APPENDICES

Appendix 1: Budget Portfolio Outcomes

The budget portfolio outcomes provide comparisons between the actual financial statements of all general government sector entities in the portfolio and the forecast financial information (initial budget estimates) published in Budget Paper No. 5 Statement of Finances (BP5). The budget portfolio outcomes comprise the comprehensive operating statements, balance sheets, cash flow statements, statements of changes in equity, and administered item statements.

The budget portfolio outcomes have been prepared on a consolidated basis and include all general government sector entities in the portfolio. Financial transactions and balances are classified into either controlled or administered categories consistent with the published statements in BP5.

The following budget portfolio outcomes statements are not subject to audit by the Victorian Auditor-General’s Office (VAGO) and are not prepared on the same basis as the department's financial statements as they include the consolidated financial information of the following entities:

### Controlled:

* Department of Jobs, Precincts and Regions
* Australian Centre for the Moving Image
* National Gallery of Victoria
* Film Victoria
* State Library Victoria (Library Board of Victoria)
* Melbourne Cricket Ground Trust
* Melbourne Recital Centre
* Museums Board of Victoria
* Rural Assistance Commissioner
* Victorian Institute of Sport

Visit Victoria

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

|  | 2019–20 Actual ($ million) | 2019–20 Budget ($ million) | Variation | % | Notes |
| --- | --- | --- | --- | --- | --- |
| **Income from transactions** |
| Output appropriations | 3,052 | 1,982 | 1,070 | 54% | a |
| Special appropriations | 2 | 2 | (0) | 0% |   |
| Interest | 12 | 12 | (0) | -2% |   |
| Sales of goods and services | 128 | 111 | 17 | 16% | b |
| Grants | 189 | 54 | 135 | 248% | c |
| Fair value of assets and services received free of charge or for nominal consideration | 1 | 1 | 1 | 59% |  |
| Other income | 32 | 27 | 5 | 17% | d |
| **Total income from transactions** | **3,415** | **2,189** | **1,226** | **56%** |  |
| **Expenses from transactions** |
| Employee benefits | 549 | 472 | 77 | 16% | e |
| Depreciation and amortisation | 129 | 145 | (17) | -11% | f |
| Interest expense | 35 | 40 | (5) | -12% | g |
| Grants and other transfers | 1,884 | 1,027 | 857 | 83% | h |
| Capital asset charge  | 167 | 167 | (0) | 0% |   |
| Other operating expenses | 699 | 485 | 213 | 44% | i |
| **Total expenses from transactions** | **3,462** | **2,337** | **1,125** | **48%** |  |
| **Net result from transactions** | **(47)** | **(148)** | **101** | **-68%** |  |
| **Other economic flows included in net result** |
| Net gain/(loss) on non-financial assets | 0 | – | 0 | 0% |  |
| Net gain/(loss) on financial instruments and statutory receivables/payables | 1 | (0) | 1 | >100% |  |
| Other gains/(losses)from other economic flows | (1) | 0 | (1) | >100% |  |
| **Total other economic flows included in net result** | **(0)** | **(0)** | **(0)** | **0%** |  |
| **Net result** | **(47)** | **(148)** | **101** | **-68%** |  |
| Other economic flows – Other non-owner changes in equity |  |  |  |  |  |
| Adjustment to accumulated surplus/(deficit) due to a change in accounting policy | (10) | – | (10) | 0% | j |
| Changes in physical asset revaluation reserve | 31 | (1) | 31 | >100% | k |
| Financial assets available for sale reserve | (8) | 2 | (11) | >100% | l |
| Other | 9 | – | 9 | 0% | l |
| **Total other economic flows – Other non-owner changes in equity** | **21** | **2** | **20** | **>100%** |  |
| **Comprehensive result** | **(26)** | **(147)** | **121** | **-82%** |  |
| 1. Explanation for major variations between 2019–20 Actual and 2019–20 Budget are as follows:
2. Output Appropriations were higher than the budget primarily due to additional funding to support responses to the impacts of coronavirus (COVID-19).
3. Sales of goods and services were higher than the budget primarily due to the increase in other revenue in Arts agencies.
4. Grants were higher than the budget primarily due to receipt of funding for Major Events, prior year carry-over, Bushfire Recovery, and Arts agencies.
5. Other income was higher than the budget primarily due to the increase in donations and miscellaneous revenue for Arts agencies.
6. Employee benefits were higher than the budget primarily due to the departmental response to coronavirus (COVID-19) impact.
7. Depreciation and amortisation were lower than the budget primarily due to the transfer of right of use assets and associated financial liabilities.
8. Interest expense was lower than the budget primarily due to lower interest payment on right of use leases.
9. Grants and other transfers were higher than the budget primarily due to the expenditure incurred to support responses to the impacts of coronavirus (COVID-19).
10. Other operating expenses were higher than the budget primarily due to the expenditure incurred to support responses to the impacts of coronavirus (COVID-19).
11. Adjustment to accumulated surplus/(deficit) due to a change in accounting policy was lower than the budget primarily due to prior period adjustments of the department.
12. Changes in physical asset revaluation reserve were higher than the budget primarily due to asset revaluations of Arts agencies.
13. Financial assets available for sale reserve were lower than the budget primarily due to the assets measured at fair value for Arts agencies being reclassified to “Other”.
 |

##### Balance sheet as at 30 June 2020

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 2019–20 Actual ($ million) | 2019–20 Budget ($ million) | Variation | % | Notes |
| **Assets** |
| Financial assets |  |  |  |  |  |
| Cash and deposits | 538 | 389 | 149 | 38% | a |
| Receivables | 821 | 491 | 330 | 67% | b |
| Other financial assets | 98 | 110 | (12) | -11% | c |
| **Total financial assets** | **1,458** | **990** | **467** | **47%** |  |
| **Non-financial assets** |
| Inventories | 3 | 3 | 0 | 6% |  |
| Non-financial assets classified as held for sale including disposal group assets | 0 | 0 | 0 | 0% |  |
| Property, plant and equipment | 8,450 | 8,437 | 13 | 0% |  |
| Biological assets | 2 | 2 | 0 | 4% |  |
| Intangible assets | 36 | 38 | (2) | -4% |  |
| Other | 29 | 16 | 14 | 85% | d |
| **Total non-financial assets** | **8,521** | **8,496** | **25** | **0%** |  |
| **Total assets** | **9,978** | **9,486** | **493** | **5%** |  |
| **Liabilities** |
| Payables | 595 | 498 | 97 | 19% | e |
| Borrowings | 468 | 571 | (103) | -18% | f |
| Provisions | 158 | 118 | 40 | 34% | g |
| **Total liabilities** | **1,220** | **1,186** | **34** | **3%** |  |
| **Net assets** | **8,758** | **8,300** | **458** | **6%** |  |
| **Equity** |
| Accumulated surplus/(deficit) | (405) | (535) | 130 | -24% | h |
| Reserves | 6,191 | 5,936 | 255 | 4% | i |
| Contributed capital | 2,972 | 2,899 | 73 | 3% | j |
| **Total Equity** | **8,758** | **8,300** | **458** | **6%** |  |
| **Net worth** | **8,758** | **8,300** | **458** | **6%** |  |
| 1. Explanation for major variations between 2019–20 Actual and 2019–20 Budget are as follows:
2. Cash and deposits were higher than the budget primarily due to adjustments required to the opening balance to reflect the impacts of Machinery of Government changes in 2018–19.
3. Receivables were higher than the budget primarily due to adjustments required to the opening balance to reflect the impactsof Machinery of Government changes in 2018–19.
4. Other financial assets were lower than the budget primarily due to adjustments required to the opening balance to reflect the impacts of Machinery of Government changes in 2018–19, and the decrease in term deposits.
5. Other non-financial assets were higher than the budget primarily due to adjustments required to the opening balance to reflect the impacts of Machinery of Government changes in 2018–19, and the increase in prepayments for coronavirus (COVID-19) initiatives.
6. Payables were higher than the budget primarily due to adjustments required to the opening balance to reflect the impacts of Machinery of Government changes in 2018–19.
7. Borrowings were lower than the budget primarily due to adjustments required to the opening balance to reflect the impacts of Machinery of Government changes in 2018–19, and the transfer of right of use assets and associated financial liabilities.
8. Provisions were higher than the budget primarily due to adjustments required to the opening balance to reflect the impacts of Machinery of Government changes in 2018–19, and the increase in leave provisions within the department.
9. Accumulated surplus/(deficit) was lower than the budget primarily due to adjustments required to the opening balance to reflect the impacts of Machinery of Government changes in 2018–19.
10. Reserves were higher than the budget primarily due to adjustments required to the opening balance to reflect the impacts of Machinery of Government changes in 2018–19, and asset revaluations of Arts agencies.
11. Contributed capital were higher than the budget primarily due to adjustments required to the opening balance to reflect the impacts of Machinery of Government changes in 2018–19.
 |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 2019–20 Actual ($ million) | 2019–20 Budget ($ million) | Variation | % | Notes |
| **Cash flows from operating activities** |
| Receipts |  |  |  |  |  |
| Receipts from Government | 2,909 | 1,900 | 1,009 | 53% | a |
| Receipts from other entities | 277 | 154 | 123 | 80% | b |
| Interest received | 12 | 12 | (0) | -2% |  |
| Other receipts | 92 | 27 | 66 | 245% | c |
| **Total receipts** | **3,290** | **2,093** | **1,197** | **57%** |  |
| **Payments** |
| Payments of grants and other transfers | (1,844) | (1,027) | (816) | 79% | d |
| Payments to suppliers and employees | (1,417) | (959) | (458) | 48% | e |
| Capital asset charge | (167) | (167) | 0 | 0% |  |
| Interest and other costs of finance | (35) | (40) | 5 | -13% | f |
| **Total payments** | **(3,462)** | **(2,193)** | **(1,269)** | **58%** |  |
| **Net cash flows from operating activities** | **(173)** | **(101)** | **(72)** | **71%** |  |
| **Cash flows from investing activities** |
| Net investment | 10 | 2 | 8 | >100% | g |
| Payments for non-financial assets | (172) | (160) | (12) | 7% | h |
| Proceeds from sale of non-financial assets | 3 | – | 3 | 0% |  |
| Net loans to other parties | 19 | 1 | 18 | >100% | i |
| **Net cash flows used in investing activities** | **(140)** | **(158)** | **17** | **-11%** |  |
| **Cash flows from financing activities** |
| Owner contributions by State Government | (22) | 104 | (126) | -121% | j |
| Repayment of finance leases | (309) | (317) | 8 | -3% | l |
| Net borrowings | 162 | (15) | 176 | >-100% | k |
| Repayment of right of use leases | 353 | 307 | 47 | 15% | l |
| **Net cash flows from / (used in) financing activities** | **184** | **79** | **105** | **134%** |  |
| **Net increase in cash and cash equivalents** | **(129)** | **(179)** | **51** | **-28%** |  |
| Cash and cash equivalents at the beginning of the financial year | 667 | 569 | 99 | 17% |  |
| **Cash and cash equivalents at the end of the financial year** | **538** | **389** | **149** | **38%** |  |
| 1. Explanation for major variations between 2019–20 Actual and 2019–20 Budget are as follows:
2. Receipts from Government were higher than the budget primarily due to additional funding to support responses to the impacts of coronavirus (COVID-19), and funding received for prior year carry-over.
3. Receipts from other entities were higher than the budget primarily due to receipts of funding for Major Events, Bushfire Recovery, and Arts agencies.
4. Other receipts were higher than the budget primarily due to the decrease in receivables within the department and increase in donations and other revenue in Arts agencies.
5. Payments of grants and other transfers were higher than the budget primarily due to the expenditure incurred to support responses to the impacts of the coronavirus (COVID-19) pandemic.
6. Payments to suppliers and employees were higher than the budget primarily due to the expenditure incurred to support responses to the impacts of the coronavirus (COVID-19) pandemic.
7. Interest and other costs of finance were lower than the budget primarily due to lower interest payment on right of use leases.
8. Net investment was higher than the budget primarily due to decrease in term deposits.
9. Payments for non-financial assets were higher than the budget primarily due to recognition of right of use leases in Arts agencies.
10. Net loans to other parties were higher than forecasted because the balance of loans outstanding was lower than originally budgeted.
11. Owner contributions by State Government were lower than the budget primarily due to rephase of capital funding into future years in line with milestones and prior year adjustments.
12. Net borrowings were higher than the budget primarily due to the movement in the inter-department account.
13. Repayment of right of use leases were higher than the budget primarily due to recognition of right of use lease liabilities in Arts agencies.
 |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Accumulatedsurplus/ deficit($ million) | Contributions by owners($ million) | Asset revaluation reserve($ million) | Otherreserves($ million) | Total($ million) |
| **Actual result** |
| Opening balance 1 July 2019 (Actual) | (337) | 2,995 | 5,633 | 516 | 8,807 |
| Comprehensive result | (68) | – | 31 | 11 | (26) |
| Transaction with owners in their capacity as owners | – | (23) | – | – | (23) |
| **Closing balance 30 June 2020 (Actual)** | **(405)** | **2,972** | **5,664** | **527** | **8,758** |
| **Initial Budget result** |
| Opening balance 1 July 2019 (Budget) | (387) | 2,795 | 5,441 | 493 | 8,343 |
| Comprehensive result | (148) | – | (1) | 2 | (147) |
| Transaction with owners in their capacity as owners | – | 104 | – | – | 104 |
| **Closing balance 30 June 2020 (Budget)** | **(535)** | **2,899** | **5,440** | **496** | **8,300** |

