Department of Jobs, Precincts and Regions

Annual Report 2021-2022

Section 4 – Appendices

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# Appendix 1: Budget Portfolio Outcomes

This appendix provides comparisons between the actual financial statements of all general government sector entities in the portfolio and the forecasted 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 (VicScreen)
* State Library Victoria (Library Board of Victoria)
* Melbourne Cricket Ground Trust
* Melbourne Recital Centre Pty Ltd
* Museums Board of Victoria
* Rural Assistance Commissioner
* Victorian Institute of Sport Pty Ltd
* Visit Victoria Pty Ltd

### Comprehensive operating statement for the financial year ended 30 June 2022

|  | 2021-22 Actual ($ million) | 2021-22 Budget ($ million) | Variation | % | Notes |
| --- | --- | --- | --- | --- | --- |
| Net result from continuing operations |  |  |  |  |  |
| Income from transactions |  |  |  |  |  |
| Output appropriations | 10,825  | 2,534  | 8,291  | 327% | a |
| Interest | 10  | 11  | (1) | -9% | b |
| Sale of goods and services | 107  | 126  | (20) | -16% | c |
| Grants | 237  | 13  | 224  | >100% | d |
| Fair value of assets and services received free of charge or for nominal consideration | 1  | 1  | 0  | 0% |  |
| Other income | 49  | 28  | 21  | 75% | e |
| **Total income from transactions** | **11,228**  | **2,712**  | **8,516**  | **314%** |  |
| **Expenses from transactions** |  |  |  |  |  |
| Employee benefits | 760  | 537  | 223  | 42% | f |
| Depreciation | 124  | 131  | (7) | -5% | g |
| Interest expense | 32  | 27  | 5  | 19% | h |
| Grants and other transfers | 9,560  | 1,542  | 8,018  | 520% | i |
| Other operating expenses | 618  | 521  | 96  | 18% | j |
| **Total expenses from transactions** | **11,093**  | **2,758**  | **8,335**  | **302%** |  |
| **Net result from transactions (net operating balance)** | **135**  | **(46)** | **181**  | **-393%** |  |
| **Other economic flows included in net result** |  |  |  |  |  |
| Net gain/(loss) on non-financial assets | 6  |  –  | 6  | >100% | k |
| Net gain/(loss) on financial instruments and statutory receivables/payables | (45) | 0  | (45) | >-100% | l |
| Other gains/(losses) from economic flows | 6  | 0  | 6  | >100% | m |
| **Total other economic flows included in net result** | **(33)** | **0**  | **(33)** | **>-100%** |  |
| **Net result** | **102**  | **(46)** | **148**  | **-322%** |  |
| **Other economic flows – other comprehensive income** |  |  |  |  |  |
| Changes in non-financial assets revaluation surplus | (12) | (1) | (12) | >100% | n |
| Other | (15) | 3  | (18) | >-100% | o |
| **Total other economic flows – other comprehensive income** | **(28)** | **2**  | **(30)** | **>-100%** |  |
| **Comprehensive result** | **75**  | **(44)** | **118**  | **>-100%** |  |

Explanation for major variations between 2021-22 Actual and 2021-22 Budget are as follows:

Output appropriations were higher than was budgeted, mainly due to additional funding received to support responses to the impacts of COVID-19.

Interest revenue was lower than was budgeted, mainly due to reduced cash balances within Arts agencies.

Sales of goods and services were lower than was budgeted, mainly due to less revenue earned by Arts agencies as a result of COVID‑19 restrictions.

Grants revenue was higher than was budgeted, mainly due to additional grants funding received for events and the Plantations Investment Strategy.

Other income was higher than was budgeted, mainly due to increased donations received within Arts agencies.

Employee benefits were higher than was budgeted, mainly due to additional employee expense incurred to support responses to the impacts of COVID-19.

Depreciation was lower than was budgeted, mainly due to an adjustment to DJPR’s depreciation funding.

Interest expense was higher than was budgeted, mainly due to Quarterly Service Payments related to Melbourne Showgrounds Public Private Partnership.

Grants and other transfers were higher than was budgeted, mainly due to additional expenditure incurred in response to the impacts of COVID-19.

Other operating expenses were higher than was budgeted, mainly due to additional expenditure incurred in response to the impacts of COVID-19.

The net gain on non-financial assets was mainly due to revaluation of livestock.

The net loss on financial instruments and statutory receivables/payables was mainly due to holding loss on financial assets related to Arts agencies.

Other gains (losses) from other economic flows were mainly due to the revaluation of departmental employee entitlements.

Changes in non-financial assets revaluation surplus were lower than was budgeted, mainly due to reduction in fair value of land.

Other comprehensive income was lower than was budgeted, mainly due to prior-period adjustments.

### Balance sheet as at 30 June 2022

|  | 2021-22 Actual($ million) | 2021-22 Budget (i)($ million) | Variation | % | Notes |
| --- | --- | --- | --- | --- | --- |
| **Assets** |  |  |  |  |  |
| **Financial assets** |  |  |  |  |  |
| Cash and deposits | 701  | 603  | 98  | 16% | a |
| Receivables from government | 536  | 783  | (247) | -32% | b |
| Other receivables | 331  | 408  | (77) | -19% | c |
| Other financial assets | 94  | 115  | (20) | -17% | d |
| **Total financial assets** | **1,663**  | **1,909**  | **(246)** | **-13%** |  |
| **Non-financial assets**  |  |  |  |  |  |
| Inventories | 4  | 3  | 1  | 33% | e |
| Property, plant and equipment | 9,742  | 9,739  | 3  | 0% |  |
| Biological assets | 5  | 2  | 3  | 150% | f |
| Intangible assets | 2  | 37  | (35) | -95% | g |
| Other | 35  | 36  | (1) | -3% |  |
| **Total non-financial assets** | **9,788**  | **9,817**  | **(29)** | **0%** |  |
| **Total assets** | **11,451**  | **11,726**  | **(275)** | **-2%** |  |
| **Liabilities** |  |  |  |  |  |
| Payables | 624  | 921  | (297) | -32% | h |
| Borrowings | 400  | 408  | (8) | -2% |  |
| Provisions | 206  | 194  | 13  | 7% | i |
| **Total liabilities** | **1,231**  | **1,522**  | **(292)** | **-19%** |  |
| **Net assets** | **10,220**  | **10,204**  | **16**  | **0%** |  |
| **Equity** |  |  |  |  |  |
| Accumulated surplus/(deficit) | (372) | (493) | 120  | -24% | j |
| Reserves | 7,545  | 7,547  | (2) | 0% |  |
| Contributed capital | 3,048  | 3,150  | (102) | -3% |  |
| **Total Equity** | **10,220**  | **10,204**  | **16**  | **0%** |  |

Note:

(i) The 2021-22 budget figures have been restated to reflect the 2021 actual closing balances.

