  |  |  |  |
| $400,000–$419,999 | 0 |  |  |  |  |  |
| $420,000–$439,999 | 0 |  |  |  |  |  |
| $440,000–$459,999 | 0 |  |  |  |  |  |
| $460,000–$479,999 | 0 |  |  |  |  |  |
| $480,000–$499,999 | 0 |  |  |  |  |  |
| > $500,000 | 1 |  |  |  |  |  |
| **Total** | **94** | **17** | **0** | **0** | **0** | **0** |

^ Includes employees on part-time arrangements, which cover the following: 0.40, 0.45, 0.60, 0.70, 0.80 and 0.90 FTE.

Executives remuneration is inclusive of superannuation.

Legend: FTE: full-time equivalent; PS: principal scientists; SMA: senior medical advisers; SRA: senior regulatory analysts; STS: senior technical specialists

#### Table 13: Workforce inclusion policy

| Workforce inclusion policy initiative | Target | 2019–20 actual (headcount) | 2018–19 actual (headcount) |
| --- | --- | --- | --- |
| Gender profile at executive levels | Representation of at least 50 per cent women in executive officer roles | 63% | 54% |
| People with disability | People with disability at DPC increases to 10 per cent by 2020(1) | 1% | 1% |
| Aboriginal or Torres Strait Islander staff | Barring Djinang(2) has adopted an Aboriginal employment target of 2 per cent for the Victorian public service | 3% | 4% |

Notes:

(1) Headcount is based on payroll system data. Note that DPC’s 2019 People Matter Survey results indicate that 4 per cent of DPC’s staff have a disability.

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

### Occupational health and safety management

From 1 January 2020, health, safety and wellbeing support services for DPC and its agencies have been provided by a newly established team within People and Culture Branch. This function had previously been outsourced to an external provider. Bringing   
this service in-house enabled a more personal, approachable and responsive service for DPC. WorkCover, injury management and specialised and bulk ergonomic assessments are continuing to be outsourced.

DPC takes a holistic and inclusive approach to supporting physical health and mental wellbeing at work by promoting positive wellbeing initiatives, preventing injury and illness, and where injury and illness occurs, takes action to support recovery. The health, safety and wellbeing data we collated allows us to address any trends identified and take preventative and proactive measures to support safety and wellbeing.

DPC ensures everyone has the appropriate knowledge and skills to carry out their work as safely as possible and ensures action is taken to remove any risks to health, safety and wellbeing identified in the workplace. This is supported by a refreshed health, safety and wellbeing e-learning module, which is assigned to all new starters in DPC and completed by all existing staff annually.

The refreshed e-learning module was released in early June 2020 and 27 per cent of executives, 42 per cent of managers and 51 per cent of employees completed this module within the first month.

#### Incident management

Reported incidents across DPC decreased by 0.54 per cent per 100 FTE staff in 2019–20, with 27 incidents reported. ‘Slips, trips, falls and bumps’ continues to be the most common incident reported (26 per cent). Incidents are investigated and corrective actions implemented to minimise the likelihood of reoccurrence. Most incidents in this category occurred outside of DPC’s premises while employees were travelling between sites. The second most commonly reported incident involved non-work-related personal illness  
(15 per cent).

Two standard claims were the result of physical injuries, and the remaining four claims were due to psychological injury. The average cost per claim has decreased due to remaining claims only attracting weekly earnings expenses.

#### DPC’s performance against occupational health and safety (OHS) management measures

| Measure | Key performance indicator | 2019–20 | 2018–19 | 2017–18 |
| --- | --- | --- | --- | --- |
| Incidents | Number of incidents | 27 | 28 | 33 |
| Rate per 100 FTE | 2.66 | 2.71 | 3.48 |
| Number of incidents requiring first aid or further medical treatment | 15 | 18 | 13 |
| Percentage of investigations completed against total number of incidents reported(1) | 100% | 100% | n/a |
| Claims | Number of standard claims(2) | 6 | 4 | 4 |
| Rate per 100 FTE | 0.59 | 0.39 | 0.42 |
| Number of lost-time claims(2) | 6 | 2 | 4 |
| Rate per 100 FTE | 0.59 | 0.19 | 0.42 |
| Number of claims exceeding 13 weeks(2) | 4 | 2 | 2 |
| Rate per 100 FTE | 0.39 | 0.19 | 0.21 |
| Number of claims exceeding 26 weeks(1) (2) | 1 | 1 | n/a |
| Rate per 100 FTE(1) | 0.10 | 0.10 | n/a |
| Fatalities | Fatality claims | 0 | 0 | 0 |
| Claim costs | Average cost per standard claim | $34,955 | $46,688 | $29,948 |
| Absenteeism | Number of days absent due to sickness(1) | 7,875 | 9,727 | n/a |
| Rate per 100 FTE(1) | 774.6 | 940.7 | n/a |
| Return to work | Percentage of claims with return to work plan < 30 days | 33% | n/a | 100% |
| Management commitment | Evidence of OHS policy statement, OHS objectives, OHS plans and regular reporting to senior management about OHS | 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 | Completed | Completed | Completed |
| Number of quarterly OHS Committee meetings | 4 | 4 | 4 |
| Risk management | Percentage of internal audits and inspections conducted as planned(5) | 67% | 67% | 64% |
| 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 arising from: |  |  |  |
| * internal audits | n/a | 100% | 93% |
| * 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 | 1 | n/a |
| Number of procedures reviewed and refined(1) | 2 | 4 | n/a |
| Training | Percentage of executives, managers and staff who have received OHS training (online induction module): |  |  |  |
| * DPC employees | 51% | 38% | 41% |
| * executive officer training(1) | 27% | 10% | n/a |
| * manager training(1) | 42% | 26% | n/a |
| * contractors, temps and visitors(3) | 0% | 7% | 29% |
| Percentage of HSRs trained:(4) |  |  |  |
| * upon acceptance of the role (initial training) | 19% | 100% | 100% |
| * retraining (refresher) | 0% | 100% | 100% |
| * percentage of staff who have received mental health and wellbeing training | 95% | 10% | n/a |
| **People Matter Survey results (or equivalent)** | Percentage of response rates(1) | n/a | 80% | n/a |

This information only incorporates the core groups of DPC.

Notes:

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

(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 from 2016–17 and one ongoing claim from 2018–19.

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

(4) All HSRs are given the opportunity to register for WorkSafe-approved optional HSR training, which all HSRs are encouraged to attend. Further information and reminders are provided in quarterly OHS Committee meetings.

(5) Workplace Inspections were placed on hold from March to June 2020 due to the coronavirus (COVID-19) pandemic.