##### Administrative items statement for the financial year ended 30 June 2020

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 2019–20 Actual ($ million) | 2019–20 Budget ($ million) | Variation | % | Notes |
| **Administered Income** |
| Output appropriations | 71 | 75 | (5) | -6% | a |
| Interest | 11 | 10 | 1 | 6% |  |
| Sales of goods and services | 105 | 96 | 8 | 9% | b |
| Grants | (0) | – | (0) | 0% |  |
| Other income | 143 | 105 | 38 | 36% | c |
| **Total Administered Income** | **329** | **287** | **42** | **15%** |  |
| **Administered Expenses**  |
| Interest expense | 39 | 39 | (0) | 0% |  |
| Grants and other transfers | 6 | 6 | (0) | -7% |  |
| Payments into consolidated fund | 296 | 210 | 85 | 41% | d |
| Other operating expenses | 16 | 21 | (4) | -21% | e |
| **Total Administered Expenses**  | **357** | **276** | **80** | **29%** |  |
| **Income less expenses** | **(27)** | **11** | **(38)** | **>-100%** |  |
| **Total other economic flows** | **17** | **(0)** | **17** | **>100%** |  |
| **Total other economic flows – Other non-owner changes in equity** | **(0)** | **–** | **(0)** | **0%** |  |
| **Net result** | **(10)** | **11** | **(21)** | **-197%** |  |
| **Administered Assets** |
| Financial assets |
| Cash and deposits | 6 | 6 | (0) | -2% |  |
| Receivables | 455 | 454 | 2 | 0% |  |
| Other financial assets | – | (0) | 0 | 0% |  |
| Investments accounted for using the equity method | 11 | 11 | 0 | 0% |  |
| Non-financial assets | (0) | (0) | – | 0% |  |
| **Total administered assets** | **472** | **471** | **1** | **0%** |  |
| **Liabilities** |
| Payables | 78 | 80 | (2) | -3% |  |
| Borrowings | 428 | 428 | 0 | 0% |  |
| **Total administered liabilities** | **506** | **508** | **(2)** | **0%** |  |
| **Net assets** | **(34)** | **(37)** | **3** | **-8%** |  |
| Explanation for major variations between 2019–20 Actual and 2019–20 Revised Budget are as follows:1. Output appropriations were lower than the budget primarily due to the adjustment in the revenue estimates to align with the contract for Melbourne Exhibition and Convention Centre.
2. Sales of goods and services were higher than the budget primarily due to the increase in revenue received for Section 29 Agreements.
3. Other income was higher than the budget primarily due to the increase in administrative revenue.
4. Payments into consolidated fund were higher than the budget primarily due to the increase in revenue received for Section 29 Agreements and royalties.
5. Other operating expenses were lower than the budget primarily due to the adjustments in expenditure estimates to align with the Melbourne Exhibition and Convention Centre contract.
 |

Appendix 2: Capital Projects/Asset Investment Programs

The department and its related portfolio entities manage a range of capital projects to deliver services for government.

Information on the new and existing capital projects for departments and the broader Victorian public sector is contained in the most recent Budget Paper No. 4State Capital Program (BP4) which is available on the Department of Treasury and Finance (DTF) website.

During the year, the department completed the following capital projects with a total estimated investment (TEI) of $10 million or greater. The details related to these projects are reported below.

##### Capital projects reaching practical completion during the financial year ended 30 June 2020

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project name | Original completion date | Latest approved completion date | Practical completion date | Reason for variance in completion dates | Original approved TEI\* budget ($ million) | Latest approved TEI\* budget ($ million) | Actual TEI cost\*\* ($ million) | Variation between actual cost and latest approved TEI budget | Reason for variance from latest approved TEI Budget |
| Melbourne Park redevelopment stage two (Melbourne) | Dec-20 | Dec-20 | Sep-19 | The project completion date reflects works completed ahead of schedule. | 338.151 | 338.151 | 338.121 | -0.030 | Residual budget reflects the forecastdate of financial completion is September 2020. |
| State Library of Victoria redevelopment | Jun-21 | Jun-21 | Oct-19 | The project completion date reflects works completed ahead of schedule. | 88.100 | 95.100 | 92.000 | -3.100 | Residual budget reflects the forecast date of financial completion is June 2021. |
| Royal Exhibition Building Protection and Promotion Project (Carlton)  | Dec-19 | Dec-19 | Jun-20 | The project completion date reflects the impact of coronavirus (COVID-19). | 20.000 | 20.000 | 20.000 | 0.000 | – |
| \* Total estimated investment\*\* The actual TEI cost is for the period to practical completion date |

##### Capital projects reaching financial completion during the financial year ended 30 June 2020

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project name | Practical completion date | Financial completion date | Original approved TEI\* budget ($ million) | Latest approved TEI\* budget ($ million) | Actual TEI cost\*\* ($ million) | Variation between actual cost and latest approved TEI budget | Reason for variance from latest approved TEI Budget |
| Museum Victoria exhibition renewal (Carlton) | Jun-19 | Dec-19 |  18.000  |  18.000 |  18.000 | – | – |
| \* Total estimated investment\*\* The actual TEI cost is for the period to practical completion date |

Appendix 3: Victorian Government Trade and Investment Network

Victoria’s global engagement is supported by the Victorian Government Trade and Investment (VGTI) network, comprised of 22 offices in strategic international locations, with a 23rd office in Vietnam announced as part of a market diversification strategy. Vietnam is Australia’s fastest growing South East Asian market and provides Victoria with first mover advantage as no other Australian state or territory has a presence in Vietnam.

The VGTI network is headed by six Commissioners for Victoria and focuses on attracting foreign direct investment into Victoria, assisting Victorian businesses to access export opportunities and managing Victoria’s relationships with key international partners.

During the year 2019–20, several Commissioner changes were enacted:

* Ken Ryan’s term concluded as Commissioner for Victoria and Agent General to the United Kingdom, Europe and Israel;
* Tim Dillon, Commissioner for Victoria to Greater China, was directed to be Commissioner for Victoria to the United Kingdom, Europe, Israel, Middle East and Africa;
* Brett Stevens, Commissioner for Victoria to Southeast Asia, was directed to be Commissioner for Victoria to Greater China;

A recruitment process was undertaken to identify the next Commissioner for Victoria to Southeast Asia.

The Global Education Network of Education Services Managers, which forms part of the VGTI network, provides on-the-ground support to Victorian education and training institutions to grow their international business development activities.

In 2019–20, the VGTI network contributed to the department’s achievement of 2265 Victorian businesses participating in export and trade programs. Participants in government programs have reported actual increased exports of $709 million as a direct result of their participation. Additionally, the international network played a key role in the facilitation of approximately $957 million worth of capital investment into the state, creating over 3740 new jobs.

Appendix 4: People and workforce

### Public sector values and employment principles

The Public Administration Act 2004 established the Victorian Public Sector Commission (VPSC). The VPSC’s role is to strengthen public sector efficiency, effectiveness and capability, and advocate for public sector professionalism and integrity.

The department introduced policies and practices that are consistent with the VPSC’s employment standards and provide for fair treatment, career opportunities and the early resolution of workplace issues. The department advised its employees on how to avoid conflicts of interest, how to respond to offers of gifts and how it deals with misconduct.

### Diversity and inclusion

The department celebrates its diverse workforce and affirms the right to equality and fairness
for all team members. The department takes pride in building a workplace culture of flexibility, inclusion and respect, where individual differences are valued, and people can perform at their best.

In November 2019, the Executive Board endorsed a new Diversity, Equality and Inclusion Framework to elevate the department’s diversity and inclusion agenda. The Framework provides a link between staff-led diversity networks and ensures the work of these groups is championed and driven at the top levels of the organisation. The Framework is governed by a Diversity, Equality and Inclusion Committee chaired by the Secretary, and further supported by the staff-led Diversity and Inclusion Network.

The first initiative of the Framework is the Gender Equity Project (GEP). Since the launch of the GEP in December, early progress in the gender equality space includes:

* exceeding the department’s target of 50 per cent women in executive positions
* working towards an employer of choice citation
* undertaking a Gender Audit in March 2020 to identify areas for improvement and work towards better pathways and succession planning for leadership roles

celebrating International Women’s Day with an engaging panel discussion led by the Gender Equality Network for Everyone.

In the LGBTIQ inclusion space, our progress includes:

* publishing guides to support the gender affirmation process for trans and gender diverse team members, their managers and teams
* offering online LGBTIQ awareness training to all team members
* completing benchmarking to further inform our LGBTIQ Inclusion Strategy

delivering the DJPR Pride Festival in June 2020, with a week of activities celebrating LGBTIQ culture led by the Pride Network.

In the multicultural inclusion space, the department offered awareness training to all staff through the online Cultural Competence Program, and Cultural Intelligence Workshops were piloted with 75 participants from Creative Victoria. A full report of initiatives and achievements in multicultural affairs is reported annually to the Victorian Multicultural Commission, as required by the Multicultural Victoria Act 2011.

The department’s diversity and inclusion principles continued to be reinforced by acknowledging and celebrating a range of significant diversity dates throughout the year. A highlight was National Reconciliation Week in May 2020, which saw over 200 staff attending a thought-provoking online panel discussion around the Victorian treaty process, as well as online Indigenous cooking demonstrations.

### Aboriginal Recruitment and Career Development Strategy

The department launched the Aboriginal Recruitment and Career Development Strategy 2020–23, which outlines the department’s commitment to increasing its Aboriginal workforce and creating a culturally inclusive and safe working environment.

The strategy has been developed with four key focus areas:

1. Attraction, recruitment and retention
2. Cultural safety
3. Development and succession planning
4. Executive leadership, accountability and monitoring.

Within these four domains, the strategy sets out several priority actions and outcomes that will guide the department towards meeting an overall target of two per cent Aboriginal employment by 2023.

The strategy is jointly owned by the Aboriginal Staff Network and the Executive Board, which demonstrates the department’s commitment to Aboriginal Self-Determination. The release of Aboriginal art and lanyards coincided with the launch the strategy, highlighting the importance of promoting an inclusive culture within the workplace.

### Workforce inclusion targets

The VPS employment targets adopted by DJPR in the Diversity, Equality and Inclusion Framework are:

1. two per cent Aboriginal employment by 2022, as outlined in the Barring Djinang Aboriginal Employment Strategy
2. six per cent disability employment by 2020, as outlined in the Victorian Economic Participation Plan for People with Disability
3. 50 per cent women executives by 2020, as outlined in Safe and Strong, Victoria’s gender equality strategy.

The department is continuing to work towards its Aboriginal employment target, with Aboriginal people comprising 0.96 per cent of the department’s workforce at 30 June 2020, up from 0.20 per cent the year before.

For the department’s disability employment target, the agreed VPS measure continues to be the People Matter Survey. This annual survey was postponed in 2020 due to coronavirus (COVID-19) disruptions, so the latest available data is from May 2019, where four per cent of respondents identified as having a disability. The department also gathers its own internal data to support measurement between surveys. Internal data reported disability employment sitting at 1.19 per cent in June 2020, up from 0.95 per cent the year prior. The department is encouraging self-identified diversity reporting via the HR Employee Self Service platform, to reduce the gap between the department’s internal diversity data and the People Matter Survey results.

The department has exceeded its target of 50 per cent women executives, with 53.13 per cent as at 30 June 2020, an increase from 48.51 per cent the previous year.

### Safety and wellbeing

The department’s vision is to build a safe environment, where the physical and mental wellbeing of staff is supported. The department aspires to be an exemplar in safety and wellbeing across the public sector and provide a mentally safe, supportive and respectful workplace.

The department’s Safety and Wellbeing Strategic Plan, and Mental Health and Wellbeing Program, are both informed by the Victorian Mental Health Charter, with a suite of initiatives and programs aimed at building a safe, respectful and inclusive culture.

Over the last 12 months, the department has delivered:

* Face to face training sessions for managers on Creating a Mentally Healthy Workplace and Building a Positive and Professional Workplace(18 sessions of each);
* online training modules for staff on Appropriate Workplace Behaviour, OHS induction and Creating a Mentally Healthy Workplace;
* safety and wellbeing services, including fitness and nutritional information, through the Be-Well Live-Well portal, which has 1680 active users;
* a range of valuable health and wellbeing services including 735 influenza vaccinations for staff across 34 DJPR sites;
* ergonomic assessments;
* an Employee Assistance Program (EAP) with a utilisation rate of 15 per cent of the department’s workforce;
* a bespoke mental health supportive intervention for high risk individuals and groups;
* a Walking Challenge with over 300 departmental participants;
* mindfulness sessions aimed at providing employees with techniques to effectively decrease stress and anxiety levels, increase productivity and improve the ability to focus;
* a new online chemical management system procured and implemented, providing a platform for safe chemical management services across the department;
* reviews of the department’s occupational health and safety (OHS) policies and procedures, safety consultative structure and Safety and Wellbeing Framework; and,

an audit of the first aid kits across all major departmental sites.