Explanation for major variations between 2021-22 Actual and 2021-22 Budget are as follows:

Cash and deposits were higher than was budgeted, mainly due to increased donations received within Arts agencies and prior‑period adjustments.

Receivables from government were lower than was budgeted, mainly due to payments made to support responses to the impacts of COVID-19.

Other receivables were lower than was budgeted, mainly due to movement in the inter-entity account.

Other financial assets were lower than was budgeted, mainly due to decrease in equity investments in Arts agencies.

Inventories were higher than was budgeted, mainly due to increased stocks within Arts agencies.

Biological assets were higher than was budgeted, mainly due to revaluation of livestock.

Intangible assets were lower than was budgeted, mainly due to prior-period adjustments.

Payables were lower than was budgeted, mainly due to payment made to support responses to the impacts of COVID-19.

Provisions were higher than was budgeted, mainly due to the increase in employee entitlement provisions and the recognition of Make Good provisions.

Accumulated deficit was lower than was budgeted, mainly due to additional grants funding received for events and the Plantations Investment Strategy.

### Statement of cash flows for the financial year ended 30 June 2022

|  | 2021-22 Actual ($ million) | 2021-22 Budget ($ million) | Variation | % | Notes |
| --- | --- | --- | --- | --- | --- |
| **Cash flows from operating activities** |  |  |  |  |  |
| **Receipts** |  |  |  |  |  |
| Receipts from Government | 10,992  | 2,451  | 8,541  | 348% | a |
| Receipts from other entities | 329  | 130  | 199  | 153% | b |
| Interest received | 10  | 11  | (1) | -9% | c |
| Other receipts | 52  | 29  | 24 | 83% | d |
| **Total receipts** | **11,383**  | **2,620**  | **8,763**  | **334%** |  |
| **Payments** |  |  |  |  |  |
| Payments of grants and other transfers | (9,693) | (1,542) | (8,151) | 529% | e |
| Payments to suppliers and employees | (1,426) | (1,055) | (372) | 35% | f |
| Interest and other costs of finance paid | (35)  | (27) | (8)  | 30% | g |
| **Total payments** | **(11,154)** | **(2,624)** | **(8,530)** | **325%** |  |
| **Net cash flows from / (used in) operating activities** | **229**  | **(4)** | **233**  | **>-100%** |  |
| **Cash flows from investing activities** |  |  |  |  |  |
| Net investment | (4) | (0) | (4) | >100% | h |
| Payments for non-financial assets | (54) | (96) | 41  | -43% | i |
| Proceeds from sale of non-financial assets | 3  |  –  | 3  | >100% | j |
| Net loans to other parties | 68  | 3  | 65  | >100% | k |
| **Net cash flow from / (used in) investing activities** | **12**  | **(93)** | **105**  | **-113%** |  |
| **Cash flows from financing activities** |  |  |  |  |  |
| Owner contributions by State Government | (58) | 59  | (118) | -200% | l |
| Repayment of leases and service concession liabilities | (21) | (11) | (11) | 100% | m |
| Net borrowings | (116) | (4) | (112) | >100% | n |
| **Net cash flows from / (used in) financing activities** | **(195)** | **45**  | **(240)** | **-533%** |  |
| **Net increase / (decrease) in cash and cash equivalents** | **46**  | **(52)** | **98**  | **-188%** |  |
| Cash and cash equivalents at the beginning of the financial year | 655  | 655  |  –  | 0% |  |
| **Cash and cash equivalents at the end of the financial year** | **701**  | **603**  | **98**  | **16%** |  |

Explanation for major variations between 2021-22 Actual and 2021-22 Budget are as follows:

Cash inflows for Receipts from Government were higher than was budgeted, mainly due to additional funding received to support responses to the impacts of COVID-19.

Cash inflows for Receipts from other entities were higher than was budgeted, mainly due to additional revenue received for events and the Plantations Investment Strategy.

Cash inflows for Interest received were lower than was budgeted, mainly due to reduced cash balances within Arts agencies.

Cash inflows for Other receipts were higher than was budgeted, mainly due to increased donations received within Arts agencies.

Cash outflows for Payments of grants and other transfers were higher than was budgeted, mainly due to additional expenditure incurred in response to the impacts of COVID-19.

Cash outflows for Payments to suppliers and employees were higher than was budgeted, mainly due to additional expenditure incurred in response to the impacts of COVID-19.

Cash outflows for Interest and other costs of finance paid were higher than was budgeted, mainly due to Quarterly Service Payments related to Melbourne Showgrounds Public Private Partnership.

Cash outflows for Net investment were higher than was budgeted, mainly due to holding loss on financial assets related to Arts agencies.

Cash outflows for Payments for non-financial assets were lower than was budgeted, mainly due to prior-period adjustments.

Cash inflows for Proceeds from sale of non-financial assets were higher than was budgeted, mainly due to proceeds from asset disposals.

Cash inflows for Net loans to other parties were higher than was budgeted, mainly due to the receipts of loan repayments associated with the Rural Assistance Commissioner concessional loans scheme.

Cash inflows for Owner contributions by State Government were lower than was budgeted, mainly due the application of depreciation equivalent to fund capital projects.

Cash outflows for Repayment of leases and service concession liabilities were higher than was budgeted, mainly due to the payment for VicFleet leases and Quarterly Service Payments related to Melbourne Showgrounds Public Private Partnership.

Cash outflows for Net borrowings were higher than was budgeted, mainly due to the loan repayments associated with the Rural Assistance Commissioner concessional loans scheme.