## Appendix 5: Environmental performance

DPC maintains a strong focus on sustainability through a range of operational activities and the ongoing management of its workspaces. DPC has leveraged refurbishment projects to make positive changes to its workspace and staff practices to significantly reduce its environmental impact, including the following actions:

* Environmental considerations and requirements are included in documents and specifications for tendering.
* DPC complies with Green Purchasing Guidelines where applicable.
* Organic waste bins have been supplied to all DPC workspaces.
* DPC is transitioning to sustainable consumables from common office consumables to eco-friendly, organic or recyclable versions.
* DPC is installing energy-efficient appliances with an energy rating of five or more stars, where possible, and sensor lighting that automatically turns off when not in use.
* Sustainably made and, where possible, locally produced furniture is sourced. An example of this is DPC’s office 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 are followed, whereby relocating branches undertake significant clean-up activities and all waste is sustainably disposed of.
* DPC has recycled any usable furniture or equipment to other government departments during refurbishments or relocations.

### Office-based environmental impacts

In the course of its operations DPC aims to minimise:

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

Through the consolidation of most staff to primary locations and redesign of the workplace, DPC’s accommodation footprint has reduced. This has resulted in a more efficient environmental footprint and has contributed to a reduction in energy consumption.

DPC monitored the environmental impacts of its operations during 2019–20. 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. Reporting has been affected by coronavirus (COVID-19) restrictions, under which the   
bi-annual audit of the DPC system could not be carried out.

The suite of environmental indicators presented on the following page is based on Financial Reporting Direction 24D.

**Note**: Due to the timing of environmental performance data (generally available quarterly, in arrears), the reporting period in Appendix 5 covers April 2019 to March 2020 unless otherwise noted.

### 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.  
(See the glossary at the end of this section for an explanation of the abbreviations used)

#### Electricity

| Indicator | 2019–20 | 2018–19 |
| --- | --- | --- |
| Total energy usage segmented by primary source (MJ) | 8,566,888 | 10,425,600 |
| Greenhouse gas emissions associated with energy use, segmented by primary source and offsets (t CO2 e) | 2,665 | 2,713 |
| Units of energy used per FTE (MJ/FTE) | 8,431 | 9,261 |
| Units of energy used per unit of office area (MJ/m2) | 360 | 402 |
| Actions undertaken:   * Flexible work practices continue to be promoted and well supported, which assists in reducing electricity consumption. * DPC has adopted a more efficient footprint through consolidating most staff into 35 Collins Street. * DPC participated in the 2020 Earth Hour event. | | |

DPC’s gas consumption covers tenancies at 1 Macarthur Street and at 1 and 3 Treasury Place.

#### Gas

| Indicator | 2019–20 | 2018–19 |
| --- | --- | --- |
| Total energy usage segmented by primary source (MJ) | 2,526,003 | 2,710,000 |
| Greenhouse gas emissions associated with energy use, segmented by primary source and offsets (t CO2 e) | 140 | 155 |
| Units of energy used per FTE (MJ/FTE) | 8,175 | 2,621 |
| Units of energy used per unit of office area (MJ/m2) | 321 | 169 |
| Actions undertaken:   * DPC participated in the 2020 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 2019–20, DPC added an additional floor at 35 Collins Street, enabling further consolidation of staff in the one location.
* Electricity consumption decreased by 11 per cent.
* Gas consumption decreased by 7 per cent.

#### Explanatory notes

* Electricity and gas consumption were sourced from billing data for 2019–20.
* The 12 months of energy emissions and consumption data reported comprises nine months of this reporting period (to the end of March 2020) and the last three months of the previous year (April–June 2019). As such, the table above does not reflect consumption or emissions during the period April–June 2020 and that DPC has been operating under coronavirus (COVID-19) restrictions, in which most staff have principally worked remotely.
* It is anticipated that 2020–21 data will reflect a further reduction in energy consumption and emissions as a result of changes in workplace utilisation and work practices under coronavirus (COVID-19) restrictions.
* The 2018–19 Annual Report reported consumption and units of energy in kilowatts. In 2019–20 reporting, the value used is megajoules (MJ). Last year’s figures have therefore been converted from kilowatts to megajoules to enable accurate comparison with this year’s.

### Paper

DPC’s paper use 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 | 2019–20 | 2018–19 |
| --- | --- | --- |
| Total units of copy paper (reams) | 7,114 | 11,294 |
| Units of copy paper per FTE (reams/FTE) | 7 | 10.9 |
| Percentage of 75–100% recycled content copy paper purchased (%) | 79 | 81 |
| Percentage of 0–50% recycled content copy paper purchased (%) | 21 | 19 |
| Greenhouse gas emissions related to paper use (t CO2 e) | 31 | 49 |

#### Result

* Total units of copy paper (reams) decreased by 37 per cent.
* Total units of copy paper (reams) per FTE decreased by 35 per cent.
* The decrease can be attributed to the relocation of most DPC staff to a modernised workplace at   
  35 Collins Street, with improved digital tools and technology, and a focus on digitally-enabled ways of working, leading to a shift from paper-based records and work practice.
* The centralised purchasing model for office supplies and a reduction in multi-function devices at DPC’s tenancies has seen a positive impact in terms of a reduction in paper use.

#### 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.
* The 12 months of paper usage data reported comprises nine months of this reporting period (to the end of March 2020) and the last three months of the previous year (April–June 2019). As such, the table above does not reflect usage during the period April–June 2020 that DPC has been operating under coronavirus (COVID-19) restrictions, in which most staff have principally worked remotely.
* It is anticipated that 2020–21 data will reflect a further reduction in paper use as a result of changes in workplace utilisation and work practices under coronavirus (COVID-19) restrictions.

### Water

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

| Indicator | 2019–20 | 2018–19 |
| --- | --- | --- |
| Total units of metered water consumed by usage types (kilolitres) | 6,116 | 10,282 |
| Units of metered water consumed in offices per FTE (litres/FTE) | 20,387 | 34,272 |
| Units of metered water consumed in offices per unit of office area (litres/m2) | 1,492 | 2,508 |

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

#### Result

* Last year’s reporting included data from several other sites, which was not available from providers for this reporting period.
* Due to a change in the reporting tool, the reported data for water during 2018–19 has been converted and updated to provide a comparative view in this year’s report.
* The 12 months of water consumption data reported comprises nine months of this reporting period  
  (to the end of March 2020) and the last three months of the previous year (April–June 2019). As such, the table above does not reflect consumption during the period April–June 2020 that DPC has been operating under coronavirus (COVID-19) restrictions, in which most staff have principally worked remotely.
* It is anticipated that 2020–21 data will reflect a further reduction in water consumption as a result of changes in workplace utilisation and work practices under coronavirus (COVID-19) restrictions.