### Injury management and WorkCover

To ensure employees are effectively supported, injury management and early intervention continues to be a key focus of the department with targeted wellbeing support and interventions tailored for staff with work and non-work-related illnesses or injuries. The Safety and Wellbeing Team provided advice and support to 229 DJPR staff in 2019–20.

In 2019–20, the department received 18 Standard Claims, nine relating to mental injury and eleven resulting in lost time from work. There are two claims that have an ongoing incapacity for any work, and both are mental injury claims.

The department’s WorkCover Premium will increase in 2020–21 and a significant contributing factor is the rise in mental injury claims and the associated increase in claim costs. While claim costs are increasing, the department achieved a saving on the 2020–21 WorkCover Premium as it achieved a performance rating 19.95 per cent better than the industry average.

### Safety Incident Management System

The department’s online Safety Incident Management System (SIMS) contract was split between the Department of Transport and DJPR following the Machinery of Government (MoG) changes. Subsequently, DJPR took the opportunity to review the system and upgrade it. The new DJPR SIMS was updated to be more user friendly to ensure hazards, incidents, inappropriate behaviour, and mental health and wellbeing concerns are prevented, minimised or eliminated.

The new SIMS platform enables staff to proactively manage safety using actions management, scheduling safety Inspections & Audits, safety consultative committee meetings and operational Safety & Wellbeing risk management.

The new features are:

* a new reporting channel for inappropriate behaviour and mental health and wellbeing
* a streamlined hazard reporting process so reports are less time consuming to complete
* a clear list of outstanding actions on the
landing page
* an improved search function where staff can search by incident type, date and site

onscreen alerts sent in real time on web and mobile applications when a report is lodged.

Over the last 12 months, the following were recorded in SIMS:

* 283 incidents
* 127 hazards

nine work safe notifiable incidents.

Regular training sessions were provided to staff on the department’s incident management system.

##### Performance against OHS management measures

|  |  |  |
| --- | --- | --- |
| Measure | Key Performance Indicators | 2019–20 |
| \*Incidents | Number of incidents | 283 |
|  | Rate per 100 full-time equivalent (FTE) | 0.84 |
|  | No. of incidents requiring first aid and/or further medical treatment | 90 |
| \*Hazards | Number of Hazards | 127 |
|  | Rate per 100 FTE | 0.38 |
| \*Claims  | Number of standard claims  | 18 |
|  | Rate per 100 FTE | 0.62 |
|  | Number of lost time claims  | 11 |
|  | Rate per 100 FTE | 0.38 |
|  | Number of claims exceeding 13 weeks  | 6 |
|  | Rate per 100 FTE | 0.21 |
| \*Fatalities | Fatality claims | 0 |
| \*Claims costs  | Average cost per standard claim  | $52,975 |
| Return to work (RTW)  | Percentage of claims with RTW plan <30 days | 64 |
| Management commitment | Evidence of OHS policy statement, OHS objectives, regular reporting to senior management of OHS, and OHS plans (signed by CEO or equivalent). | Completed |
|  | Evidence of OHS criteria(s) in purchasing guidelines (including goods,services and personnel). | Completed |
| Consultation and participation | Evidence of agreed structure of designated workgroups (DWGs), health and safety representatives (HSRs), and issue resolution procedures (IRPs). | Completed |
|  | Compliance with agreed structure on DWGs, HSRs, and IRPs. | Completed |
|  | Number of quarterly OHS Committee meetings | 3 |
| Risk Management | Percentage of internal audits/inspections conducted as planned. | 68.72% |
|  | Percentage of reported incidents and hazards investigated  | 65% |
|  | No. of Improvement Notices issued across the department by WorkSafe Inspector. | 1 |
|  | Percentage of issues identified and actioned arising from: |  |
|  | * internal audits
 | 100% |
|  | * HSR provisional improvement notices; and
 | 100% |
|  | * WorkSafe notices.
 | 100% |
|  | * management training
 | 14% |
|  | * contractors and temps
 | n/a |
|  | Percentage of HSRs trained: |  |
|  | * upon acceptance of role (initial training)
 | 100% |
|  | * re-training (annual refresher)
 | 100% |
| Data is provided by Xchanging, the department’s authorised agent. FTE for claim data is 2889 taken at 30 June 2020.Standard claims are those that have exceeded the employer excess (days or dollars) or are registered as a standard claim and are open with payments at the time of extraction. Fatality claims are also based on the same definition of standardised claims. Under threshold claims are excluded from this figure.A time lost claim is one with one or more days compensated by the Victorian WorkCover Authority Insurer (that is: once the employer has paid the 10-day excess) at the time of extraction. Lost time claims are a sub set of standardised claims. Under threshold claims are excluded from this figureThirteen week claims is a measure of the number of claims exceeding 65 days compensation. This measure reflects claims made with former departments in prior 6–18 months (2019 calendar year).Claim costs consist of actual and estimated costs related to a claim. Average claim costs consist of standard claims received by the WorkCover Agent from former departments where succession applies to DJPR between 1 January 2017 and 30 June 2019 (claims that impact the 2020–21 WorkCover Premium), calculated as of 30 June 2020. Higher average claim costs do not necessarily translate to higher premium costs, as the premium is impacted by total cost rather than average.Return to work measure consists of lost time standard claims received in 2019–20 by DJPR. |





### Compliance with the Disability Act 2006

The Disability Act 2006 affirms and strengthens the rights of people with a disability. The Act requires that public sector bodies (including government departments) prepare a disability action plan and report on implementation in their annual report.

In December 2019, the department refreshed its Disability Inclusion Action Plan 2019–2022. The three goals of the plan are:

1. people with disability have access to information, services and facilities
2. strategies are in place to increase the employment and retention of people with disability to achieve the department’s six per cent employment target by 2020
3. modelling positive attitudes and best practice to include people with disability.

Progress against the goals of the department’s plan this year include:

* Partnering with the Australian Network on Disability to provide internships for students with disability, mentoring for jobseekers with disability, and online awareness training for DJPR team members.
* The Stepping Into Program for interns with disability continued to grow, with 14 placements confirmed for the Winter 2020 program.
* In the 2020 PACE Mentoring Program, eight DJPR mentors are working with jobseekers with disability.
* A suite of online training is available to all staff, including disability confidence training for managers, team members and recruitment professionals, and training to upskill team members to create more accessible content.
* The induction guides have been refreshed to promote greater accessibility.
* The staff-led Enablers Network has grown rapidly, from four members when it started in November 2019 to over 40 members in June 2020.

The DJPR Enablers have presented to departmental groups and the Executive Board to raise awareness, share lived experience, and provide the department with recommendations to help the department reach shared goals for disability inclusion.

The department is continuing to work towards its six per cent employment target, with people with disability comprising four per cent of respondents in the last People Matter Survey in May 2019.

### Industrial relations within the department and details of time lost through industrial accidents and disputes

The department has a constructive working relationship with the Community and Public Sector Union, and is committed to an industrial relations approach based on consultation and cooperation between the department, employees and their industrial representatives. During the 2019–20 year, the department recorded no time lost through industrial disputes.

### Compliance with the Carers Recognition Act 2012

The department has taken all practical measures to comply with its obligations under the Act. This includes considering the care relationship principles set out in the Act when setting policies and providing services. An example is the continuing promotion of ‘all roles flex’ and the use of flexible work arrangements, which assists carers to meet their obligations.

# Annual report tables 2019–20

### Comparative workforce data

The following table discloses the head count and full-time staff equivalent (FTE) of all active public service employees of the department, employed in the last full pay period in June of the current reporting period.

##### Table 1: Details of employment levels in June 2020 (DJPR)

|  | June 2020 | June 2019 |
| --- | --- | --- |
|  | All employees | Ongoing | Fixed term and casual | All employees | Ongoing | Fixed term and casual |
|  | Number (head count) | FTE | Full-time (head count) | Part-time (head count) | FTE | Number (head count) | FTE | Number (head count) | FTE | Full-time (head count) | Part-time (head count) | FTE | Number (head count) | FTE |
| **Gender** |
| Women | 1731 | 1611.5 | 989 | 329 | 1219.8 | 413 | 391.7 | 1577 | 1453.3 | 907 | 340 | 1139.6 | 330 | 313.7 |
| Men | 1262 | 1236.6 | 911 | 59 | 953.0 | 292 | 283.6 | 1188 | 1166.3 | 898 | 62 | 941.7 | 228 | 224.6 |
| Self-described | 3 | 3.0 | 2 | – | 2.0 | 1 | 1.0 | 1 | 1.0 | 1 |  | 1.0 |  |  |
| **Age** |
| 15–24 | 77 | 75.9 | 30 | – | 30.0 | 47 | 45.9 | 77 | 76.2 | 23 |  | 23.0 | 54 | 53.2 |
| 25–34 | 592 | 576.0 | 328 | 37 | 355.2 | 227 | 220.7 | 499 | 483.2 | 270 | 44 | 301.7 | 185 | 181.5 |
| 35–44 | 837 | 774.6 | 452 | 168 | 569.8 | 217 | 204.8 | 816 | 747.3 | 468 | 185 | 594.5 | 163 | 152.8 |
| 45–54 | 844 | 805.4 | 596 | 104 | 667.0 | 144 | 138.4 | 752 | 719.4 | 563 | 95 | 628.3 | 94 | 91.1 |
| 55–64 | 564 | 540.5 | 427 | 68. | 475.7 | 69 | 64.7 | 545 | 522.9 | 422 | 65 | 466.6 | 58 | 56.3 |
| 65+ | 82 | 78.8 | 69 | 11 | 77.0 | 2 | 1.8 | 77 | 71.5 | 60 | 13 | 68.2 | 4 | 3.4 |
| **VPS 1–6 grades** |
| VPS 1 | 8 | 8.0 | – | – | – | 8 | 8.0 | 16 | 15.40 |  |  |  | 16 | 15.4 |
| VPS 2 | 245 | 224.5 | 96 | 33 | 117.6 | 116 | 106.9 | 220 | 203.28 | 89 | 37 | 112.0 | 94 | 91.3 |
| VPS 3 | 397 | 369.8 | 239 | 69 | 285.1 | 89 | 84.7 | 377 | 351.92 | 246 | 62 | 286.0 | 69 | 65.9 |
| VPS 4 | 708 | 671.1 | 419 | 105 | 493.4 | 184 | 177.7 | 657 | 616.24 | 403 | 117 | 483.2 | 137 | 133.0 |
| VPS 5 | 824 | 788.7 | 525 | 106 | 601.9 | 193 | 186.8 | 736 | 703.32 | 490 | 99 | 562.0 | 147 | 141.3 |
| VPS 6 | 630 | 608.8 | 460 | 63 | 505.1 | 107 | 103.7 | 578 | 552.41 | 423 | 72 | 473.0 | 83 | 79.4 |
| **Senior employees**  |
| STS | 39 | 38.5 | 31 | 1 | 31.8 | 7 | 6.7 | 50 | 49.5 | 39 | 2 | 40.5 | 9 | 9.0 |
| PS | 17 | 14.8 | 11 | 4 | 13.0 | 2 | 1.8 | 24 | 22.1 | 17 | 4 | 19.1 | 3 | 3.0 |
| Executives | 128 | 126.8 | 121 | 7 | 126.8 | – | – | 108 | 106.4 | 99 | 9 | 106.4 |  |  |
| Other | – | – | – | – | – | – | – |  |  |  |  |  |  |  |
| **Total employees** | **2996** | **2851.1** | **1902** | **388** | **2174.7** | **706** | **676.4** | **2766** | **2620.6** | **1806** | **402** | **2082.3** | **558** | **538.3** |
| Notes:1. All figures reflect employment levels during the last full pay period in June 2020.
2. Excluded are those on leave without pay or absent on secondment, external contractor/consultants, temporary employees employed by employment agencies and statutory appointees
 |