### Statement of changes in equity for the financial year ended 30 June 2022

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Accumulatedsurplus/deficit($ million) | Contributions by owners($ million) | Revaluation surplus($ million) | Otherreserves($ million) | Total($ million) |
| **Actual result** |  |  |  |  |  |
| Opening balance 1 July 2021 (Actual) | (447) | 3,090  | 6,983  | 561  | 10,188  |
| Comprehensive result | 74  | 0 | (12) | 12  | 75  |
| Transaction with owners in their capacity as owners | 0 | (43) | 0 | 0 | (43) |
| **Closing balance 30 June 2022 (Actual)** | **(372)** | **3,048**  | **6,971**  | **574**  | **10,220**  |
| **Initial Budget result** |  |  |  |  |  |
| Opening balance 1 July 2021 (Budget) | (447) | 3,090  | 6,983  | 561  | 10,188  |
| Comprehensive result | (46) | 0 | (1) | 3  | (44) |
| Transaction with owners in their capacity as owners | 0 | 59  | 0 | 0 | 59  |
| **Closing balance 30 June 2021 (Budget) (i)** | **(493)** | **3,150**  | **6,983**  | **564**  | **10,204**  |

Note:

The 2022 budget figures have been restated to reflect the 2021 actual closing balances.

### Administered items statement for the financial year ended 30 June 2021

|  | 2021-22 Actual($ million) | 2021-22 Budget ($ million) | Variation | % | Notes |
| --- | --- | --- | --- | --- | --- |
| **Administered Income** |  |  |  |  |  |
| Appropriations – Payments made on behalf of the State | 89  | 77  | 13  | 17% | a |
| Sale of goods and services | 113  | 108  | 6  | 6% | b |
| Grants | 873  | 636  | 237  | 37% | c |
| Interest  | 2  | 10  | (9) | -90% | d |
| Other income | 148  | 144  | 4  | 3% |  |
| **Total Administered Income** | **1,226**  | **975**  | **250**  | **26%** |  |
| **Administered Expenses**  |  |  |  |  |  |
| Expenses on behalf of the State | 30  | 20  | 10  | 50% | e |
| Grants and other transfers | 851  | 643  | 209  | 33% | f |
| Payments into the Consolidated Fund | 328  | 265  | 63  | 24% | g |
| Interest expense | 40  | 37  | 2  | 5% | h |
| **Total Administered Expenses** | **1,249**  | **965**  | **285**  | **30%** |  |
| **Income less expenses** | **(24)** | **11**  | **(34)** | **-309%** |  |
| **Other economic flows included in net result** |  |  |  |  |  |
| Net gain/(loss) on non-financial assets | (10) |  –  | (10) | >-100% | i |
| Net gain/(loss) on financial instruments and statutory receivables/payables | 20  | (0) | 20  | >-100% | j |
| **Total other economic flows included in net result** | **10**  | **(0)** | **10**  | **>-100%** |  |
| **Net result** | **(13)** | **11**  | **(24)** | **-218%** |  |
| **Other economic flows – other comprehensive income** |  |  |  |  |  |
| Other | 99  |  –  | 99  | >100% | k |
| **Total other economic flows – Other comprehensive income** | **99**  |  **–**  | **99**  | **>100%** |  |
| **Comprehensive result** | **85**  | **11**  | **75**  | **>100%** |  |
| **Administered Assets** |  |  |  |  |  |
| Cash and deposits | 8  | 8  |  –  | 0% |  |
| Receivables | 350  | 362  | (12) | -3% |  |
| Investments accounted for using the equity method | 11  | 11  |  –  | 0% |  |
| **Total administered assets** | **368**  | **381**  | **(13)** | **-3%** |  |
| **Administered Liabilities** |  |  |  |  |  |
| Payables | 80  | 76  | 3  | 4% |  |
| Borrowings | 433  | 435  | (2) | 0% |  |
| **Total administered liabilities** | **513**  | **512**  | **1**  | **0%** |  |
| **Net assets** | **(145)** | **(131)** | **(14)** | **11%** |  |

Explanation for major variations between 2021-22 Actual and 2021-22 Budget are as follows:

Appropriations – Payments made on behalf of the State were higher than was budgeted, mainly due to the reclassification of Melbourne Exhibition Centre Expansion project into the administered entity.

Sale of goods and services was higher than was budgeted, mainly due to additional revenue received for Section 29 agreements.

Grants revenue was higher than was budgeted, mainly due to Commonwealth revenue received for the Local Councils Financial Assistance Grants program.

Interest revenue was lower than was budgeted, mainly due to the Melbourne Convention Centre Development project.

Expenses on behalf of the State were higher than was budgeted, mainly due to the reclassification of Melbourne Exhibition Centre Expansion project into the administered entity.

Grants and other transfers were higher than was budgeted, mainly due to the payment of Commonwealth grants for the Local Councils Financial Assistance Grants program.

Payments into the Consolidated Fund were higher than was budgeted, mainly due to additional payment received for Section 29 agreements.

Interest expense was higher than was budgeted, mainly due to the reclassification of Melbourne Exhibition Centre Expansion project into the administered entity.

Net loss on non-financial assets was mainly due to disposal of fixed assets.

Net gain on financial instruments and statutory receivables/payables was mainly due to reduction in doubtful debts.

Other comprehensive income was higher than was budgeted, mainly due to asset revaluation in PNFC entities.

# 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 new and existing capital projects for departments and the broader Victorian public sector is contained in the most recent Budget Paper No. 4 State 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 2022

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
| Screen Industry Strategy (statewide) | Dec-21 | Dec-21 | Feb-22 | The project completion date reflects the impact of coronavirus (COVID-19). | 46.000 | 45.883 | 45.883 | 0.000 |  |
| Melbourne Park Redevelopment Stage Three (Melbourne) | Jun-21 | Jun-22 | Jun-22 |  | 271.555 | 296.027 | 296.027 | 0.000 |  |
| Victoria: The Basketball Capital of Australia – John Cain Arena Upgrade | Jun-21 | Jun-22 | Jun-22 |  | 13.000 | 13.000 | 13.000 | 0.000 |  |

\* Total estimated investment

### Capital projects reaching financial completion during the financial year ended 30 June 2022

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
| Australian Centre for the Moving Image Redevelopment (Melbourne) | Feb-21 | Feb-22 | 39.804 | 39.804 | 39.804 | 0.000 |  |
| Melbourne Exhibition Centre Stage Two Development (Southbank) | Jul-18 | Dec-21 | 205.000 | 168.700 | 168.430 | (0.270) |  |
| Melbourne Park Redevelopment Stage Two (Melbourne) | Sep-19 | Dec-21 | 338.151 | 338.121 | 338.121 | 0.000 |  |

\* Total estimated investment

# Appendix 3: Victorian Government Trade and Investment Network

Victoria’s global engagement is supported by the Victorian Government Trade and Investment (VGTI) network, with offices located in strategic international locations across 14 countries.