### Transport

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Operational vehicles | 2019–20 | | | | 2018–19 | | | |
| ULP | Hybrid | DSL | Total | ULP | Hybrid | DSL | Total |
| Total energy consumption by vehicles (MJ) | 424,183 | 37,654 | 153,551 | 615,388 | 530,750 | 0 | 51,029 | 581,779 |
| Total vehicle travel associated with entity operations (km) | 162,677 | 25,218 | 50,452 | 238,347 | 207,969 | 0 | 17,233 | 225,202 |
| Total greenhouse gas emissions from vehicle fleet (t CO2 e) | 30.00 | 3.00 | 11.00 | 44.00 | 38.80 | 0 | 3.83 | 42.63 |
| Greenhouse gas emissions from vehicle fleet per 1,000km travelled (t CO2 e) | 0.18 | 0.10 | 0.32 | 0.49 | 0.19 | 0 | 0.22 | 0.41 |
| Actions undertaken:   * Hybrid vehicles were introduced by VicFleet. * LPG vehicles were removed from the vehicle fleet. | | | | | | | | |

|  | 2019–20 | 2018–19 |
| --- | --- | --- |
| Total distance travelled by aeroplane (km) | 822,600 | 879,693 |
| Total greenhouse gas emissions from air travel (t CO2 e) | 185 | 271 |

#### Result

* Total vehicle travel increased by 6 per cent.
* This year has seen a positive trend in hybrid and electric vehicles being more widely used.   
  LPG vehicles are no longer part of the vehicle fleet.
* Severe weather conditions experienced this year, including bushfires, have resulted in higher usage   
  of diesel vehicles and a slight increase in greenhouse emissions due to required regional travel.
* Air travel decreased by 6 per cent, which reflects the lower rate of travel during the year under   
  coronavirus (COVID-19) restrictions and resulted in a significant reduction in greenhouse gas emissions.

#### Explanatory notes

* The 12 months of transport data reported comprises nine months of this reporting period (to the end of March 2020) and the last three months of the previous year (April–June 2019). As such, the table above does not reflect transport activity and emissions during the period April–June 2020 that DPC has been operating under coronavirus (COVID-19) restrictions, in which most staff have principally worked remotely.
* It is anticipated that 2020–21 data will reflect further changes in transport activity and emissions as a result of changes in workplace utilisation and work travel practices under coronavirus (COVID-19) restrictions.
* 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.
* As a result of coronavirus (COVID-19) impacts, an internal survey was not conducted this year 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 | 2019–20 | | | | 2018–19 | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 11,441 | 11,413 | 5,072 | 27,926 |
| Units of waste per FTE by destination (kg/year) | 11.06 | 11.04 | 4.90 | 27.00 | 11.06 | 11.04 | 4.90 | 27.00 |
| Greenhouse gas emissions from waste to landfill (t CO2 e) | 19.49 | 0 | 0 | 16.49 | 19.49 | 0 | 0 | 16.49 |
| Recycling rate (% of total waste) |  |  |  | 60 |  |  |  | 60 |
| Actions undertaken:   * The Green Collect service was used during 2019–20. Green Collect picks up a wide range of items from offices and diverts them from landfill to be reused, remade or recycled. | | | | | | | | |

#### Explanatory notes

* Due to the coronavirus (COVID-19) pandemic, DPC was unable to conduct waste audits at its sites and therefore used last year’s figures for reporting.
* During the year, DPC has made changes to its procurement and waste management approach to further reduce its environmental impact. In addition, several staff-led initiatives have contributed to an increase in awareness and changes in staff behaviour, leading to improved environmental practices. These changes will most likely be reflected in the data for 2020–21.

### Greenhouse gas emissions

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

| Indicator | 2019–20 | 2018–19 |
| --- | --- | --- |
| Total greenhouse gas emissions associated with energy use (t CO2 e) | 2,805 | 2,868 |
| Total greenhouse gas emissions associated with vehicle fleet (t CO2 e) | 44 | 43 |
| Total greenhouse gas emissions associated with air travel (t CO2 e) | 185 | 271 |
| Total greenhouse gas emissions associated with waste production (t CO2 e) | 19 | 16 |
| Total greenhouse gas emissions associated with paper use (t CO2 e) | 0 | 49 |
| Total greenhouse gas emissions (t CO2 e) | 3,053 | 3,250 |

#### Green procurement

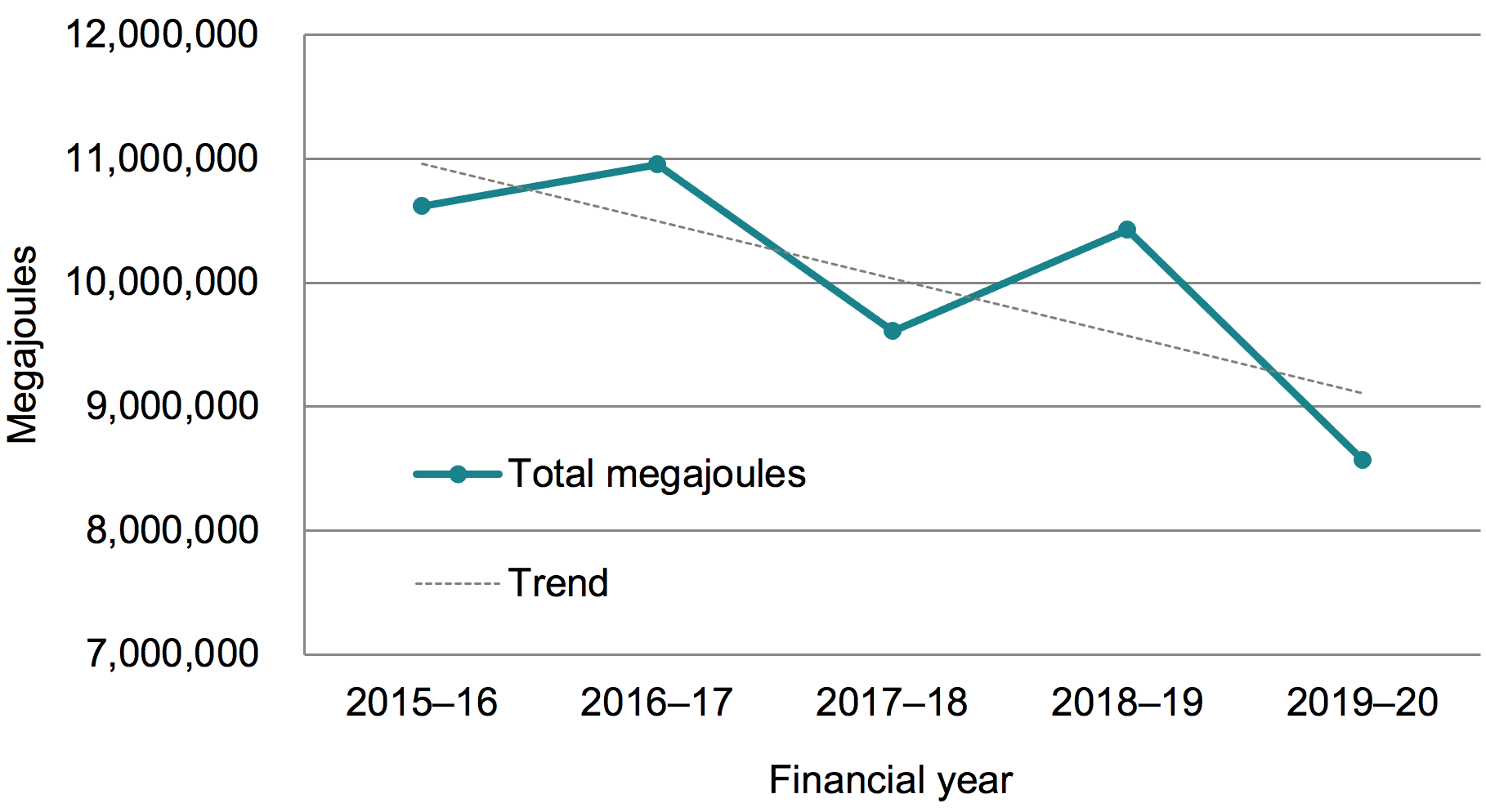
* Environmental considerations are included in the specifications for all tender documents.
* DPC complied with Green Purchasing Guidelines where applicable.