##### Table 2: Details of employment levels in June 2019 (Latrobe Valley Authority)

|  | June 2020 | June 2019 |
| --- | --- | --- |
|  | All employees | Ongoing | Fixed term and casual | All employees | Ongoing | Fixed term and casual |
|  | Number (head count) | FTE | Full-time (head count) | Part-time (head count) | FTE | Number(head count) | FTE | Number(head count) | FTE | Full-time (head count) | Part-time (head count) | FTE | Number(head count) | FTE |
| **Gender** |
| Women | 24 | 23.2 | 3 | 1 | 3.9 | 20 | 19.3 | 21 | 20.1 | 3 | 1 | 3.9 | 17 | 16.2 |
| Men | 14 | 14.0 | 5 | – | 5.0 | 9 | 9.0 | 14 | 13.8 | 5 | 1 | 4.8 | 8 | 8.0 |
| Self-described | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| **Age** |
| 15–24 | 1 | 1.0 | – | – | – | 1 | 1.0 | 2 | 2.0 | – | – | – | 2.0 | 2.0 |
| 25–34 | 8 | 7.9 | 1 | – | 1.0 | 7 | 6.9 | 9 | 8.7 | 2 | 1 | 2.8 | 6.0 | 5.9 |
| 35–44 | 7 | 6.5 | 1 | 1 | 1.9 | 5 | 4.6 | 7 | 6.4 | – | 1 | 0.9 | 6.0 | 5.5 |
| 45–54 | 11 | 11.0 | 3 | – | 3.0 | 8 | 8.0 | 9 | 9.0 | 3 | – | 3.0 | 6.0 | 6.0 |
| 55–64 | 10 | 9.8 | 2 | – | 2.0 | 8 | 7.8 | 8 | 7.8 | 3 | – | 3.0 | 5.0 | 4.8 |
| 65+ | 1 | 1.0 | 1 | – | 1.0 | – | – | – | – | – | – | – | – | – |
| **VPS 1–6 grades** |
| VPS 1 | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| VPS 2 | 2 | 2.0 | – | – | – | 2 | 2.0 | 1 | 1.0 | – | – | – | 1 | 1.0 |
| VPS 3 | 4 | 4.0 | – | – | – | 4 | 4.0 | 2 | 2.0 | – | – | – | 2 | 2.0 |
| VPS 4 | 8 | 7.5 | – | – | – | 8 | 7.5 | 7 | 6.5 | – | – | – | 7 | 6.5 |
| VPS 5 | 9 | 8.8 | 1 | – | 1.0 | 8 | 7.8 | 9 | 8.7 | 2 | – | 2.0 | 7 | 6.7 |
| VPS 6 | 11 | 10.9 | 4 | 1 | 4.9 | 6 | 6.0 | 11 | 10.9 | 3 | 1 | 3.9 | 7 | 7.0 |
| **Senior employees** |
| STS | 1 | 1.0 | – | – | – | 1 | 1.0 | 1 | 1.0 | – | – | – | 1 | 1.0 |
| PS | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| Executives | 3 | 3.0 | 3 | – | 3.0 | – | – | 4 | 3.8 | 3 | 1 | 3.8 | – | – |
| Other | – | – | – | – | – | – | – | – | – | – | – | – | – | – |
| **Total employees** | **38** | **37.2** | **8** | **1** | **8.9** | **29** | **28.3** | **35** | **33.9** | **8** | **2** | **9.7** | **25** | **24.2** |
| Notes:1. All figures reflect employment levels during the last full pay period in June 2020.
2. Excluded are those on leave without pay or absent on secondment, external contractor/consultants, temporary employees employed by employment agencies and statutory appointees
 |

The following table discloses the annualised total salary for senior employees of the department, categorised by classification. The salary amount is reported as the full-time annualised salary.

##### Table 3: Annualised total salary, by $20,000 bands, for executives and other senior non‑executive staff (DJPR)

|  |  |  |  |
| --- | --- | --- | --- |
| Income band (salary) | Executives | STS | PS |
| < $160 000 | – | – | – |
| $160 000 – $179 999 | 27 | 11 | 7 |
| $180 000 – $199 999 | 32 | 13 | 6 |
| $200 000 – $219 999 | 25 | 7 | 3 |
| $220 000 – $239 999 | 10 | 7 | – |
| $240 000 – $259 999 | 10 | 1 | – |
| $260 000 – $279 999 | 5 | – | 1 |
| $280 000 – $299 999 | 3 | – | – |
| $300 000 – $319 999 | 4 | – | – |
| $320 000 – $339 999 | 6 | – | – |
| $340 000 – $359 999 | – | – | – |
| $360 000 – $379 999 | 5 | – | – |
| $380 000 – $399 999 | – | – | – |
| >$500,000 | 1 | – | – |
| **Total** | **128** | **39** | **17** |
| Notes:1. The salaries reported above is for the full financial year, at a 1-FTE rate, and excludes superannuation.
2. There are three employees employed on a part-time basis at a 0.9 FTE rate, five at a 0.8 FTE rate, two at a 0.7 FTE rate and four at a 0.5 FTE rate respectively.
 |

##### Table 4: Annualised total salary, by $20,000 bands, for executives and other senior non‑executive staff (Latrobe Valley Authority)

|  |  |  |  |
| --- | --- | --- | --- |
| Income band (salary) | Executives | STS | PS |
| < $160 000 | – | – | – |
| $160 000 – $179 999 | – | – | – |
| $180 000 – $199 999 | 2 | – | – |
| $200 000 – $219 999 | – | 1 | – |
| $220 000 – $239 999 | – | – | – |
| $240 000 – $259 999 | – | – | – |
| $260 000 – $279 999 | – | – | – |
| $280 000 – $299 999 | 1 | – | – |
| **Total** | **4** | **1** | **–** |
| Notes:1. The salaries reported above is for the full financial year, at a 1-FTE rate, and excludes superannuation.
 |

### Workforce inclusion policy

The following table outlines the department’s actual progress against this target in 2019–20.

|  |  |  |
| --- | --- | --- |
| Workforce inclusion policy initiative | Target | Actual at 30 June 2020 |
| # Staff identifying as Aboriginal and/or Torres Strait Islander  | 2% | 0.96%  |
| # Staff identifying as having a disability | 6% | 1.19% |
| Gender profile at executive levels | 50% women; 50% men | 53% women; 47% men  |
| Notes:1. The agreed VPS measure for disability employment targets continues to be the annual People Matter Survey. The 2020 PMS was postponed due to coronavirus (COVID-19) related disruptions, so the latest data available is from the May 2019 People Matter Survey, which reported that 4 per cent of respondents had a disability. The department also gathers its own internal HR data to support measurement between surveys, which is shown in the table above. The department is encouraging self-identified reporting via the HR Employee Self Service platform, to reduce the gap between the department’s internal diversity data and the People Matter Survey results.
2. For the gender profile, the self-described gender category is nil for Executive Officers.
 |

### 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 Act 2004. For a public body, an EO is defined as an executive under Part 3 of the PAA 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.

The following tables disclose the EOs of the department and its portfolio agencies for 30 June 2019:

* Table 1 discloses the total numbers of EOs for the department, broken down by gender;
* Table 2 provides a reconciliation of executive numbers presented between the report of operations and Note 9.8 ‘Remuneration of executives’ in the financial statements; and

Table 3 provides the total executive numbers for all the department portfolio agencies.

##### Table 1: Total number of EOs for the department, broken down into gender (DJPR)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | All | Women | Men | Self-described |
| Class | No. | Var. | No. | Var. | No. | Var. | No. | Var. |
| EO-1 | 11 | 0 | 4 | -1 | 7 | 1 | 0 | 0 |
| EO-2 | 46 | 6 | 21 | 5 | 25 | 1 | 0 | 0 |
| EO-3 | 70 | 14 | 43 | 13 | 27 | 1 | 0 | 0 |
| **Total** | **127** | **20** | **68** | **17** | **56** | **3** | **0** | **0** |

The number of executives in the report of operations is based on the number of executive positions that are occupied at the end of the financial year. Note 9.9.1 in the financial statements lists the actual number of EOs and the total remuneration paid to EOs over the course of the reporting period.

The financial statements note does not include the Accountable Officer, nor does it distinguish between executive levels or disclose separations. Separations are executives who have left the department during the relevant reporting period. To assist readers, these two disclosures are reconciled below.

##### Table 2: Reconciliation of executive numbers (DJPR)

|  |  |  |
| --- | --- | --- |
|  | 2020 | 2019 |
|  | Executives (financial statement Note 9.8) | 157 | 121 |
|  | Accountable Officer (Secretary) | 1 | 1 |
| Less | Separation/Leave without pay | (30) | (14) |
|  | **Total executive numbers at 30 June** | **128** | **108** |
| Notes1. This table excludes employees acting in Executive Officer positions as at 30 June 2020.
2. This table includes the Chief Financial Officer.
 |

##### Table 3: Reconciliation of executive numbers (LVA)

|  |  |  |
| --- | --- | --- |
|  | 2020 | 2019 |
|  | Executives (financial statement Note 9.8) | 3 | 3 |
|  | Accountable Officer (CEO) | 1 | 1 |
| Less | Separation/Leave without pay | 1 | 0 |
|  | **Total executive numbers at 30 June** | **3** | **4** |

##### Table 4: Number of EOs for the department’s portfolio agencies

|  | All | Women | Men | Self-described |
| --- | --- | --- | --- | --- |
| Organisation | No. | Var. | No. | Var. | No. | Var. | No. | Var. |
| Agriculture Victoria Services Pty. Ltd. | 3 | 1 | 1 | 0 | 2 | 1 | 0 | 0 |
| Australian Centre for the Moving Image | 3 | -1 | 1 | -1 | 2 | 0 | 0 | 0 |
| Australian Grand Prix Corporation | 8 | 2 | 2 | 2 | 6 | 0 | 0 | 0 |
| Dairy Food Safety Victoria\* | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Development Victoria | 33 | -3 | 12 | 1 | 21 | -4 | 0 | 0 |
| Docklands Studios Melbourne Pty. Ltd. | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Emerald Tourist Railway Board | 2 | -1 | 0 | 0 | 2 | -1 | 0 | 0 |
| Federation Square Pty. Ltd. | 3 | -1 | 1 | -1 | 2 | 0 | 0 | 0 |
| Film Victoria | 4 | 0 | 2 | 0 | 2 | 0 | 0 | 0 |
| Game Management Authority | 3 | 1 | 0 | 0 | 3 | 1 | 0 | 0 |
| Geelong Performing Arts Centre Trust | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| Greyhound Racing Victoria\* | 11 | 3 | 4 | 2 | 7 | 1 | 0 | 0 |
| Harness Racing Victoria\* | 6 | 4 | 0 | 0 | 6 | 4 | 0 | 0 |
| Kardinia Park Stadium Trust | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 |
| Latrobe Valley Authority | 3 | -1 | 2 | 0 | 1 | -1 | 0 | 0 |
| LaunchVic | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Melbourne and Olympic Parks Trust | 7 | 1 | 2 | 1 | 5 | 0 | 0 | 0 |
| Melbourne Convention and Exhibition Trust\* | 11 | 0 | 4 | 0 | 7 | 0 | 0 | 0 |
| Melbourne Market Authority | 4 | 0 | 0 | -1 | 4 | 1 | 0 | 0 |
| Melbourne Recital Centre | 1 | -3 | 0 | -1 | 1 | -2 | 0 | 0 |
| Museums Victoria | 3 | -1 | 2 | -1 | 1 | 0 | 0 | 0 |
| National Gallery of Victoria | 3 | -1 | 0 | -1 | 3 | 0 | 0 | 0 |
| PrimeSafe | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| State Library of Victoria | 4 | 1 | 3 | 1 | 1 | 0 | 0 | 0 |
| State Sport Centres Trust\* | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 0 |
| The Wheeler Centre | 0 | -1 | 0 | 0 | 0 | -1 | 0 | 0 |
| Veterinary Practitioners Registration Board of Victoria | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| VicForests | 7 | 1 | 3 | 0 | 4 | 1 | 0 | 0 |
| Victorian Arts Centre Trust | 7 | 0 | 5 | 0 | 2 | 0 | 0 | 0 |
| Victorian Institute of Sport | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| Visit Victoria | 3 | -2 | 0 | -1 | 3 | -1 | 0 | 0 |
| Total | 140 | -1 | 50 | 0 | 90 | -1 | 0 | 0 |
| NotesFor the purpose of this table, Executive Officers are defined as employees who have significant management responsibility and receive a total remuneration package of $185,711 or more. All figures reflect employment levels as at the final pay period in June 2020 unless otherwise stated.Excluded are those on leave without pay or absent on secondment, external contractors / consultants and temporary staff employed by employment agencies.\*Executive numbers from 2019 for these agencies have been revised since publication of the 2018-19 report. |

### Workforce support during department’s emergency response

A range of initiatives were delivered to support employee safety, wellbeing and resourcing for emergency response during the Victorian bushfires and the Coronavirus (COVID-19) pandemic.

As part of efforts to slow the spread of coronavirus (COVID-19), the majority of DJPR staff members were supported to transition to remote working arrangements in March. For those who could not work remotely (due to either a risk to their safety or ability to undertake essential work functions off site), alternate work environments were offered with several strategies implemented to ensure compliance with government restrictions and further support safety and wellbeing. This included the spread of staff members across numerous sites providing the ability for limited and distanced physical interaction with colleagues.

The department launched the COVID-19 Information Hub and Virtual Teams Initiative intranet pages to provide ease of access to rapidly evolving information and support. Resources including:

* tips on how to set up a healthy work environment:
* a new virtual induction program and performance development training modules;
* Learning circles, support tools and coaching for people leaders;
* access to a virtual employee assistance program and wellbeing check-ins; and

access to Special Paid leave provisions under the Industrial Relations Framework released by central government in March 2020 for employees required to self-quarantine or to assist parents with remote learning and care of children due to school and childcare closures (in the period up to 30 June 2020, 78 DJPR employees had accessed a total of 535.5 days of Special Paid leave).