In May 2022, the Victorian Government announced an office would open in Paris, France in 2023 to leverage significant economic opportunities emerging in Europe. The groundwork for registering a new office and identifying an office has commenced.

The VGTI network is headed by seven 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.

The VGTI network continues to be the largest and strongest international trade and investment office network of any Australian State or Territory with over 100 staff based overseas.

During 2021-22, two Commissioners for Victoria to the Americas were appointed as part of a strategic plan to increase the Victorian Government’s trade and investment focus in the Americas. The Victorian Government provided almost $12 million to boost resources in the United States.

* Mr Nigel Warren commenced in September 2021 as Commissioner for Victoria to the Americas based in San Francisco, with responsibility for the West Coast of the United States of America and Latin America.
* Ms Caroline Edwards commenced in November 2021 as Commissioner for Victoria to the Americas based in New York, with responsibility for the East Coast of the United States and Canada.

The Global Education Network (GEN) 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 activity. In 2021-22, the GEN was further expanded to support the international education sector in priority and emerging education markets.

In 2021-22, the VGTI network contributed to the department’s achievement of 3706 Victorian businesses participating in export and trade programs. Participants in government programs have reported actual increased exports of $627 million as a direct result of their participation. Additionally, the international network contributed to the achievement of 3358 jobs, over $401 million in wages and over $596 million in innovation expenditure generated from international investment secured through Government facilitation services and assistance.

# 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 continues to ensure its policies and practices are consistent with the VPSC’s employment standards and provide for fair treatment, career opportunities, and the early resolution of workplace issues. The department advises its employees on how to avoid conflicts of interest, how to respond to offers of gifts, and how to demonstrate the VPS values.

The DJPR Way People Matter Action Plan is developed annually in response to People Matter Survey findings to inform department-wide cultural and people engagement activities. The Plan is guided by the three themes that form a strong foundation for what we want to be known for – a values-lived culture, underpinned by safe and positive behaviours, striving for excellence in everything we do. In 2021-22 the Plan’s focus was to drive diversity and inclusion throughout DJPR workplaces, facilitate values-based contemporary ways of working, promote a strategic approach to workload management, foster psychosocial safety and resilience, and strengthen our commitment to learning and career development. The Plan was supported by our Diversity, Equality, and Inclusion Framework and strategies.

## Diversity and inclusion

The department celebrates its diverse workforce and affirms the right to equality and fairness for all team members, as well as the value that more diverse experiences and perspectives bring to our work. 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.

Over the past 12 months, the department has continued implementation of its Diversity, Equality, and Inclusion Framework. The Framework connects staff-led diversity networks and ensures the work of these groups is championed by and driven from the top levels of the department. The Framework is governed by the Diversity, Equality and Inclusion Committee and further supported by the Diversity and Inclusion team, and the staff-led Diversity and Inclusion Networks.

## Workforce inclusion targets

* The department has adopted the VPS employment targets for Aboriginal employment, disability employment and women in executive positions with the following outcomes achieved at 30 June 2022:
* The department is continuing to work towards its Aboriginal employment target, with Aboriginal people comprising 1.1 per cent of the department’s workforce on 30 June 2022, up from one per cent the year before.
* Six per cent of respondents in the department’s 2021 People Matter Survey – the agreed VPS measurement tool for disability employment – identified as having a disability, consistent with the previous year and continuing to meet the target for 2020.
* The department has exceeded its 50 per cent target for women executives, with 56 per cent on 30 June 2022, an increase from 54 per cent the previous year.

## Aboriginal Recruitment and Career Development Strategy

In the past 12 months, the department has continued to implement its 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 sets out priority actions and outcomes that will guide the department towards meeting its target of two per cent Aboriginal employment by June 2022. Of the two per cent employment target, at least 75 per cent of positions are to be ongoing, and 20 per cent should be VPS level 6 roles and above.

Achievements in 2021-22 include:

* developing and implementing the department’s Self-Determination Action Plan Framework to embed the key principles of Aboriginal self‑determination into future policies and programs across DJPR
* growing the Aboriginal Staff Network (ASN), which provides culturally appropriate support for Aboriginal team members. The ASN met in person for the first time and worked on expanding their purpose and structures to make the internal community stronger and safer for current and future staff
* providing opportunities through employment programs and pathways, including 10 Barring Djinang internships,
2 Youth Employment Scheme traineeships, and 2 Youth Employment Program traineeships
* offering cultural safety training through the Koorie Heritage Trust to all staff working with Aboriginal people and communities, with over 800 DJPR staff completing the training in 2021-22
* continuing the Auntie Mary Atkinson Scholarship Program, which provides $30,000 annually for up to four years to support Victorian Aboriginal students at the undergraduate or postgraduate level
* acknowledging National Reconciliation Week with a conversation and video featuring DJPR team members at an all-staff livestream event.

## Compliance with the *Disability Act 2006*

The *Disability Act 2006* (Vic) 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 the past 12 months, the department continued implementation of 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 employment targets of six per cent by 2020 and 12 per cent by 2025
3. Modelling positive attitudes and best practice to include people with disability.

In making progress against the goals of the department’s plan this year we:

* continued to partner with the Australian Network on Disability (AND) to provide mentoring for jobseekers with disability and online awareness training available to all DJPR team members
* continued a pilot program to prioritise positions for people with a disability in partnership with the DJPR Enablers Network, with over 40 roles advertised and 15 people with disability appointed as of June 2022
* provided employment pathways for people with disability, including three Youth Employment Scheme traineeships, six Youth Employment Program traineeships, and six graduate placements through DJPR’s Graduate Program
* implemented recommendations from DJPR’s first AND Access and Inclusion Index benchmarking submission, including starting the accreditation process for Disability Confident Recruiter status
* mentored ten jobseekers with disability in the 2021 Positive Action Towards Career Engagement (PACE) Mentoring Program
* continued to offer a suite of training, including disability confidence training completed by 70 participants, and training to support the creation of accessible digital content
* supported the work of our staff-led Enablers Network for people with disability and allies, including hosting a VPS career development and networking forum with guest speaker Tony Clark
* celebrated International Day of People with Disability with a DJPR Enablers Network event where members shared their lived experiences of disability and a VPS panel discussion with Associate Secretary Penelope McKay sharing DJPR’s experience of the Access and Inclusion benchmarking index.

The department is continuing to work towards its 12 per cent disability employment target by 2025, having met the 2020 target as people with disability comprised six per cent of respondents in the 2020 People Matter Survey.