**Glossary**

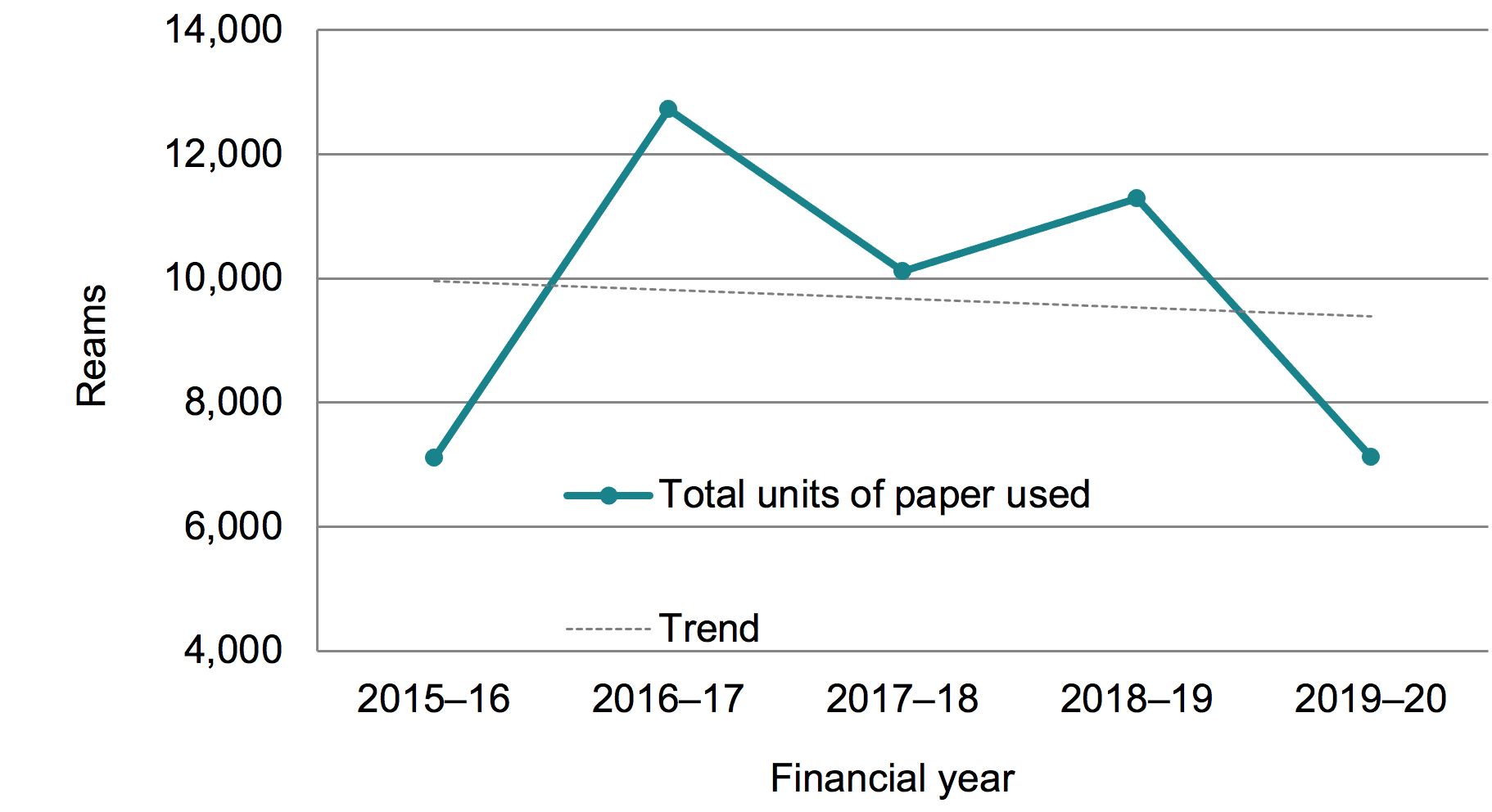
* DSL: diesel
* FTE: full-time equivalent employee
* kg: kilograms
* kL: kilolitres
* km: kilometres
* L: litres
* LPG: liquefied petroleum gas
* m2: square metres
* MJ: megajoules
* ream: 500 sheets of A4 paper
* t CO2 e: tonnes of carbon dioxide equivalent
* ULP: unleaded petrol