In response to the bushfire crisis, the department delivered:

* a range of support services for staff involved in response efforts; and staff and their families impacted by the fires including access to 1:1 EAP sessions, targeted group wellbeing and counselling sessions and support for flexible work arrangements.
* deployment of staff to the State Control Centre including deployment for OHS Executive Group, Logistics and Resourcing, particularly during Tier 3 response classification.

an emergency response preparedness plan to ensure resourcing channels in the event of a major biosecurity and emergency events. In January 2020 the plan was activated in response to the state’s bushfire response enabling the provision of 7 day per week response to resourcing requests and the fast tracking of onboarding and deployment of specialist staff to emergency response teams across the state.

Appendix 5: Office-based environmental performance

The department exceeds statutory obligations under Financial Reporting Direction 24D (FRD 24D) to report on office-based activities by reporting on a wide range of its facilities and operations. The department’s accommodation portfolio comprises:

* offices
* depots

laboratories and research facilities.

In accordance with FRD 24D guidelines, wherever an entity’s staff are co-located within a DJPR managed site, DJPR is responsible for reporting the environmental performance of that site.

The department will continue to review the impact of the coronavirus (COVID-19) pandemic for opportunities to improve the environmental performance of the department.

The department aims to reduce environmental impacts and associated financial costs through both staff behaviour change campaigns and environmental infrastructure improvement programs.

##### Energy

|  | 2019–20 | 2018–19 |
| --- | --- | --- |
| **Indicator** |
| Total energy consumption (MJ) | 127,247,627 | 60,137,702 |
| Electricity (excluding green power) | 81,726,589 | 40,779,945 |
| Green power | – | – |
| Natural gas | 43,158,511 | 18,786,960 |
| LPG | 2,361,527 | 570,797 |
| Office energy consumption (MJ) | 15,530,001 | 7,624,144 |
|  |
| Greenhouse gas emissions from total energy consumption (tonnes CO2-e)  | 27,733 | 14,331 |
| Percentage of electricity purchased as green power | 0 | 0 |
| Units of energy used per FTE (MJ/FTE) Office based | 5445 | 3886.4 |
| Units of energy used per unit of office area (MJ/m2) | 387 | 143.19 |
| Greenhouse gas emissions from Office energy consumption (tonnes CO2-e) | 3,658 | – |
|  |
| Number of FTEs  | 2852 | 2620.6 |
| Office tenancy m2 (for 27 reported sites)  | 40,153.07 | 40,445.75 |
| Number of total reported sites  | 47 | 46 |
| Notes:1. 2018–19 numbers are from 1 Jan 2019 to 30 June 2019 to reflect the formation of DJPR.
2. 2019–20 numbers are from 1 July 2019 to 30 June 2020. It is intended to transition to the FBT reporting timetable in 2020–21.
3. As a new department the comparison 2016–17 has not been noted.
4. The net lettable area has been adjusted at 1 Spring Street and 121 Exhibition Street to reflect the movement of DoT and DJPR. Review of the net lettable areas will continue in 2020–21.
5. The total NLA is not calculated due to the varying types of facilities (Laboratories, sheds glasshouses etc).
6. Estimations have been used for some sites where data has not been available.
7. LPG has been reported but annual figures may not be available due to the variability of the data collection (on site storage).
8. DJPR does not receive base building energy data from all leased sites.
9. Comparing the Agricultural regional sites for a full year there have been both increase and decrease of energy due to the activities at sites.
10. The impact of staff working from home in the last quarter is mainly reflected in the office accommodation data.
11. FTE numbers are for all sites as reported in the annual report.
12. Office Greenhouse gas has not previously been reported but has been included in this annual report.
13. Office energy consumption (MJ) for 2018–19 has been revised since publication of the 2018–19 report.
 |

### Actions and achievements

* Review of the Environmental Management System to provide a roadmap to achieve compliance and improvement of the system.
* Implementing further LED lighting upgrades throughout existing and new tenancy spaces as funding and permission permits.
* Regional replacement of 25 per cent of Exit and Emergency lights to LED as part of the maintenance program consisting of approximately 2500 units.
* Regional replacement of 20 air conditioning units and approximately 10 hot water units with more efficient models. A further 22 units to be replaced by October 2020.
* Ongoing building management system and mechanical service improvement that has resulted in increased environmental capabilities for heating and cooling control and enabled the shutdown of areas where appropriate due to the coronavirus (COVID-19) pandemic.
* Continuing to focus on streamlining the hardware and software of the office environment and enabling working at home effectively and efficiently.
* Continuing to run awareness campaigns aimed at reducing energy consumption.

Working with the Government Emissions Coordinating Committee to develop WoVG pledges and measures to improve the energy performance of government buildings, facilities and infrastructure.

### Future objectives

* To develop the DJPR Environmental Management System.
* To improve the data collection, baseline and reporting of energy information and estimations.
* To plan and implement the energy audit actions where appropriate.
* To install a 100 KW Solar system at Ellinbank.
* To install a 50 KW Solar system at Rutherglen.

To seek further ways to reduce energy consumption over the next financial year, including implementation of WoVG pledges identified from the Government Emissions Coordinating Committee.

##### Water

|  |  |  |
| --- | --- | --- |
|  | 2019–20 | 2018–19 |
| **Indicator** |
| Total water consumption (kL) | 122,324 | 70,126 |
| Office water consumption (kL) | 16,113 | 8962 |
| Units of metered water consumed in offices per FTE (kL/FTE) | 6 | 6 |
| Units of metered water consumed in offices per unit of office area (kL/m2) | 0.44 | 0.24 |
|  |
| Number of FTEs | 2852 | 2620.6 |
| Office tenancy m2 (for 21 reported sites) | 36,738.16 | 37251.84 |
| Number of reported sites | 34 | 36 |
| Notes:1. 2018–19 numbers are from 1 Jan 2019 to 30 June 2019 to reflect the formation of DJPR.
2. 2019–20 numbers are from 1 July 2019 to 30 June 2020.
3. The Net Lettable area has been adjusted at 1 Spring Street and 121 Exhibition Street to reflect the separation of DoT and DJPR.
4. DJPR does not receive water information for all leased sites.
5. DJPR uses but does not measure or report water sourced from bores, local waterways and captured stormwater.
6. FTE Numbers are for all sites.
 |

### Actions and achievements

* Continuing large water system upgrades at selected DJPR regional sites utilising surface and tank water systems.

Installing solar pumps and a sophisticated monitoring system at selected DJPR regional sites.

### Future objectives

* Reviewing office water consumption for improved reporting capabilities.

Continuing to seek further ways to reduce its water consumption over the next financial year.

##### Paper

|  |  |  |
| --- | --- | --- |
|  | 2019–20 | 2018–19 |
| **Indicator** |
| Total units of copy paper purchased (reams) | 18,150 | 12,339 |
| Units of copy paper used per FTE (reams/FTE) | 6.36 | 4.7 |
| 75–100% recycled content | 16,989 | 12,290 |
| 50–74% recycled content | – | 0 |
| 0–49% recycled content | 1161 | 49 |
|  |
| Number of FTEs | 2852 | 2620.6 |
| Notes:1. DJPR paper purchasing is calculated using data from the Government stationery supplier, Complete Office Supplies (COS). Paper consumption is based on the cost codes within the COS data base. Most cost codes have been adjusted from the Machinery of Government changes.
2. The default recycled white paper available for purchasing has 100% recycled content, all coloured paper available for purchasing continues to have no recycled content.
 |

### Actions and achievements

* Continued with the Future Workplace Program through which some manual paper-based processes have been replaced by electronic forms.

The coronavirus (COVID-19) pandemic has resulted in a dramatic 89 per cent decrease of paper purchasing by 6777 A4 Equivalent Reams in the first quarter to 726 Reams in the last quarter (4 per cent of the total purchased amount).

### Future objectives

* Collaboration with Complete Office Supplies to improve cost centre information for more accurate reporting.
* Promotion of Australian recycled paper consumption to improve recycled content.

The department will continue to seek further ways to reduce its paper consumption over the next financial year.

##### Waste and recycling

|  |  |  |
| --- | --- | --- |
|  | 2019–20 | 2018–19 |
| **Indicator** |
| Total units of waste disposed of by destination (kg) | – | 103,235 |
| Landfill (kg) | – | 35,149 |
| Comingled recycling (kg) | – | 15,985 |
| Paper and card (kg) | – | 22,988 |
| Secure documents (kg) | – | 22,197 |
| Organics (kg) | – | 6,916 |
|  |
| Total units of waste disposed of per FTE by destination (kg/FTE) | – | 78.79 |
| Landfill (kg/FTE) | – | 26.83 |
| Comingled recycling (kg/FTE) | – | 12.20 |
| Paper and card (kg/FTE) | – | 17.54 |
| Secure documents (kg/FTE) | – | 16.94 |
| Organics (kg/FTE) | – | 5.28 |
|  |
| Recycling rate (%) | – | 66% |
| Greenhouse gas emissions associated with waste (tonnes CO2-e) | – | 53.85 |
|  |
| Number of FTEs | – | 2,620.6 |
| Number of sites audited | – | 6 |
| Notes:1. The Waste audit for DJPR was initiated in March 2020 but was unable to be completed due to the changes of building access through Coronavirus (COVID-19) restrictions. The data collected for 121 Exhibition street was not representative of the normal operating environment of the building and has not been included in the annual report.
2. The 2019–20 data would have shown a continuation of the 2018 data collection methodology.
 |

### Actions and achievements

* As part of office fit-outs and relocations, items were recycled, reused or resold through Egan’s recycling program.
* Promotion of environmental initiatives to reduce single use plastic by the purchase of 230 stainless steel straws, bottles, cutlery and produce bags.
* A stationery free-cycle collection point operates at CBD sites to encourage recycling, minimise waste and reduce the amount of stationery ordered.
* Establishment of a Green Collect cage for toner cartridges at 1 Spring street.
* Regional site promotion of e-waste collections at Rutherglen, Horsham, Tatura and Attwood.

The regional waste contract reported that 392.57 Tonnes CO2 was saved from landfill by recycling.

### Future objectives

* Office furniture and fit-out materials will continue to be reused, reducing waste from office fit-out projects.
* Promotion of environmental campaigns.
* Regional replacement of waste bins to promote disposal to the correct waste streams.

The department will continue to seek further ways to reduce its waste over the next financial year.

##### Travel and transport

|  |  |  |
| --- | --- | --- |
|  | 2019–20 | 2018–19 |
| **Indicator** |
| Total energy consumption by fleet vehicles (MJ) | 21,120,949 | 14,566,272 |
| Diesel | 13,922,524 | 7,945,046 |
| LPG | 0 | 5,240 |
| Unleaded | 5,382,343 | 5,147,679 |
| Hybrid | 1,816.062 | 1,468,308 |
| **Total distance travelled by fleet vehicles (km)** | **9,496,014** | **3,952,824** |
| Greenhouse gas emissions from fleet vehicles per 1000km (tonnes CO2) | 0.15 | 0.25 |
| Diesel | 5,200,332 | 2.,045,078 |
| LPG | 0 | 186 |
| Unleaded | 2,861,137 | 1,231,650 |
| Hybrid | 1,434,544 | 675,910 |
| Greenhouse gas emissions from fleet vehicles (tonnes CO2) | 1468 | 1008 |
| **Total distance travelled by aeroplane (km)** | **4,894,378** | **3,259,288** |
| Greenhouse gas emissions from air travel (tonnes CO2) | 618 | 716 |
| Notes:1. 2018–19 numbers are from 1 Jan 2019 to 30 June 2019 to reflect the formation of DJPR.
2. DJPR staff air travel and associated greenhouse gas emissions are calculated using data from the government travel agent, Corporate Travel Management.
3. The impact of the coronavirus (COVID-19) pandemic has hindered the collection of vehicle log sheets for the period March 2020 to June 2020. Estimations have been used based on the consumption amounts.
4. A significant reduction in consumption has been observed during this period with a peak of 72,867 litres in October 19 to a low of 16,278 litres in April 2020.
5. Fleet coordination is a shared service with DoT and DJPR and opportunities for the fleet are investigated for both departments.
6. A staff travel survey was prepared for March–April 2020 but was unable to be implemented due to the coronavirus (COVID-19) pandemic.
 |

### Actions and achievements

* Development of a strategic framework, fleet standard and plan that adopts the Safe, Effective, Affordable and Sustainable (SEAS) model.
* Improved the purchasing of hybrid vehicles by pre-ordering with the manufacturer to overcome supply issues.
* For the period July 2019 to June 2020 a 10 per cent reduction of 6- and 8-cylinder vehicles and a corresponding 10 per cent increase in 4- and 5-cylinder vehicles.
* The department minimises travel by using telephone, video conferencing, and Skype for business whenever possible.
* Pool vehicles are utilised by other departments, maximising the utilisation of the vehicles.

Staff are encouraged to utilise public transport options wherever possible.