## Gender Equality

The department’s Gender Equity Project continued to align gender equality programs across the department with the objectives of the *Gender Equality Act 2020* (Vic). Gender equality progress includes:

* exceeding the department’s target of 50 per cent women in executive positions (with 56 per cent women executives in June 2022)
* submission of DJPR’s Gender Equality Action Plan (GEAP) 2022-2025 and workplace gender audit, with both assessed as compliant by the Commission for Gender Equality in the Public Sector
* delivering consultations for the GEAP with over 300 team members providing feedback, including through a Gender Equality Survey in October 2021, and four focus groups in collaboration with GenderWorks Australia in December 2021
* participating in the Gender Equality Voluntary Reporting Program pilot through the Workplace Gender Equality Agency (WGEA), to inform the development of the GEAP
* establishing DJPR’s Gender Equality and Respect Working Group with representation from across the department to shape actions and support implementation of the GEAP
* setting a new target to halve DJPR’s gender pay gap by 2026 and annually report on progress to the Executive Board and all DJPR staff
* launching the GEAP to all staff in June 2022
* celebrating International Women’s Day with an internal communications campaign and 140 participants attending IPAA Victoria’s International Women’s Day Gala Dinner
* continuing to support the staff-led Gender Equality Network for Everyone (GENE), and intersecting staff-led networks that align to the actions in the GEAP
* completion of online unconscious bias awareness training by over 370 team members.

## Further Inclusion Activities

The department continued to deliver on its LGBTIQ Inclusion Strategy 2018-21. Progress included:

* completing benchmarking through the Australian Workplace Equality Index to identify key areas of strength and opportunity
* providing employment pathways for young LGBTIQ+ people, including 16 traineeships through the Youth Employment Program
* continuing to make LGBTIQ+ inclusion training available to all staff, with an eLearning completed by over 60 team members in 2021-22
* supporting the growth of the Gen-SHED on the VPS Innovation Network, a peer-support network for trans, non-binary and gender diverse team members led by the department’s Pride Network
* continuing to support the Pride Network’s activities, including hosting a mindfulness and reflection session on Transgender Day of Remembrance in November 2021 with over 50 attendees to promote understanding of the lived experience of trans, intersex and non‑binary people.

The department continued to implement its Multicultural Diversity Action Plan 2018-21. Achievements included:

* making training available to all staff, including the launch of a new Cultural Inclusion eLearn, with over 175 team members completing this online learning
* supporting the launch and growth of the department’s new staff-led People of Colour Network, including delivery of two quarterly forums and development of its annual work plan
* commencing the refresh of DJPR’s Multicultural Diversity Action Plan, informed by consultations including four focus groups, Cultural Diversity Week discussions, and engagement with the department’s People of Colour Network
* providing employment pathways for culturally and linguistically diverse (CALD) people, including three internships for refugees and asylum seekers, and 26 traineeships through the Youth Employment Program.

A full report of initiatives and achievements in multicultural affairs is reported annually to the Minister for Multicultural Affairs (as per the *Multicultural Victoria Act 2011* (Vic)).

## Safety and wellbeing

The department is committed to ensuring that safety is integral within the workplace 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 Management 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:

* virtual facilitated discussions about returning to the workplace for managers, providing an opportunity to discuss practical ways to navigate hybrid working. A total of 352 managers participated
* a range of valuable health and wellbeing services, including:
* the Ergonomic Essentials program – designed to increase awareness of ergonomics and get staff moving more as they transition to hybrid working. The program included 154 ergonomic assessments, stretch sessions attended by 129 staff and ergonomic workshops attended by 67 staff
* wellbeing and productivity workshops – designed to support and optimise staff wellbeing and productivity across 10 different sessions with topics varying from gut health to resilience and sleep. These were attended by 1121 staff
* ‘Mid-year reset’ which focused on encouraging staff to adopt healthier habits. Across 28 sessions 408 staff attended
* ‘Spring into September’ which encouraged staff to get involved in activities and initiatives to improve their mental and physical fitness, while helping them stay socially connected. Across 25 sessions 1129 staff attended
* R U OK? Day – 501 staff participated in the all-staff event focusing on looking after themselves and others
* seasonal flu vaccinations – with 950 vouchers redeemed and 91 staff reimbursed.
* regular 15-minute mindfulness sessions aimed at providing employees with techniques to effectively decrease stress and anxiety levels, increase productivity, and improve the ability to focus. 492 staff attended across 62 sessions from March to June 2022
* a coffee roulette program with 117 active participants and 1286 pairings. This program encourages uplifting conversations, designed to replace those incidental ‘water cooler’ conversations staff have when working onsite
* two ‘Movement Challenges’ with a combined 617 departmental participants
* virtual training sessions for managers on Creating a Mentally Healthy Workplace (22 sessions delivered to 364 managers), and Building a Positive and Professional Workplace (two sessions delivered to 20 managers).
* online training modules for staff on Appropriate Workplace Behaviour, Sexual Harassment, Occupational Health and Safety (OH&S) induction, and Creating a Mentally Healthy Workplace continue to be utilised by staff
* safety and wellbeing services, including fitness and nutritional information, through the Be-Well Live-Well portal, which has 2551 active users
* safety and wellbeing Inductions for new starters presented every month
* bespoke mental health supportive interventions for high-risk individuals and groups
* an Employee Assistance Program (EAP) used by over 16 per cent of the department’s workforce
* virtual (interactive) training sessions for managers on the use of the Safety Incident Management System (SIMS). A total of 104 staff attended
* A virtual Health and Safety Representative Forum with 160 staff participating. The theme was ‘Work Wellbeing’ which focused broadly on mental health and wellbeing, and more specifically on workload management.

An external review of the department’s Safety Framework’s behavioural safety drivers was also completed,

## Safety Incident Management System (SIMS)

The department’s online Safety Incident Management System (SIMS) functionality was improved to enhance user experience. It also included an enhanced process to allow staff to report inappropriate behaviour and mental health and wellbeing concerns in a safe and confidential way.

Over the last 12 months, the following were recorded in SIMS, with a further breakdown of data provided in Table 1:

* 653 incidents (461 of these were COVID-19 related incidents)
* 200 hazards (120 of these were COVID-19 related hazards)
* 34 WorkSafe notifiable incidents (28 of these were COVID-19 related incidents)
* 673 event investigations
* 625 actions closed
* 255 safety inspections completed
* 38 new risks across 35 risk categories
* 113 safety meetings.