### Environmental performance trend charts

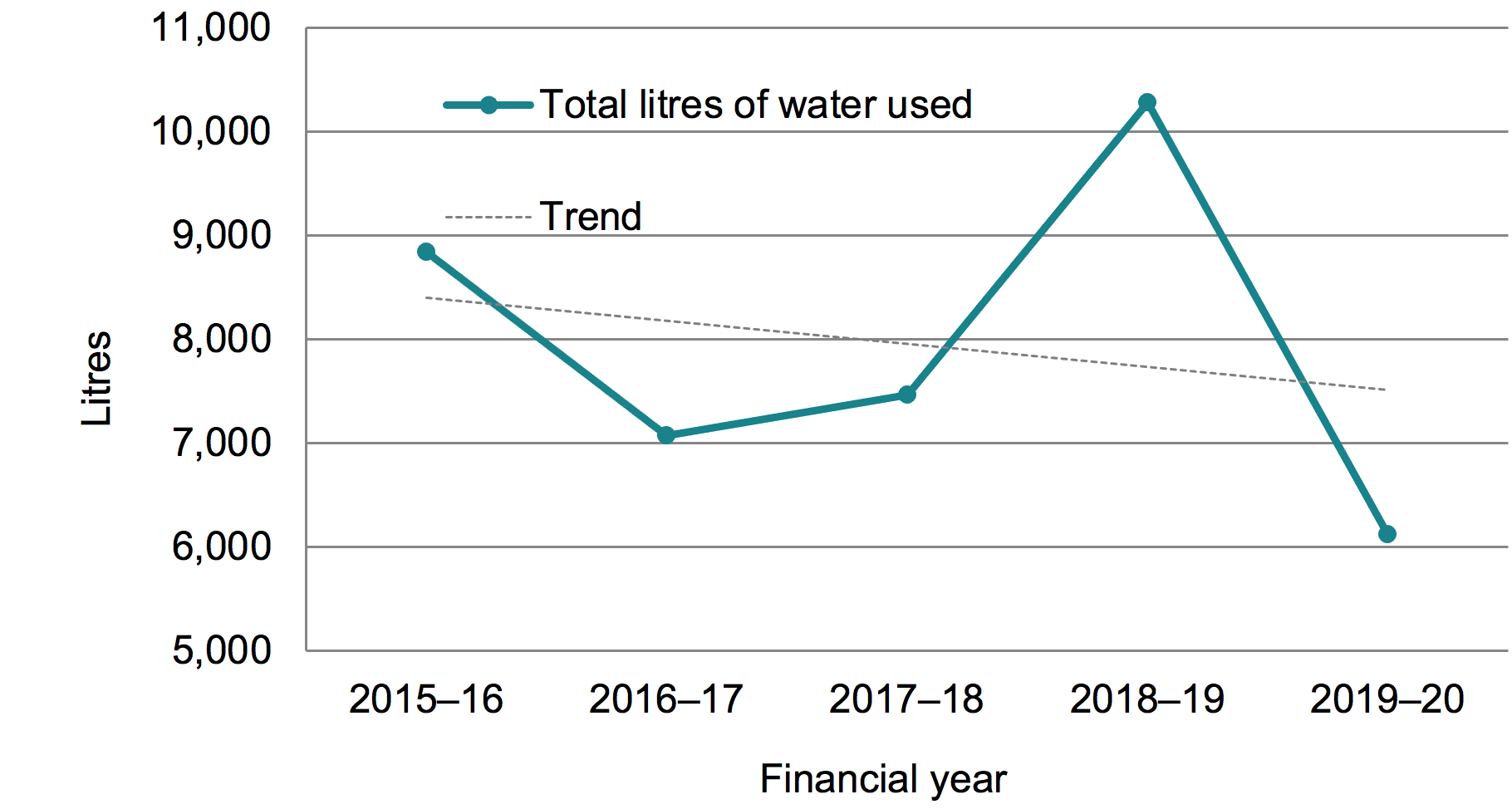
#### DPC annual energy consumption



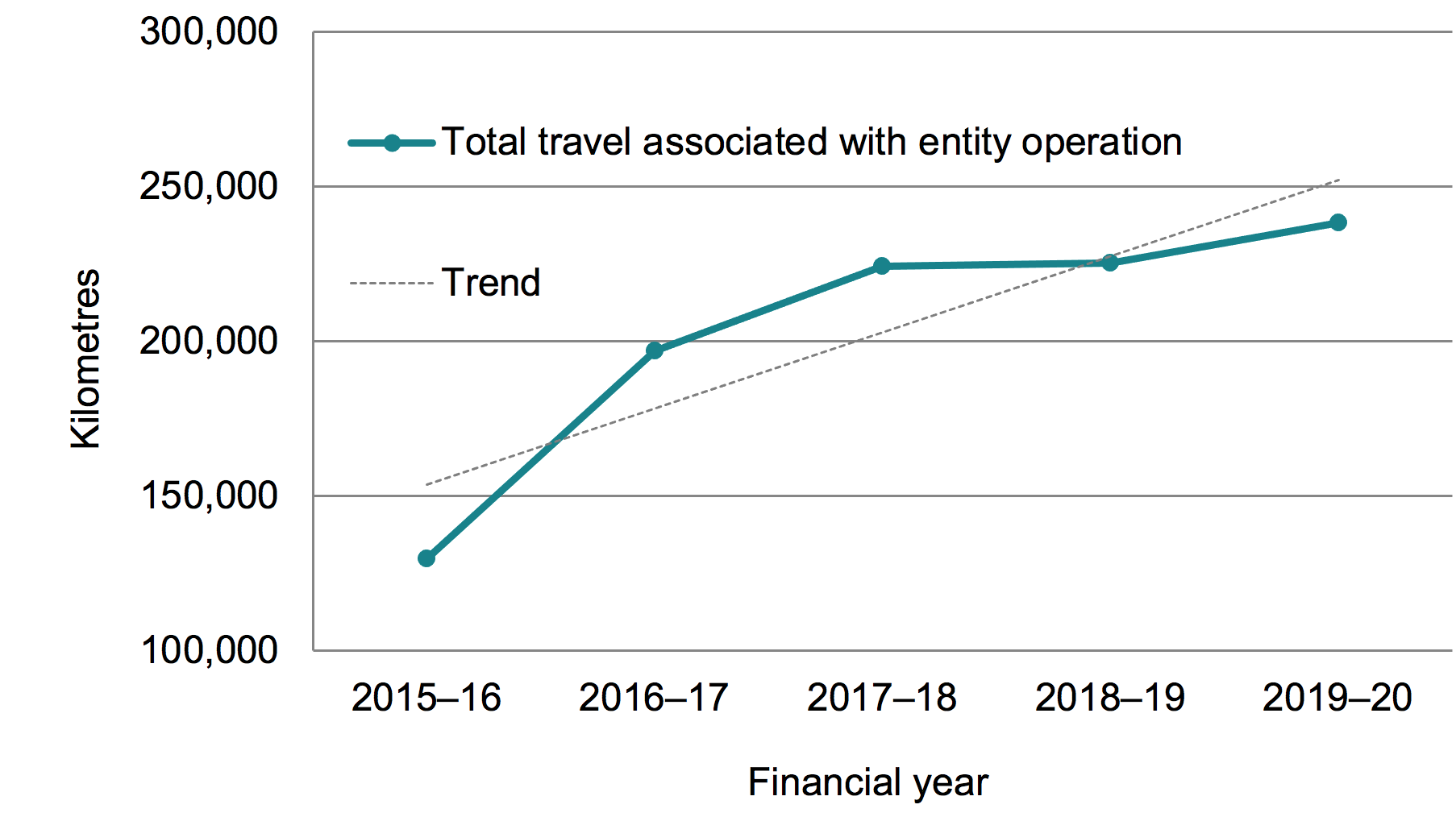
#### DPC annual paper use



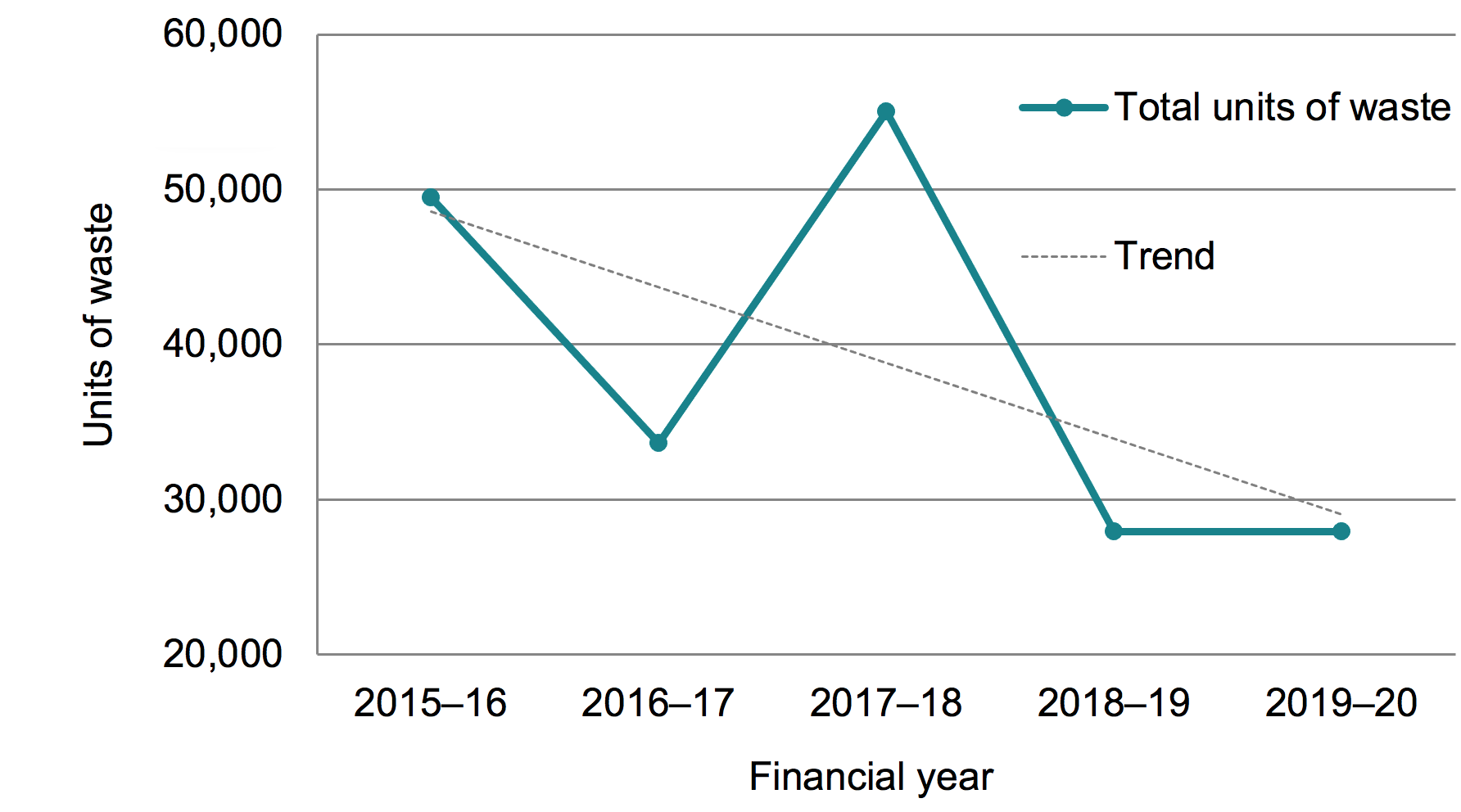
#### DPC annual water use



#### DPC annual car travel



#### DPC annual waste generation

****

## Appendix 6: Statutory compliance and other information

### Acts of Parliament[[1]](#footnote-2)

#### Acts of Parliament administered by the Premier

* *Administrative Arrangements Act 1983*
* *Australia (Acts) Request Act 1985*
* *Climate Change Act 2017* — sections 7, 8, 10, 14, 16, 41, 42, 50, 54 and 55 (these sections 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:
  + section 72 (this section is administered   
    by the Minister for Government Services)
  + Part III (this Part is administered by the Attorney-General)
  + Division 1 of Part IIIAA (this Division  
    is jointly administered with the Attorney‑General)
  + Divisions 3–6 of Part IIIAA (these Divisions are administered by the Attorney‑General)
  + section 88, insofar as it relates to the appointment of Crown Counsel and Crown Counsel (Advisings) — this section is administered by the Attorney-General
  + section 88, insofar as it relates to the appointment of the Commissioner for Better Regulation, is administered by   
    the Minister for Regulatory Reform
  + section 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 land shown as Crown Allotment 2036, City of Melbourne, Parish of Melbourne South (Parish Plan No. 5514D) reserved for Public Purposes (Government House and Grounds)

(The Act is otherwise administered by the Assistant Treasurer, the Minister for Business Precincts, 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 Minister for Government Services)

* *Essential Services Act 1958*
* *Family Violence Reform Implementation Monitor Act 2016*
* *Inquiries Act 2014*
* *Melbourne Cricket Ground Act 2009 —* the Act is jointly and severally administered with the Minister for Business Precincts and the Minister for Tourism, Sport and Major Events
* *Melbourne and Olympic Parks Act 1985 —* the Act is jointly and severally administered with the Minister for Business Precincts and the Minister for Tourism, Sport and Major Events — except:
  + sections 24–28 (these sections are administered by the Minister for Energy, Environment and Climate Change)
* *Ombudsman Act 1973* — sections 3–6

(The Act is otherwise administered by the Attorney-General)

* *Parliamentary Administration Act 2005 —* Part 2 and sections 14–17 (these provisions are administered by the Minister for Government Services) and Part 5 (this Part is jointly and severally administered with the Minister for Government Services)

(The Act is otherwise administered by the Minister for Government Services)

* *Parliamentary Committees Act 2003 —* except:
  + sections 7, 7A and 52 (insofar as these sections relate to public interest disclosures about conduct by or in the Victorian Inspectorate, these sections are jointly and severally administered with the Attorney-General)
* *Project Development and Construction Management Act 1994* — except:
  + section 11 insofar as it relates to a project nominated under section 6 for which the Secretary referred to in Part 5A is the facilitating agency (insofar as it relates to those matters, this section is jointly and severally administered with the Minister for Business Precincts and the Minister for Transport Infrastructure)
  + Part 4 (this Part is administered by the Assistant Treasurer)
  + Part 5A (this Part is jointly and severally administered by the Minister for Business 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 this Part is administered by the Minister for Planning)
  + section 46 (this section is administered by the Minister for Planning)
  + Part 7 (this Part is administered by the Minister for Planning)
  + Parts 8, 9 and 10 (these Parts are jointly and severally administered by the Minister for Business Precincts and the Minister for Transport Infrastructure)
* *Public Administration Act 2004 —*
  + Parts 1, 2 and 8 (these Parts are jointly and severally administered with the Minister for Government Services)
  + Part 5A
  + sections 98–98A

(The Act is otherwise administered by the Minister for Government Services)

* *Public Safety Preservation Act 1958*
* *Public Sector (Union Fees) Act 1992*
* *Senate Elections Act 1958*
* *Statute Law Revision Acts*
* *Subordinate Legislation Act 1994 —* sections 5A, 9 and 12G