### Future objectives

* To complete an online travel survey to obtain travel data and to promote sustainable and smarter travel options to staff.
* Implementation of the Fleet initiative to reduce the unleaded petrol and Diesel Fleet, and increase the Hybrid and Electric fleet so they represent 50 per cent of the fleet by 2025.
* Implementation of the campaign “Challenge the Drive” to reduce travel.
* The department will continue to seek further ways to reduce its travel and fleet over the next financial year by reviewing the travel guidelines and utilisation, and building on the lessons learned during the coronavirus (COVID-19) pandemic.

## Environmental Procurement Policy

### Actions and achievements

DJPR’s procurement activities are environmentally responsible and support the objectives of the government’s Environmental Procurement Policy.

Procurements include evaluation criteria for social and/or environmental benefits. Suppliers are requested to provide their social procurement practices, principles and outcomes that will be delivered through provision of goods and services. They are also required to demonstrate the environmental and sustainability practices they adopt to reduce environmental impact. This evaluation criteria gets further developed for each procurement to include project-specific requirements and meet DJPR’s current Social Procurement Strategy.

A new multi-year agreement has been negotiated for Office Waste Recycling Services, which includes recycling the following items:

* All stationery items including folders and ring binders, letterheads, envelopes, manila folders and suspension files.
* Other ‘hard to recycle’ office items including miscellaneous items, tape dispensers, pens, document trays and magazine racks.

E-waste items – printers, printer cartridges and batteries.

### Future objectives

The department will continue to seek further ways to improve and report environmental procurement practices over the next financial year.

Appendix 6: Local Jobs First

The Local Jobs First Act 2003 amended in August 2018 brings together the Victorian Industry Participation Policy (VIPP) and Major Project Skills Guarantee (MPSG) policy which were previously administered separately.

Departments and public sector bodies are required to apply the Local Job first policy in all projects valued at $3 million or more in Metropolitan Melbourne or for statewide projects, or $1 million or more for projects in regional Victoria.

MPSG applies to all construction projects valued at $20 million or more.

The MPSG guidelines and VIPP guidelines will continue to apply to MPSG applicable and VIPP applicable projects respectively where contracts have been entered prior to 15 August 2018.

### Projects Commenced – Local Jobs First Standard

During 2019–20, the department commenced two Local Jobs First Standard projects, one metro and one regional project. The metro project was valued at $6.8 million and the regional project was valued at $1.2 million. The MSPG did not apply to either project.

The outcomes expected from the implementation of the Local Jobs First policy to this project, where information was provided, are as follows:

an average of 90 per cent of local content commitment was made.

#### Projects commenced – Local Jobs First Strategic

During 2019–20, no Strategic Projects were commenced.

#### Reporting requirements – all projects

During 2019–20, 104 small to medium sized businesses were engaged through the supply chain on projects that met the requirements of the Local Jobs First Standard.

#### Reporting requirements – grants

There were 22 conversations with the Industry Capability Network that correspond with the registration and issue of an Interaction Reference Number.

Appendix 7: Government advertising expenditure

In 2019–20, there were three government advertising campaigns with a total media spend of $100,000 or greater (exclusive of GST). The details of each campaign are outlined below.

|  |  |  |
| --- | --- | --- |
| Name of campaign | Campaign summary | Advertising (media) expenditure excl. GST |
| Small Business Victoria – year-long engagement | Campaign to raise awareness and uptake of business support initiatives and resources available from Business Victoria. The campaign supports the department’s priorities of driving inclusive economic and jobs growth in Victoria. | $115,329 |
| Study Melbourne – service awareness –domestic | A campaign to increase engagement with recently arrived international students to support them to access Study Melbourne support services, activities and information channels such as the International Student Emergency Relief Fund, Study Melbourne website and Student Centre, the Unlock Melbourne app, employability initiatives and social connectedness opportunities.  | $116,074 |
| Study Melbourne –destination brand –international | An international campaign to grow Victoria’s reputation and brand awareness as a destination of choice for international students from priority growth markets and regions, as well as key established markets.  | $232,835 |

Appendix 8: Consultancy expenditure

The department defines a consultant as a particular type of contractor engaged primarily to perform a discrete task that facilitates decision-making through the provision of expert analysis and advice, or the development of a written report or other intellectual output.

Details of individual consultancies where the total fees payable to the consultants were $10,000 or greater and a summary of consultancies under $10,000 can be found on the department’s website.

Appendix 9: Disclosure of major contracts

The department has disclosed in accordance with the requirements of government policy and accompanying guidelines, all contracts greater than $10 million in value which it entered into during 2019–20. Details of contracts that have been disclosed in the Victorian Government contracts publishing system can be viewed at: **tenders.vic.gov.au**

Contractual details have not been disclosed for those contracts for which disclosure is exempted under theFreedom of Information Act 1982 and/or government guidelines.

Appendix 10: Information and Communication Technology (ICT) expenditure

The department had a total ICT expenditure of $63.4 million for the 2019–20 reporting period. Details are shown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | BAU ICTExpenditure | Non-BAU ICTExpenditure | OperationalExpenditure | CapitalExpenditure |
| **($ Million)** | **Total** | **Total = A+ B** | **A** | **B** |
| DJPR | 47.5 | 15.9 | 13.6 | 2.3 |
| **Total** | **47.5** | **15.9** | **13.6** | **2.3** |

ICT expenditure refers to the department’s costs in providing business-enabling ICT services. It comprises Business As Usual (BAU) ICT expenditure and Non-Business As Usual (non-BAU) ICT expenditure.

Non-BAU ICT expenditure relates to extending or enhancing the department’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 11: Freedom of Information

Victoria’s Freedom of Information Act 1982 (FOI Act) gives members of the public the right to apply for access to documents held by ministers, Victorian Government departments, local councils, public hospitals, statutory authorities and most semi-government agencies.

|  |  |
| --- | --- |
| **Total FOI requests received**  | **132** |
| FOI requests from Members of Parliament | 45 |
| FOI requests from media | 6 |
| FOI requests (personal) | 9 |
| FOI requests (other, eg. interest groups, entities) | 47 |
|  |
| **Total FOI requests completed**  | **93** |
| Within statutory timelines | 51 |
| 1–15 days overdue | 18 |
| 15 days or more overdue | 24 |
| Administratively released | 9 |
|  |
| Total FOI Commissioner complaints received | 6 |
| Total FOI Commissioner reviews received | 11 |
| Total VCAT appeals | 3 |

### Lodging FOI requests

A request must be made in writing and accompanied by the application fee. Requests should be addressed to the relevant officer in each organisation.

A request can be submitted online at foi.vic.gov.au or by sending a written request to:

Department of Jobs, Precincts and Regions:

**Freedom of Information Manager
Department of Jobs, Precincts and Regions**GPO Box 4509 Melbourne VIC 3001

The department’s FOI Unit can be contacted on: 1800 317 531 or email **foi@ecodev.vic.gov.au**.

Appendix 12: Compliance and attestations

### Compliance with the Building Act 1993

The department directly manages 46 facilities across the state, with the majority of the department’s leased office accommodation portfolio managed by the Department of Treasury and Finance’s (DTF) Shared Services Provider. The directly managed portfolio includes offices, combined office/ depots, depots, farms, research facility sites and sites identified for land sales no longer required by the department.

#### Audit of government-owned and leased buildings for the presence of combustible cladding

The department has undertaken an audit of owned sites and directly leased sites under the department’s control and DTF has undertaken an audit of leased sites. The audit results have established that the department has no buildings with combustible cladding that falls within the risk criteria established by the Victorian Cladding Taskforce i.e. three or more above ground storeys or buildings of a public nature (Class 9 buildings) with two or more above ground storeys.

#### Major works projects

Major works projects (over $50,000) pertaining to the department’s leased and owned office and research facilities accommodation portfolio, commenced or completed in 2019–20, included:

* Attwood – Office refurbishment; and warehouse storage facility for Responsible Pet Owners
* Bendigo – Creative Industries Hub, fit-out
* Bendigo – 56–60 King Street, office refurbishment
* CBD – 1 Spring Street, minor works and refurbishments
* CBD – Victorian Small Business Commissioner, mediation centre refurbishment
* CBD – 121 Exhibition Street, minor works and refurbishments
* CBD – 535 Bourke Street, Level 2
* Collingwood Music Market, educational and office facility fit-out
* Ellinbank – alternate energy demonstration facility; water infrastructure upgrades, solar panels and battery installation and dairy equipment upgrades and replacement
* Hamilton – library refurbishment; air conditioning upgrades to glasshouses and main office building; replacement and upgrade of wash bay; new security fencing and security gates, and water infrastructure upgrades
* Horsham – Australian Grains Genebank (AGG), new quarantine glasshouse; replacement of air conditioning units to glasshouses; replacement of 3 glasshouses, substation upgrade, security fencing and gates, research poly tunnels
* Mildura – administration building air conditioning replacement; and fire services upgrades
* Mildura Mid-farm – replacement of existing machinery shed, amenities and office
* Rutherglen Water mains replacement and fire services upgrade
* State-wide security upgrades
* State-wide audit of fire indicator panels
* State-wide structural audit of buildings and sheds
* Traralgon – Refurbish
* Tatura – Office refurbishment and generator upgrade

Werribee Core Store Library – Office and laboratory refurbishment.

#### Number of building permits, occupancy permits, or certificates of final inspection issued in relation to buildings owned by the department

Seventeen building permits have been issued with occupancy permits or certificates of final inspection having been achieved across fourteen projects with the remainder still in delivery.

#### Mechanisms for inspection, reporting, scheduling and carrying out maintenance works on existing buildings

The department undertakes detailed condition audits (covering asbestos, cladding, building conditions) on a biannual basis to ensure that buildings are well maintained and that any safety issues are identified and addressed in a timely manner. An essential safety measures report is also provided for each site. Each site has nominated health and safety representatives, first aid officers and is supported by the regional facilities team who oversee the scheduled and ad hoc maintenance works that is carried out under state-wide contractual arrangements.

#### Number of emergency orders and building orders issued in relation to buildings

There were no emergency or building orders issued against the department during the year.

#### Number of buildings that have been brought into conformity with building standards during the reporting period

Fire Services upgrades have been completed at the Ellinbank, Rutherglen, Mildura, and Hamilton sites to ensure conformity with building regulations. Compliance review of fire panels has commenced at Attwood, Echuca, Ellinbank, Hamilton, Horsham, Kerang, Maffra, Mildura, Rutherglen, Swan Hill, Tatura, Warrnambool and Werribee

### Competition 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 is removed if not in the public interest. Government businesses are required to cost and price these services as if they were privately owned and therefore they must be fully cost reflective.

Competitive neutrality policy provides government businesses with a tool to enhance decisions on resource allocation. The policy requires government entities to apply measures to account for these advantages unless there are clear public interest reasons for not doing so. It does not override other policy objectives of government and focuses on efficiency in the provision of services.

Victoria’s Competitive Neutrality Policy is available on the [Commissioner for Better Regulation website https://www.vic.gov.au/better-regulation-victoria](http://www.betterregulation.vic.gov.au), and sets out the Victorian Government’s approach to competitive neutrality.

### Compliance with DataVic Access Policy

In August 2012, the Victorian Government released the DataVic Access Policy, which enables the sharing of government data at no, or minimal, cost to users. Under the policy, data is progressively published at data.vic.gov.au.

DJPR data was mainly categorised by spatial data with representation in the recreation, general, finance, education, community, communication and business categories. In 2019–20, the total number of datasets contributed to the directory was approximately 234. Consistent with the DataVic Access Policy, the financial statements, performance statements and tables included in this annual report will be available at data.vic.gov.au.

### Compliance with the Mineral Resources (Sustainable Development) Act 1990

Pursuant to section 105 of the Mineral Resources (Sustainable Development) Act 1990, the Mining Warden is required to submit a report to the minister within three months after the end of the financial year.

The report must include the following:

* Nature and status of any dispute referred to the Mining Warden under section 97: Five new cases were referred and investigated in 2019–20.

Nature and status of any matter referred under section 98: No matters were referred and investigated in 2019–20.

### Compliance with the Child Safety Laws

The Child Wellbeing and Safety Act 2005 (CWS Act) establishes the Child Safe Standards (the Standards). The Standards are compulsory minimum requirements that aim to drive cultural change within organisations to help protect children from abuse and neglect.

Since 1 January 2017, the Standards have applied to all Victorian organisations that deliver services or facilities specifically for children, or engage children as employees or volunteers.

The department delivers a small number of services to children and young people. This includes funding youth employment initiatives and hosting youth cadets and workplace trainees. The department also funds some organisations that deliver services to children and young people.

The activities undertaken by the department in 2019–20 focused on a review of its governance and reporting frameworks for the department and supporting its portfolio agencies.

Activities undertaken by the department included: Committed to develop a centralised governance framework to monitor and oversee Child Safety obligations and risks, with the aim of clear accountability and governance over Child Safety complaints, incidents or mandatory reports.

Continued to update existing and new funding agreements and procurement processes templates to ensure Child Safety is considered in all procurements and grants.