Of note, there has been an increase in the All Incident Rate over the past 12 months (Table 2), (Table 3). Approximately 66 per cent of all incidents and hazards were COVID-19 related reports. Regular training sessions continue to be provided to all staff on the department’s incident management system.

## 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 Injury Management Team provided advice and support to 246 DJPR staff in 2021-22.

In 2021-22, the department received 23 Standard Claims, six relating to mental injury and 18 resulting in lost time from work. There are three claims that have an ongoing incapacity for any work, and all are recent mental injury claims with a plan to return soon.

The department’s WorkCover Premium will increase in 2021-22, primarily due to an increase in staff remuneration costs. While the premium cost is increasing, the department achieved a saving on the 2022-23 WorkCover Premiums due to its performance rating being 14.97 per cent better than the industry standard. Most claimants impacting the premium have made a successful transition back to work which has contributed to this above average performance rating.

#### Table 1

| Measure | Key Performance Indicators | 2021-22 |
| --- | --- | --- |
| **Incidents** | Number of incidents | 653 |
|  | Rate per 100 full-time equivalent (FTE) | 1.42 |
|  | No. of incidents requiring first aid and/or further medical treatment | 120 |
| **Hazards** | Number of Hazards | 200 |
|  | Rate per 100 full-time equivalent (FTE) | 0.44 |
| **Claims1** | Number of standard claims2 | 23 |
|  | Rate per 100 FTE | 0.63 |
|  | Number of lost time claims3 | 18 |
|  | Rate per 100 FTE | 0.50 |
|  | Number of claims exceeding 13 weeks4 | 8 |
|  | Rate per 100 FTE | 0.22 |
| **Fatalities** | Fatality claims | 0 |
| **Claims costs5** | Average cost per standard claim6 | $54,627 |
| **Return to work7** | Percentage of claims with RTW plan <30 days | 73 |
| **Management commitment** | Evidence of OH&S policy statement, OH&S objectives, regular reporting to senior management of OH&S, and OH&S plans (signed by CEO or equivalent). | Completed |
|  | Evidence of OH&S 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 | 4 |
| **Risk Management** | Percentage of internal audits/inspections conducted as planned.  | 70.83% |
|  | Percentage of reported incidents and hazards investigated  | 77% |
|  | No. of Improvement Notices issued across the Department by WorkSafe Inspector. | 0 |
|  | Percentage of issues identified and actioned arising from: |  |
|  | Internal audits | 100% |
|  | HSR provisional improvement notices, and | 100% |
|  | WorkSafe notices. | 100% |
|  | Management training | 69% |
|  | 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 DXC Claim Management Services, the department’s authorised WorkCover agent. FTE for claim data is 3631\*\*\*\*, taken at 30 June 2022.

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 (VWA) Insurer (that is: once the employer has paid the 10-day excess) at the time of extraction. Lost time claims are a subset of standardised claims. Under threshold claims are excluded from this figure

Thirteen-week claims is a measure of the number of claims exceeding 65 days’ compensation. This measure reflects claims made with former departments in the prior 6-18 months (2021 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 2019 and 31 December 2021 (claims that impact the 2022-23 WorkCover Premium), calculated as of 30 June 2022. 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 2021-22 by DJPR.

#### Table 2



#### Table 3



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

The department has a constructive working relationship with the Community and Public Sector Union (CPSU) and is committed to an industrial relations approach based on consultation and cooperation between the department, employees, and their industrial representatives. During the 2021-22 year, the department recorded no time lost through industrial disputes.

## Compliance with the *Carers Recognition Act 2012* (Vic)

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 and use of flexible work arrangements, which assists carers to meet their obligations.

## Workforce support during the department’s emergency response

DJPR’s People and Culture branch supported the department’s quick deployment of its COVID-19 surge workforce, through rapid workforce design and recruitment to stand up and support management of new teams. This included managing a significant number of mobility assignments and redeploying staff to priority projects.

Further, a range of initiatives were delivered to support employee safety, wellbeing, and resourcing for emergency response during the Victorian avian influenza and other biosecurity emergencies as well as the COVID-19 pandemic.

As part of efforts to minimise the spread of COVID-19, the majority of DJPR staff members were supported to transition to remote working arrangements in March 2020. Throughout the changing environment of the pandemic in 2021-22, the department has implemented a range of safety, wellbeing, training and development initiatives to support the evolving transition between remote working and hybrid working. Strategies were implemented to ensure compliance with government restrictions and directives to further support safety and wellbeing.

The department has continued to update the COVID-19 Information Hub, and Virtual Teams Initiative intranet pages to provide ease of access to continually evolving information and support. Resources include:

* tips on how to set up a healthy work environment
* a 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.

In response to the avian influenza and other biosecurity emergency responses, the department delivered:

* a range of support services for staff involved in response efforts and staff and their families impacted by the emergency response, including access to one-on-one EAP sessions, targeted group wellbeing and counselling sessions, and support for flexible work arrangements
* deployment of staff to the Control Centres, including deployment for OHS oversight and allocation of Regional Safety Advisors into safety operational roles.