(The Act is otherwise administered by the Minister for Government Services)

* *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:
  + sections 5–16 (these sections 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 Minister for Energy, Environment and Climate Change, the Minister for Government Services, the Minister for Water and the Treasurer

#### Acts of Parliament administered by the Special Minister of State[[2]](#footnote-3)

* *Audit Act 1994*, except sections 10–13, 19, 22–28 and 57, which are administered by the Assistant Treasurer and sections 15, 78 and 84, which are jointly and severally administered with the Assistant Treasurer
* *Constitution Act 1975*, section 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 section 92 at North Melbourne in the Parish of 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,* sections 223A, 223B and 223C; sections 223BA — BM; section 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 sections 3–6, which are administered by the Premier
* *Parliamentary Administration Act 2005,* Part 2 and sections 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 Committees Act 2003*, sections 7, 7A and 52 insofar as these sections relate to public interest disclosures about conduct by or in the Victorian Inspectorate, these sections are jointly and severally administered with the Premier; the Act is otherwise administered by the Premier
* *Parliamentary Precincts Act 2001*
* *Parliamentary Salaries and Superannuation Act 1968*, except sections 6(6), 9K(3), 9K(5), 9L 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 sections 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*, sections 3 and 4A

(The Act is otherwise administered by the Minister for Community Sport, Minister for Innovation, Medical Research and the Digital Economy, 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
* *Gender Equality Act 2020*
* *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

Under section 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.

At 30 June 2020, 27 authorised officers, all from Aboriginal Victoria, have been appointed under the Act. Fourteen Aboriginal heritage officers are 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 five years and receive ongoing training about the operation of the Act.

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

In 2019–20, 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 | No inspections were carried out to monitor compliance — they were recorded as investigations of suspected offences |
| 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 23 occasions |
| 166 | Power to enter land or premises with the consent of the occupier | General powers to enter land or premises were used 21 times |
| 167 | Obtaining consent to enter land or premises | Land or premises were entered 21 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 seven 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](mailto:aboriginal.heritage@dpc.vic.gov.au).

### Building Act

#### Compliance with the Building Act

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 several 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
* onsite facilities managers responding to and prioritising identified issues and managing breakdown, preventative and cyclical maintenance contracts.

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

|  |  |
| --- | --- |
| 99 Shiel Street,  North Melbourne | * Fire indicator panel and associated field devices upgrade * Insurance works in kitchenette area on level 1 due to flooding |
| Government House Drive, Melbourne | * Completion of security upgrade works 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 manage 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:

* ensuring flexible work arrangements are embedded as part of the DPC working culture, and are available to all staff for any reason, including to support caring responsibilities
* establishing the 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 all staff including those who have caring responsibilities
* providing support to all staff through the 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. The 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

In December 2019, DPC began a review of the DataVic Access Policy. The purpose of the review is to ensure the policy reflects contemporary data practices and aligns with terminology used by other jurisdictions. The proposed revised policy, known as the Open Data Policy, outlines a strategic approach to realising a wider range of benefits for Victorians. The revised policy will have an expanded scope that goes beyond promoting productivity and economic stimulation. It will also have principles that are easier for data custodians to follow.

DPC sought community feedback on the Open Data Policy between December 2019 and  
January 2020 through the Engage Victoria platform. In total, 1,991 people viewed the consultation, which resulted in 100 responses  
to the survey and 88 written submissions. Respondents included members of the Victorian public service, the Australian public service, community groups, not-for-profit organisations, universities and research institutions. Because of the breadth and depth of the feedback received through the consultation, it is anticipated that DPC will continue the review of the policy well into the second half of 2020.

As of June 2020, 45 Victorian Government departments and agencies had 4,965 data records accessible on the data.vic website, an increase of 265 data records compared with the previous year. The 2019–20 financial year   
saw the highest number of sessions on record (234,378 sessions). This represents an increase of 11 per cent on the previous year. Much of the increased activity on the data.vic website was driven by the 2019–20 bushfire season and the coronavirus (COVID-19) pandemic. Data records relating to these two events were the most popular as measured by the number of search terms, page views and downloads.

### Disability Act 2006

DPC’s Disability Action Plan 2017–2020 provides a framework for DPC to ensure equitable access to employment opportunities for people with disability.

Highlights during 2019–20 included the following:

* DPC established the DPC Enablers Network, which is run by employees with disability   
  and their allies. The network is for people   
  with disability and is supported by a newly appointed Executive champion. The DPC network is a subgroup of the VPS Enablers Network that represents the needs, interests and concerns of government employees with lived experience of disability to ensure fair and equitable treatment.
* DPC continued the ‘Stay Engaged’ work placement program, which provided paid placements of up to 12 weeks for three participants. The program provides people with disability who are over the age of 18 and not currently in employment or studying with the opportunity to experience a paid work placement in DPC and gain valuable insights into a career in the public sector.
* DPC continued our partnership with the Australian Network on Disability (AND). AND is a national, membership-based,   
  for-purpose organisation that supports organisations to advance the inclusion   
  of people with disability in all aspects of business. In 2019–20, DPC recruited 10 interns (four for winter, six for summer) through AND as a pathway for students with disability into the DPC Internship Program.
* DPC delivered disability confidence training for employees and managers.

### Freedom of Information Act

The *Freedom of Information Act 1982* 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 DPC. 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.

If an applicant is not satisfied with a freedom of information (FOI) decision made by DPC, under section 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 2020, the FOI Unit received 71 requests for DPC documents and 28 for the Office of the Premier. No requests were received during this period for any other DPC portfolio ministers.

The department finalised 59 FOI requests to DPC during the 12 months ending 30 June 2020. Sixty per cent of access decisions were made within the statutory time period, 24 per cent were between one and 45 days overdue and 16 per cent were overdue by more than 45 days. DPC also finalised 27 requests for the Office of the Premier.

Seven DPC matters went to the Information Commissioner for review and five complaints about DPC matters were made to the Information Commissioner.

One DPC matter was appealed to the Victorian Civil and Administrative Tribunal.

Two Office of the Premier matters went to the Information Commissioner for review and two complaints about Office of the Premier matters were made to the Information Commissioner.

**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 section 17 of the FOI 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/). 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. More FOI information about 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 and the Major Skills Guarantee Policy**

Victorian Government agencies implement the Local Jobs First Policy 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 policy also commits to creating job opportunities and promoting a strong and sustained education and training culture.

The Local Jobs First Policy 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 more in regional Victoria.

Local Industry Development Plans must address:

* 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.

Local Industry Development Plans are   
certified by Industry Capability Network Victoria. For these plans, Industry Capability Network Victoria provides the agencies with  
an evaluation of each shortlisted bidder’s   
Local Industry Development Plan, which is considered during the tender evaluation process.