Committed to send ongoing messaging to all staff about Child Safety obligations and strengthen professional development and capacity building strategies to give relevant staff the skills and knowledge to lead a child safeguarding portfolio or program and drive cultural reform on a risk basis. This includes, for example, awareness campaigns for DJPR’s workforce and detailed Child Safety training for all staff assigned accountability in the RACI and program management staff.

The department received no referrals from the Commission for Children and Young People during 2019–20 to undertake a Standards compliance assessment or any other compliance action.

#### Reportable Conduct Scheme

The CWS Act also establishes the Reportable Conduct Scheme (RCS). The RCS requires organisations to respond to and report allegations of child-related misconduct made against their employees or volunteers.

The RCS applies to in-scope organisations, including departments, that exercise care, supervision or authority over children.

Some creative industry portfolio agencies were brought within the scope of the scheme from 1 January 2019. These included the Australian Centre for the Moving Image, Council of Trustees of the National Gallery, Geelong Arts Centre, Library Board of Victoria, Museums Board of Victoria and Victorian Arts Centre Trust. During 2017–18, the department made these organisations aware of the guidance material produced by the Commission for Children and Young People to help them appropriately prepare for the commencement of the RCS.

#### National Redress Scheme

The National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth) establishes the National Redress Scheme (NRS). The NRS was established in response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The NRS helps people who have experienced institutional child sexual abuse to access counselling, a direct personal response and a redress payment. It is, more importantly, also a formal and important acknowledgement that many children were sexually abused in Australian institutions, and it holds institutions to account for this abuse.

The department will only fund an organisation that has been named in an application or receives a Notice of Redress Liability that joins or intend to join the NRS. The department will not fund:

* an organisation that has been notified by the Scheme Operator that it was named in an application prior to 1 July 2020 and does not join or intend to join the NRS by 31 December 2020.

an organisation named in an application for the first time and receives a Notice of Redress Liability after 1 July 2020 and does not join the NRS within six months from the date of the Notice of Redress Liability.

### Attestation for financial management compliance with Standing Directions 2018

#### DJPR Financial Management Compliance Attestation Statement

I, Simon Phemister, on behalf of the Responsible Body, certify that the Department of Jobs, Precincts and Regions has no Material Compliance Deficiency with respect to the applicable Standing Directions 2018 under the Financial Management Act 1994 and Instructions.

Simon Phemister
Secretary

### Compliance with the Public Interest Disclosures Act 2012

The Public Interest Disclosures Act 2012(the Act) was formerly known as the Protected Disclosure Act 2012and the Whistleblowers’ Protection Act 2001. It encourages and assists people in making disclosures of 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 and rectifying action to be taken.

The department does not tolerate improper conduct by employees, nor the taking of reprisals against those who come forward to disclose such conduct.

The department is committed to ensuring transparency and accountability in its administrative and management practices. It supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources or conduct involving a substantial risk to public health and safety or the environment.

The department will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure to the extent it is legally possible.

#### Reporting procedures

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

* the public interest disclosure coordinator or a public interest disclosure officer
* the Secretary of the department
* a manager or supervisor of a person from the department who chooses to make a disclosure

a manager or supervisor of a person from the department about whom a disclosure has been made.

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

Level 1, North Tower, 459 Collins Street
Melbourne, Victoria 3000
Phone: 1300 735 135
**ibac.vic.gov.au**

Any disclosures about portfolio entities must be made directly to IBAC.

##### Further information

The Public Interest Disclosure Policy and Procedures, which outline the system for reporting disclosures of improper conduct or detrimental action by the department or any of its employees or officers, are available on the department’s website: djpr.vic.gov.au.

The IBAC website contains further information about public interest disclosure policies and procedures.

##### Disclosures under the Public Interest Disclosures Act 2012 for DJPR

|  |  |  |
| --- | --- | --- |
|  | 2019–20 | 2018–19 |
| **Indicator** |
| Assessable disclosures | 2 | 0 |

Appendix 13: Grants and related assistance

From 1 July 2019 to 30 June 2020, the department has provided facilitative and financial assistance to organisations and individuals. During the 2019–20 financial year, the department provided a total of $1.377 billion in facilitative and financial assistance to various organisations and individuals, which includes financial assistance in response to the coronavirus (COVID-19) pandemic.

The below table summarises the total facilitative and financial assistance provided by the department under its various programs and initiatives. The detailed version which includes disclosure on the grant recipients is available on the department’s website – please refer to the Appendix 13 – Grants and related assistance documents at:
<https://djpr.vic.gov.au/about-us/publications/annual-reports>.

|  |
| --- |
| Commercial-in-Confidence (CIC) Grant Recipient |
| Program Name | Amount ($) |
| AIIA National Headquarters | 110,000 |
| Boost Your Business Voucher Program | 628,465 |
| Business Support Fund | 340,000 |
| Community Regional Industry Skills Program | 700,000 |
| Connecting Regional Communities Program | 3,796,819 |
| Covid-19 Industry Support | 6,200,000 |
| Creative Victoria Strategic Initiatives | 2,725,895 |
| Fim Superbike World Championship 2018–2027 | 2,950,000 |
| Food Source Victoria | 1,623,750 |
| Future Industries Fund | 11,779,078 |
| Goulburn Valley Industry and Infrastructure Fund | 300,000 |
| IDBE Sponsorships and Grants | 145,000 |
| Innovation and Technologies Project Trust | 95,000 |
| International Student Emergency Relief Fund (Stream two) | 9,658,000 |
| Investment Attraction and Assistance Program | 8,390,625 |
| Latrobe Valley – Support for Workers | 725,836 |
| Latrobe Valley Community Infrastructure and Investment Fund | 990,000 |
| Latrobe Valley Community Sports Package | 2,153,000 |
| Latrobe Valley Economic Facilitation Fund | 2,292,477 |
| Latrobe Valley Economic Growth Zone Incentive Fund | 5,076,365 |
| Local Industry Fund for Transition | 3,726,432 |
| Lva Smart Specialisation | 2,030,098 |
| Major Events | 3,973,282 |
| Major Events Fund | 3,050,000 |
| Plan for Stronger Industries | 2,930,000 |
| Premier’s Jobs and Investment Fund | 1,245,706 |
| Regional Blueprint – Industries for Today And Tomorrow | 100,000 |
| Regional Connectivity Program | 702,366 |
| Regional Development Australia – Regional | 2,500 |
| Regional Jobs and Infrastructure Fund 2019/20 | 455,000 |
| Regional Jobs Fund | 4,627,500 |
| Regional Partnerships | 500,000 |
| Regional Skills Fund | 800,000 |
| Regional Tourism Infrastructure Fund | 1,075,000 |
| Sheep Electronic Identification (Aijf) | 869,358  |
| Significant Sporting Events Program | 4,778,000 |
| Small Business Bushfire Recovery Grants (2020) | 2,250,000 |
| Small Business Mentoring Program | 232,666 |
| Stronger Regional Communities Fund | 20,000 |
| Trade Mission Program | 200,000 |
| Victorian Mobile Project Round 4 | 1,608,648 |
| Wifi Victoria | 279,545 |
| **Grand Total** | **$96,136,410** |

| General Grants Recipient |
| --- |
| Program Name | Amount ($) |
| 2014 Bushfires Economic Recovery Fund | 316,909 |
| Aaa Autism Initiatives | 302,000 |
| Access for All Abilities Network | 900 |
| Agricultural and Pastoral Societies Program | 271,934 |
| Agriculture Energy Investment Plan | 7,163,345 |
| Agriculture Infrastructure and Jobs Fund | 1,175,000 |
| Animal Welfare Fund Program | 499,162 |
| Artisanal Sector Program | 884,416 |
| Arts Initiatives | 700,000 |
| Athlete Pathway Travel Grants Program | 273,500 |
| Ballarat Govhub | 250,000 |
| Bas Regional Leadership Program Grants | 20,000 |
| Better Indoor Stadiums Fund | 4,609,978 |
| Boost Your Business | 50,000  |
| Boost Your Business Voucher Program | 2,721,742 |
| Boosting Victoria’s Wine Industry | 500,000 |
| Broadford State Motorcycle Sports Complex Track Resurfacing | 373,000 |
| Building 4.0 Cooperative Research Centre | 500,000 |
| Bushfire Recovery Fund 2015/16 | 10,000 |
| Business Support Fund | 770,320,000 |
| Camping Sector Development | 70,000 |
| Caulfield Racecourse Reserve Trainer Relocation | 2,600,000 |
| Change Our Game Champions | 115,000 |
| Change Our Game Community Activation Grants | 219,063 |
| Change Our Game Research Grants | 106,548  |
| Change Our Game Scholarship Program | 122,716 |
| Community Advisor – Earth Resources | 5,000 |
| Community Bushfire Recovery 2020 | 26,000 |
| Community Facility Funding Program | 20,738 |
| Community Infrastructure Program | 179,500 |
| Community Revitalisation | 3,070,418 |
| Community Sport and Major Event Development Projects | 795,000 |
| Community Sport and Recreation – Special Projects | 1,020,000 |
| Community Sport Sector Covid-19 Short-Term Survival Package | 3,323,000 |
| Community Sports Infrastructure Fund | 14,126,202 |
| Community Uplift Fund | 2,366,000 |
| Connecting Regional Communities Program | 300,000 |
| Country Football and Netball Program | 1,934,085 |
| Creative Activation | 322,100 |
| Creative Suburbs | 215,000 |
| Creative Victoria Organisations Investment Program | 23,801,594 |
| Creative Victoria Regional Development | 2,031,128 |
| Creative Victoria Regional Partnerships | 3,280,000 |
| Creative Victoria Strategic Initiatives | 11,027,246 |
| Creators Fund | 679,086  |
| Defence and Industry Study Course | 13,500 |
| Defence Science InstituteSupport Program | 1,600,000 |
| Drought Response Initiative | 302,426 |
| Economic Infrastructure Program | 828,852 |
| Education Partnerships | 215,000 |
| Emergency Grant to Replace Essential Sports Equipment Program | 38,095 |
| Ethical Clothing Australia | 1,025,000 |
| Eureka Sports Precinct | 3,380,000 |
| Experience Economy Survival Package | 2,950,000 |
| Farm Business Assistance Program | 1,040,375 |
| Farm Employment Exchange Pilot | 150,000 |
| Farm Machinery Improvement | 655,000 |
| Female Friendly Facilities Fund | 2,882,296 |
| Fin Tech Hub Operators | 200,000 |
| First Peoples Investment Program | 165,513 |
| Fiskville Motorsport Facility Business Case | 55,000 |
| Food Source Victoria | 822,711 |
| Future Industries Fund | 2,842,158 |
| Geelong City Deal | 4,970,000 |
| Gender Equality in Victorian Sport and Recreation Pilot Program  | 337,000 |
| Global Victoria Intellect Program | 20,000 |
| Global Victoria Inbound Mission | 22,727 |
| Global Victoria Outbound Mission Program | 79,990 |
| Golf Infrastructure Fund | 270,700 |
| Grassroots Boost for The World Game Initiative | 400,000 |
| Hamer Scholarship | 340,500 |
| Horticulture Innovation Fund | 214,905 |
| Household Financial Relief to Farming Families Affected By Drought | 4,000,000 |
| Idbe Sponsorships and Grants | 120,500 |
| Inner City Netball Program | 905,698 |
| Innovation in Marketing Fund | 99,335 |
| International Student Emergency Relief Fund (Stream one) | 9,777,100 |
| International Student Welfare Program | 1,294,402 |
| Jobs Victoria | 34,220,128 |
| La Trobe University City of The Future Initiative | 1,000,000 |
| Lambex Conference | 40,000 |
| Latrobe Valley – Support for Workers | 2,233,478 |
| Latrobe Valley Community and Facility Fund | 5,539,407 |
| Latrobe Valley Community Facility Fund – Old | 3,546,006 |
| Latrobe Valley Community Sports Package | 33,164,476 |
| Latrobe Valley Discretionary Fund | 1,591,603 |
| Latrobe Valley Economic Growth Zone Incentive Fund | 2,696,294 |
| Latrobe Valley Growth and Innovation Program | 9,300,000 |
| Latrobe Valley Supply Chain Transition Program | 739,802 |
| Latrobe Valley Worker Transition Program | 113,580 |
| Launchvic Establishment and Operation | 9,818,041 |
| Living Regions Living Suburbs | 3,748,000 |
| Local Facilities for Local Clubs | 1,700 |
| Local Industry Fund for Transition | 2,419,873 |
| Local Roads to Market Program 2017 (Aijf) | 2,052,395 |
| Local Sports Grants Initiative | 27,670,650 |
| Look Over the Farm Gate | 113,664 |
| Major Events Community Development Program | 180,000 |
| Major Performing Arts Organisations | 11,051,033 |
| Managing Fruit Fly Program | 2,097,444 |
| Mars Stadium Facility Upgrade | 500,000 |
| Master Planning for Royal Melbourne Showgrounds | 1,000,000 |
| Medicinal Cannabis Industry Development Plan 2018–2021 | 25,000 |
| Melbourne Mercer Global Pension Index | 181,500 |
| Metropolitan Partnerships Development Fund | 743,636 |
| Murray-Darling Basin Regional Economic Diversification Program (Vic) | 3,600,000 |
| Music Works | 2,111,646 |
| National Animal Health Program | 944,293 |
| National Plant Health Program | 153,578 |
| Office of The Lead Scientist Partnerships – 2016–18 | 30,000 |
| On Farm Internet of Things Trial (Aijf – Programs) | 563,357 |
| On-Farm Drought Infrastructure Support | 1,568,041 |
| On-Farm Drought Resilience | 8,518,519 |
| On-Farm Emergency Water Infrastructure Rebate Scheme | 3,008,131 |
| Participation and Sector Development – Special Projects | 380,000 |
| Pasture Recovery and Management Grant | 1,119,919 |
| Pax Rising | 28,500 |
| Penny Arcade Expo | 80,000 |
| Pig & Poultry Producer Grants | 22,252 |
| Putting Animal Welfare First | 1,000,000 |
| Putting Locals First Program | 136,400 |
| Regional Connectivity Program | 177,189 |
| Regional Delivery Fund | 1,358,634 |
| Regional Development Australia – Regional | 53,500 |
| Regional Development Priorities 2019/2020 – Labour Financial Statement | 890,000 |
| Regional Development Victoria Special Purpose Projects | 2,886,490 |
| Regional Infrastructure Fund | 32,874,399 |
| Regional Jobs and Infrastructure Fund 2019/20 | 700,000 |
| Regional Jobs Fund | 2,835,856 |
| Regional Partnerships | 5,568,791 |
| Regional Skills Fund | 2,427,011 |
| Regional Tourism Infrastructure Fund | 5,810,000 |
| Reid Oval Development | 1,750,000 |
| Research and Development In Geotechnical And Hydrogeological Engineering | 473,081 |
| Ride2School Program | 700,000  |
| Rural Development | 3,408,446 |
| Rural Press Club Vic | 5,000 |
| Sheep Electronic Identification (Aijf) | 27,415 |
| Shooting Sports Facilities Program | 371,830 |
| Silo Art Study | 231,000 |
| Small Scale Facility Program | 5,000 |
| Smarter Safer Farms | 135,090 |
| Social & Economic Inclusion Sponsorships | 10,000 |
| Social Enterprise Strategy | 974,779 |
| Sport Participation/Research Program | 213,500 |
| Sporting Club Grants Program | 526,818 |
| Srv Program Initiatives | 46,058 |
| Srv Programs Initiatives – Psd | 20,000 |
| State Facilities & Major Projects | 20,855,000 |
| State Prohibited Weeds Community Grants | 333,000 |
| Stem Awareness and Engagement Program | 75,000 |
| Strategic Communications Sponsorships | 32,500 |
| Strategic Community Sports Fund (Csf) | 2,288,443 |
| Strategic Initiatives | 190,000 |
| Strategic Investment | 4,284,759 |
| Stronger Regional Communities Plan | 4,969,148 |
| Study Melbourne Language and Internship Program in China | 83,600 |
| Suburban Revitalisation | 1,906,000 |
| Supporting Netball in Victoria | 700,000 |
| Supporting Victorian Sport and Recreation | 59,750 |
| Sustainable Hunting Action Plan | 110,000 |
| Sustaining Creative Workers | 2,127,462 |
| Target Minerals Exploration Initiative | 426,780 |
| Technical Decision – Making Support | 10,000 |
| The World Game Facilities Fund | 218,044 |
| Together More Active – 2019–2023 | 4,645,235 |
| Tourism Attraction Support | 1,500,000 |
| Tourism Bushfire Recovery | 450,000 |
| Tourism Demand Driver Infrastructure Program | 125,000 |
| VicArts Grants | 2,664,134 |
| Vicswim Summer Kidz | 400,000 |
| Victoria – Parana Memorandum of Understanding | 207,000 |
| Victoria India Innovation Exchange Fund | 239,862 |
| Victoria: The Basketball Capital of Australia | 5,000,000 |
| Victoria-Jiangsu Technology and Innovation R&D | 590,000 |
| Victorian Aboriginal Business Strategy | 1,428,900 |
| Victorian Aboriginal Economic Strategy | 9,580 |
| Victorian Endowment for Science, Knowledge & Innovation Activities | 635,273 |
| Victorian Independent Producers Initiative | 105,000 |
| Victorian International Education Awards | 70,000 |
| Victorian Racing Industry Fund | 19,345,922 |
| Victoria’s Technology Plan for The Future – Biotechnology | 1,825,200 |
| Vjif – Jobs Innovation and Trade | 1,802,334 |
| Vta Capacity Building | 49,000 |
| Weeds and Rabbits Project – Agricultural White Paper | 933,241 |
| Whole Farm Plans North Central | 1,969 |
| Wifi Victoria | 54,999 |
| Wine Industry Bushfire Support | 475,281 |
| Working for Victoria Fund | 52,646,398 |
| Yarra Valley Railway | 250,000 |
| Young Farmer Scholarship | 80,173 |
| Youth Cadetship Scheme | 50,000 |
| **Grand Total** | **1,281,002,308** |