## Annual report tables 2021-22

### 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 2022 as compared with June 2021.

#### Table 1: Details of employment levels in June 2022 (DJPR)

|  | June 2022 | June 2021 |
| --- | --- | --- |
|  | All employees | Ongoing | Fixed term and casual | All employees | Ongoing | Fixed term and casual |
|  | Number(headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number(headcount) | FTE | Number(headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number(headcount) | FTE |
| **Gender** |
| Women | 2342 | 2223.0 | 1169 | 312 | 1385.6 | 861 | 837.4 | 2146 | 2019.4 | 1117 | 320 | 1341.7 | 709 | 677.7 |
| Men | 1504 | 1480.7 | 949 | 58 | 990.8 | 497 | 489.9 | 1512 | 1479.8 | 997 | 66 | 1043.9 | 449 | 436.0 |
| Self-described | 4 | 3.8 | 2 | –  | 2.0 | 2 | 1.8 | 4 | 4.0 | 2 | – | 2.0 | 2 | 2.0 |
| **Age** |
| 15-24 | 122 | 120.9 | 36 | –  | 36.0 | 86 | 84.9 | 128 | 124.9 | 41 | – | 41.0 | 87 | 83.9 |
| 25-34 | 871 | 851.1 | 378 | 41 | 405.6 | 452 | 445.6 | 801 | 773.8 | 376 | 38 | 401.7 | 387 | 372.1 |
| 35-44 | 1123 | 1064.7 | 546 | 158 | 659.2 | 419 | 405.5 | 1036 | 976.9 | 526 | 150 | 633.0 | 360 | 343.9 |
| 45-54 | 1077 | 1035.4 | 680 | 119 | 761.9 | 278 | 273.5 | 989 | 951.3 | 644 | 111 | 721.2 | 234 | 230.1 |
| 55-64 | 574 | 557.3 | 412 | 43 | 442.1 | 119 | 115.2 | 617 | 590.7 | 456 | 73 | 507.8 | 88 | 83.0 |
| 65+ | 83 | 78.1 | 68 | 9 | 73.6 | 6 | 4.5 | 91 | 85.6 | 73 | 14 | 82.9 | 4 | 2.8 |
| **VPS 1-6 grades** |
| VPS 1 | 6 | 5.3 | –  | –  | – | 6 | 5.3 | 74 | 70.5 | – | – | – | 74 | 70.5 |
| VPS 2 | 247 | 232.6 | 77 | 24 | 92.9 | 146 | 139.7 | 256 | 232.8 | 101 | 29 | 120.0 | 126 | 112.8 |
| VPS 3 | 436 | 412.5 | 205 | 55 | 239.2 | 176 | 173.3 | 412 | 383.3 | 226 | 66 | 269.2 | 120 | 114.1 |
| VPS 4 | 913 | 878.0 | 449 | 100 | 519.7 | 364 | 358.3 | 861 | 823.7 | 447 | 101 | 518.7 | 313 | 304.9 |
| VPS 5 | 1120 | 1080.4 | 578 | 104 | 653.1 | 438 | 427.3 | 1024 | 988.0 | 585 | 108 | 664.0 | 331 | 324.0 |
| VPS 6 | 865 | 839.4 | 566 | 75 | 620.0 | 224 | 219.4 | 809 | 782.9 | 547 | 70 | 597.3 | 192 | 185.6 |
| **Senior employees** |
| STS | 40 | 39.6 | 34 | 1 | 34.6 | 5 | 5.0 | 34 | 33.6 | 30 | 1 | 30.6 | 3 | 3.0 |
| PS | 14 | 12.3 | 10 | 3 | 11.5 | 1 | 0.8 | 16 | 13.8 | 11 | 4 | 13.0 | 1 | 0.8 |
| Executives | 209 | 207.3 | 201 | 8 | 207.3 | –  | –  | 176 | 174.7 | 169 | 7 | 174.7 | – | – |
| Other | – | – | – | – | – | – | – |  |  |  |  |  |  |  |
| **Total employees** | **3850** | **3707.5** | **2120** | **370** | **2378.3** | **1360** | **1329.1** | **3662** | **3503.3** | **2116** | **386** | **2387.6** | **1160** | **1115.7** |

Notes:

FTE means full-time equivalent.

All figures reflect employment levels during the last full pay period in June 2022.

Excluded are those on leave without pay or absent on secondment, external contractor/consultants, temporary employees hired
by employment agencies, and statutory appointees.

Eight employees were acting in long term senior positions at the last full pay period in June 2022.

#### Table 2: Details of employment levels in June 2022 (Latrobe Valley Authority)

|  | June 2022 | June 2021 |
| --- | --- | --- |
|  | All employees | Ongoing | Fixed term and casual | All employees | Ongoing | Fixed term and casual |
|  | Number (headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number(headcount) | FTE | Number(headcount) | FTE | Full-time (headcount) | Part-time (headcount) | FTE | Number(headcount) | FTE |
| **Gender** |
| Women | 14 | 14.0 | 4 |  – | 4.0 | 10 | 10.0 | 23 | 21.9 | 3 |  | 3.0 | 20 | 18.9 |
| Men | 21 | 19.7 | 5 | 1.0 | 5.5 | 15 | 14.2 | 15 | 15.0 | 5 |  | 5.0 | 10 | 10.0 |
| Self-described | – | – | – | – | – | – | – | – | – | – |  | – | – | – |
| **Age** |
| 15-24 | – | – | – | – | – | – | – | 2 | 2.0 | – |  | – | 2 | 2.0 |
| 25-34 | 5 | 4.6 | 1 |  – | 1.0 | 4 | 3.6 | 7 | 7.0 | 1 |  | 1.0 | 6 | 6.0 |
| 35-44 | 5 | 4.8 | 2 | –  | 2.0 | 3 | 2.8 | 5 | 4.4 | 1 |  | 1.0 | 4 | 3.4 |
| 45-54 | 13 | 13.0 | 4 | –  | 4.0 | 9 | 9.0 | 12 | 12.0 | 2 |  | 2.0 | 10 | 10.0 |
| 55-64 | 10 | 9.3 | 1 | 1.0 | 1.5 | 8 | 7.8 | 10 | 9.5 | 2 |  | 2.0 | 8 | 7.5 |
| 65+ | 2 | 2.0 | 1 | –  | 1.0 | 1 | 1.0 | 2 | 2.0 | 2 |  | 2.0 | – | – |
| **VPS 1-6 grades** |
| VPS 1 | – | – | – | – | – | – | – | 1 | 1.0 | – |  | – | 1 | 1.0 |
| VPS 2 | 2 | 2.0 |  – | –  | –  | 2 | 2.0 | – | – | – |  | – | – | – |
| VPS 3 | 2 | 2.0 |  – | –  | –  | 2 | 2.0 | 2 | 2.0 | – |  | – | 2 | 2.0 |
| VPS 4 | 7 | 6.6 | 2 | – | 2.0 | 5 | 4.6 | 12 | 11.6 | 1 |  | 1.0 | 11 | 10.6 |
| VPS 5 | 11 | 10.8 | 3 | – | 3.0 | 8 | 7.8 | 12 | 11.3 | 1 |  | 1.0 | 11 | 10.3 |
| VPS 6 | 8 | 7.8 | 1 | – | 1.0 | 7 | 6.8 | 7 | 7.0 | 3 |  | 3.0 | 4 | 4.0 |
| **Senior employees** |
| STS | 1 | 1.0 | –  | –  | –  | 1 | 1.0 | 1 | 1.0 | – |  | – | 1 | 1.0 |
| PS | –  | –  | –  | –  | –  | –  | –  | – | – | – |  | – | – | – |
| Executives | 4 | 3.5 | 3 | 1.0 | 3.5 | –  | –  | 3 | 3.0 | 3 |  | 3.0 | – | – |
| Other | – | – | – | – | – | – | – | – | – | – |  | – | – | – |
| **Total employees** | **35** | **33.7** | **9** | **1.0** | **9.5** | **25** | **24.2** | **38** | **36.9** | **8** |  | **8.0** | **30** | **28.9** |

Notes:

FTE means full-time equivalent.