Major Projects Skills Guarantee (MPSG) is   
a workforce development policy that is designed to ensure job opportunities for apprentices, trainees and cadets on Victorian Government construction projects. MPSG applies to all aspects of a construction project — the target can be met through the services and goods procurement aspects of the construction project. MPSG has applied since 1 January 2016 and requires that all construction projects valued at $20 million or more use Victorian registered apprentices, Victorian registered trainees or cadets for at least 10 per cent of the contract works’ total estimated labour hours.

During 2019–20, DPC had two Local Jobs First Standard projects valued at $8.9 million under contract, carried across from the previous financial year. The projects were in metropolitan Victoria. No projects began in regional Melbourne or were deemed as statewide. The MPSG did not apply to this project.

Of the two Local Jobs First projects in progress, the expected outcomes are:

* an average of 98 per cent of local content commitment
* the retention of one job (annualised employee equivalent).

### Privacy

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

DPC is committed to maintaining the privacy of personal information. The department’s information 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](mailto:contact@dpc.vic.gov.au)

The *Privacy and Data Protection Act 2014* governs Victoria’s public sector privacy obligations. It 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 Privacy and Data Protection 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 2019–20, one matter regarding DPC’s compliance with the IPPs was referred to the Information Commissioner. No matters regarding its compliance with HPPs were referred to the Health Services Commissioner.

### Public Interest Disclosure Act

*The Public Interest Disclosure Act 2012* (formerly 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, DPC does not tolerate improper conduct by its employees or reprisals against those who make disclosures about such conduct.

#### Compliance with the Public Interest Disclosure Act

*The Integrity and Accountability Legislation Amendment (Public Interest Disclosures, Oversight and Independence) Act 2019* introduced changes to the protected disclosure scheme, effective from 31 December 2019. Among the changes, the Protected Disclosure Actwas renamed as the Public Interest Disclosure Act*.* Other changes include a revised definition of ‘improper conduct’ and clarification of bodies that can receive and assess public interest disclosures.

In light of the amended public interest disclosure scheme, and to ensure DPC’s continued compliance with this legislation, DPC has updated the Guide to Making and Handling Public Interest Disclosures. The guide is available on the internet at <https://www.vic.gov.au/dpc-public-interest-disclosures>.

Public interest 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 public interest disclosures and may report these straight to the Independent Broad-based Anti-corruption Commission without anyone knowing. Equally, people can report directly to the commission themselves without DPC necessarily knowing.

DPC has not had any disclosures made under the Public Interest Disclosure Act to its protected disclosure coordinators in 2019–20.

### Social Procurement Framework

During the reporting year, DPC launched its Social Procurement Strategy, which was developed in line with Victoria’s Social Procurement Framework.

In 2019–20, DPC improved its social procurement performance against four objectives:

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

#### Purchases from social suppliers, 1 July 2019 to 30 June 2020

| Social procurement opportunity | Metric | Number of businesses engaged | Actual spend (excl GST) |
| --- | --- | --- | --- |
| Opportunities for Victorian Aboriginal people | Total spend with Victorian Aboriginal businesses |  | $3,059,081.56 |
| Number of Victorian Aboriginal businesses engaged | 48 |  |
| Opportunities for Victorians with disability | Total spend with Victorian social enterprises led by a mission for people with disability and Australian Disability Enterprises |  | $55,393.15 |
| Number of Victorian social enterprises led by a mission for people with disability and Australian Disability Enterprises engaged | 10 |  |
| Opportunities for disadvantaged Victorians | Total spend with Victorian social enterprises led by a mission for the disadvantaged |  | $1,306,862.63 |
| Number of Victorian social enterprises led by a mission for the disadvantaged engaged | 22 |  |
| Sustainable Victorian social enterprises and Aboriginal business sectors | Total spend with Victorian social enterprises |  | $3,294,049.37 |
| Number of Victorian social enterprises engaged | 56 |  |

#### Summary of contributing activities and initiatives

* DPC developed an awareness campaign to promote the Social Procurement Strategy across the department.
* Invitations to supply during the financial year included requirements for a minimum of one social procurement objective to be included in supplier proposals. As a result, DPC awarded contracts to the value of $15,924,823 to suppliers who provided a social benefit.
* DPC implemented data capturing tools to report on direct spend with social enterprises (PowerBI Dashboard).
* DPC refined its procurement processes to encourage direct spend with Aboriginal suppliers where Aboriginal knowledge and expertise is needed.
* DPC conducted two social procurement insight surveys with State Purchase Contract agreement suppliers. Results have informed DPC’s understanding of supplier support for women’s equality and safety, support for safe and fair workplaces, support for workforce diversity and environmentally sustainable business practices. Resulting insights have been shared across government.
* DPC procured a range of services from several Victorian Aboriginal businesses in 2019–20. This included engagements with several Aboriginal ICT businesses that provided DPC services to update the Aboriginal Victoria website and to host data visualisations. DPC also engaged Aboriginal businesses for professional advisory services to complete program evaluations and undertake strategic research to inform policy advice.
* DPCs ‘Stay Engaged’ program continued to run, which gives people with disability a chance to engage in meaningful employment within DPC through fixed-term paid work placements offered in various areas, such as administration and policy.
* DPC contributed to the Self-Determination Reform Framework through leveraging existing procurement systems and providing social procurement advice.

### 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](mailto:dp&c@dpc.vic.gov.au)

### Contacts

#### 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](mailto:dp&c@dpc.vic.gov.au)

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

#### Administrative offices

##### Office of the Governor

Official Secretary

Government House

Government House Drive

Melbourne 3004

Telephone: (03) 9655 4211

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

#### Department of Premier and Cabinet Annual Report 2019–20

#### Publishing and further information

DPC’s 2019–20 Annual Report and accompanying financial statements present a summary of DPC’s performance over the   
2019–20 financial year.

More information about DPC portfolio entities can be obtained, where applicable, from their individual 2019–20 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 Pty Ltd

#### 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) 2020



This work, Department of Premier and Cabinet Annual Report 2019–20, is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that 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. This licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Premier and Cabinet logo. To view a copy of this licence, visit [creativecommons.org/licenses/by/4.0/](http://www.creativecommons.org/licenses/by/4.0/)

#### 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.

1. This list reflects the legislation administered by the specified Ministers as at 30 June 2020 (except for the Special Minister of State — see next footnote) as set out in the 22 June 2020 General Order. To see the division of legislation before this date, refer to the relevant General Order and/or supplements to the General Order: <https://www.vic.gov.au/general-orders>. [↑](#footnote-ref-2)
2. This list reflects legislation administered by the Special Minister of State (SMOS) from 1 January 2020 until 22 March 2020. On 23 March 2020, a supplement to the 1 January 2020 General Order was issued that re-distributed legislation previously administered by the SMOS between other ministers (following the SMOS’ resignation). The 23 March 2020 supplement, including the 1 January 2020 General Order and preceding supplements and the 22 June 2020 General Order, can be viewed here: <https://www.vic.gov.au/general-orders>. [↑](#footnote-ref-3)