Appendix 14: Ministerial Statements of Expectations

Ministers may issue Statements of Expectations (SoEs) to departmental regulators that relate to performance and improvement.

The department is required to respond to those SoEs and to report their performance accordingly.

Responses and performance reports relating to current SoEs are available on the department’s website: djpr.vic.gov.au

Appendix 15: Additional departmental information available on request

In compliance with the requirements of the Standing Directions of the Minister for Finance, details in respect of the items listed below have been retained by the department and are available on request, subject to the provisions of the Freedom of Information Act 1982:

* statement that declarations of pecuniary interests have been duly completed by all
relevant officers of the department
* details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
* details of publications produced by the department about the department, and how these can be obtained
* details of changes in prices, fees, charges, rates and levies charged by the department
* details of any major external reviews carried out on the department
* details of major research and development activities undertaken by the department
* details of overseas visits undertaken including a summary of the objectives and outcomes of each visit
* details of major promotional, public relations and marketing activities undertaken by the department to develop community awareness of the department and its services
* list of major committees sponsored by the department, the purposes of each committee and the extent to which the purposes have been achieved

details of all consultancies and contractors.

### The information is available on request from:

Freedom of Information Manager
Department of Jobs, Precincts and Regions

GPO 4509 Melbourne VIC 3001
Telephone (03) 9208 3112
Email foi@ecodev.vic.gov.au

### Additional information includedin annual report

Details in respect of the following items have been included in this report, on the pages indicated below:

* details of assessments and measures undertaken to improve the occupational health and safety of employees (on page 246).

general statement on industrial relations within the department and details of time lost through industrial accidents and disputes (on page 250).

Appendix 16: Acronyms

|  |  |
| --- | --- |
| AAS | Australian Accounting Standards |
| AASB | Australian Accounting Standards Board |
| ABN | Australian Business Numbers |
| ACM | Arts Centre Melbourne |
| ACMI | Australian Centre for the Moving Image  |
| AEE | Annualised Employee Equivalent |
| AFLW | Australian Football League – Women |
| AGG | Australian Grains Genebank |
| AGPC | Australian Grand Prix Corporation |
| AIIA | Australian Information Industry Association |
| ARC | Audit and Risk Committee |
| AsiaTOPA | Asia Pacific Triennial of Performing Arts |
| ATNAB | Additions to the Net Assets Base |
| ATO | Australian Taxation Office |
| AVS | Agriculture Victoria Services Pty Ltd |
| BAU | Business As Usual |
| BP3 | Budget Paper No. 3 Service Delivery |
| BP4 | Budget Paper No. 4 State Capital Program |
| BP5 | Budget Paper No. 5 Statement of Finances |
| BWEZ | Ballarat West Employment Zone |
| CCC | Crisis Council of Cabinet |
| CCS | Carbon Capture and Storage |
| CR | Community Revitalisation |
| CSO | Community Service Obligation |
| CSVE | Creative Sport and Visitor Economy |
| CWS Act | Child Wellbeing and Safety Act 2005 |
| DELWP | Department of Environment, Land, Water and Planning |
| DFSV | Dairy Food Safety Victoria |
| DIF | Digital Innovation Festival |
| DJPR | Department of Jobs, Precincts and Regions |
| DOT | Department of Transport |
| DSM | Docklands Studios Melbourne |
| DTF | Department of Treasury and Finance |
| DWGs | Designated workgroups |
| EAP | Employee Assistance Program |
| EB | Executive Board |
| EdTech | Education Technology |
| EO | Executive Officer |
| ETRB | Emerald Tourist Railway Board |
| FIN | Food Innovation Network |
| FMA | Financial Management Act 1994 |
| FOI | Freedom of Information |
| FOI Act | Freedom of Information Act 1982 |
| FRD | Financial Reporting Direction |
| FSPL | Fed Square Pty Ltd |
| FTE | Full-time equivalent |
| GAC | Geelong Arts Centre |
| GEP | Gender Equity Project |
| GMA | Game Management Authority |
| GMH | General Motors Holden |
| GROW | Growing Regional Opportunities for Work |
| GRV | Greyhound Racing Victoria |
| GST | Goods and Services Tax |
| GSV | Geological Survey of Victoria |
| GVw | Global Victoria Women |
| HRV | Harness Racing Victoria |
| HSRs  | Health and Safety Representatives |
| IBAC | Independent Broad-based Anti-corruption Commission |
| ICT | Information Communications Technology |
| IRPs | Issue resolution procedures |
| JIBE | Jobs, Innovation and Business Engagement |
| KMP | Key Management Personnel |
| LGBTIQ | Lesbian, Gay, Bisexual, Trans and gender diverse, Intersex, Queer and questioning |
| LSL | Long Service Leave |
| LVA | Latrobe Valley Authority |
| LVRRS | Latrobe Valley Regional Rehabilitation Strategy |
| MCC | Melbourne Convention Centre |
| MCCD | Melbourne Convention Centre Development |
| MCEC | Melbourne Convention and Exhibition Centre |
| MCET | Melbourne Convention and Exhibition Trust |
| MENA | Middle East and North Africa Region |
| METS | Mining Equipment, Technology and Services |
| MMA | Melbourne Market Authority |
| MoG | Machinery-of-Government |
| MPSG | Major Project Skills Guarantee |
| MVWGIDC | Murray Valley Wine Grape Industry Development Committee |
| NGV | National Gallery Victoria |
| non-BAU | Non-Business As Usual |
| NRS | National Redress Scheme |
| OHS | Occupational health and safety |
| PAA | Public Administration Act 2004 |
| PMS | People Matter Survey |
| POBOS | Payments on Behalf of the State |
| PPE | Personal Protective Equipment |
| PPP | Public Private Partnership |
| QFF | Queensland fruit fly |
| RASV | Royal Agricultural Society of Victoria Limited |
| RCS | Reportable Conduct Scheme |
| RDV | Regional Development Victoria |
| RFAs | Victorian Regional Forest Agreements |
| RJIF | Regional Jobs and Infrastructure Fund |
| RRV | Rural and Regional Victoria |
| SAP | Stakeholder Advisory Panel |
| SBRR | Small Business Regulation Review |
| SBV | Small Business Victoria |
| SEAS | Safe, Effective, Affordable and Sustainable |
| SIMS | Safety Incident Management System |
| SLV | State Library Victoria |
| SMEs | Small to medium enterprises |
| SOEs | Statements of Expectations |
| SRV | Sport and Recreation Victoria |
| STEM | Science, Technology, Engineering and Maths |
| SUPL | Stawell Underground Physics Lab |
| SVSR | Supporting Victorian Sport and Recreation |
| TAFE | Technical and Further Education |
| TEI | Total Estimated Investment |
| VAGO | Victorian Auditor-General’s Office |
| VCCI | Victorian Chamber of Commerce and Industry |
| VGBO | Victorian Government Business Offices |
| VGTI | Victorian Government Trade and Investment |
| VGV | Valuer-General Victoria |
| VIPP | Victorian Industry Participation Policy |
| VIS | Victorian Institute of Sport |
| VPS | Victorian Public Sector – Victorian Public Service (always refer to context) |
| VPSC | Victorian Public Sector Commission |
| VSIDC | Victorian Strawberry Industry Development Committee |
| WoVG | Whole of Victorian Government  |

Appendix 17: Disclosure Index

The DJPR annual report is prepared in accordance with all relevant Victorian legislation and pronouncements. This index has been prepared to facilitate identification of the department’s compliance with statutory disclosure requirements.

| Legislation | Requirement | Page reference |
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| **Charter and purpose** |  |
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| FRD 22H | Purpose, functions, powers and duties  | 4 |
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| **Financial and other information** |
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| SD 5.2.2 | Declaration in financial statements  | 42 |
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| **Other disclosures as required by FRDs in notes to the financial statements (a)** |
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| FRD 103H | Non-Financial Physical Assets  | 147 |
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| Note: (a) References to FRDs have been removed from the Disclosure Index if the specific FRDs do not contain requirements that are in the nature of disclosure.  |

|  |  |
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