All figures reflect employment levels during the last full pay period in June 2022.

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 | – | – | 1 |
| $160 000 – $179 999 | 2 | 5 | 4 |
| $180 000 – $199 999 | 82 | 21 | 6 |
| $200 000 – $219 999 | 37 | 8 | 2 |
| $220 000 – $239 999 | 33 | 5 | 1 |
| $240 000 – $259 999 | 12 | 1 | – |
| $260 000 – $279 999 | 12 | – | – |
| $280 000 – $299 999 | 10 | – | – |
| $300 000 – $319 999 | 2 | – | – |
| $320 000 – $339 999 | 2 | – | – |
| $340 000 – $359 999 | 6 | – | – |
| $360 000 – $379 999 | 4 | – | – |
| $380 000 – $399 999 | 4 | – | – |
| $400 000 – $419 999 | – | – | – |
| $420 000 – $439 999 | 2 | – | – |
| $440 000 – $459 999 | – | – | – |
| $460 000 – $479 999 | – | – | – |
| $480 000 – $499 999 | – | – | – |
| >$500,000 | 1 | – | – |
| **Total** | **209** | **40** | **14** |

Notes:

The salaries reported above are for the full financial year, at a 1-FTE rate, and excludes superannuation.

There are two employees on a part-time basis at a 0.9 FTE rate, four at a 0.8 FTE rate, one at a 0.7 FTE rate, one at 0.6 FTE rate, and four that are funded at 0.5 FTE 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 | 1 | – | – |
| $160 000 – $179 999 | – | – | – |
| $180 000 – $199 999 | 2 | – | – |
| $200 000 – $219 999 | – | – | 1 |
| $220 000 – $239 999 | – | – | – |
| $240 000 – $259 999 | 1 | – | – |
| $260 000 – $279 999 | – | – | – |
| $280 000 – $299 999 | – | – | – |
| **Total** | **4** | **0** | **1** |

Notes:

The salaries reported above are 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 2021-22.

|  |  |  |
| --- | --- | --- |
| Workforce inclusion policy initiative | Target | Actual on 30 June 2021 |
| # Staff identifying as Aboriginal and/or Torres Strait Islander  | 2% | 1.1%  |
| # Staff identifying as having a disability | 12% | 6% |
| Gender profile at executive levels | 50% women50% men | 56% women44% men |

Notes:

The agreed VPS measure for disability employment targets continues to be the annual People Matter Survey (PMS). The 2021 PMS reported that 6 per cent of respondents had a disability.

For the gender profile, the self-described gender category is nil for Executive Officers.

## Executive data

For a department, a member of the Senior Executive Service (SES) is defined as a person employed as an executive under Part 3 of the *Public Administration Act 2004* (PAA). For a public body, an executive is defined as a person employed 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 SES does not include a statutory office holder or an Accountable Officer.

The following tables disclose the SES of the department and its portfolio agencies for 30 June 2022:

* Table 1 discloses the total numbers of SES 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 SES for the department, broken down into gender (DJPR)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | All | Women | Men | Self-described |
| **Class** |  | **No.** | **Var.** | **No.** | **Var.** | **No.** | **Var.** | **No.** | **Var.** |
| SES3 |  | 18 | 6 | 7 | 3 | 11 | 7 | 0 | 0 |
| SES2 |  | 67 | 1 | 34 | 2 | 33 | -1 | 0 | 0 |
| SES1 |  | 124 | 26 | 77 | 18 | 47 | 8 | 0 | 0 |
| **Total** |  | **209** | **33** | **118** | **23** | **91** | **14** | **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 SES, and the total remuneration paid to SES 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)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 2022 | 2021 |
|  | Executives (financial statement Note 9.8) | 247 | 194 |
|  | Accountable Officer (Secretary) | 1 | 1 |
| Less | Separation/Leave without pay | (38) | (18) |
|  | **Total executive numbers at 30 June** | **210** | **177** |

Notes

This table excludes employees acting in Executive Officer positions as at 30 June 2022.

This table includes the Chief Financial Officer

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

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 2022 | 2021 |
|  | Executives (financial statement Note 9.8) | 3 | 2 |
|  | Accountable Officer (CEO) | 1 | 1 |
| Less | Separation/Leave without pay | 1 | – |
|  | **Total executive numbers at 30 June** | **5** | **3** |

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

|  |  | All |  | Women |  | Men |
| --- | --- | --- | --- | --- | --- | --- |
| Portfolio agencies | No. | Var. | No. | Var. | No. | Var. |
| Agriculture Victoria Services Pty Ltd | 2 | -1 | 0 | -1 | 2 | 0 |
| Australian Centre for the Moving Image | 2 | 0 | 0 | 0 | 2 | 0 |
| Australian Grand Prix Corporation Pty Ltd | 6 | -1 | 2 | 0 | 4 | -1 |
| Dairy Food Safety Victoria | 2 | 1 | 1 | 0 | 1 | 1 |
| Department of Jobs, Precincts and Regions | 209 | 0 | 118 | 0 | 91 | 0 |
| Docklands Studios Melbourne Pty Ltd | 1 | 0 | 0 | 0 | 1 | 0 |
| Emerald Tourist Railway Board | 2 | 1 | 1 | 1 | 1 | 0 |
| Fed Square Pty Ltd | 3 | 0 | 2 | 0 | 1 | 0 |
| Film Victoria | 4 | 0 | 2 | 0 | 2 | 0 |
| Game Management Authority | 2 | 0 | 0 | 0 | 2 | 0 |
| Geelong Performing Arts Centre Trust | 1 | 0 | 0 | 0 | 1 | 0 |
| Greyhound Racing Victoria | 10 | -1 | 5 | 0 | 5 | -1 |
| Harness Racing Victoria | 7 | -1 | 3 | 1 | 4 | -2 |
| Kardinia Park Stadium Trust | 1 | 0 | 0 | 0 | 1 | 0 |
| Latrobe Valley Authority | 4 | 0 | 2 | 0 | 2 | 0 |
| LaunchVic Pty Ltd | 3 | 1 | 3 | 2 | 0 | -1 |
| Melbourne and Olympic Parks Trust | 12 | 4 | 6 | 3 | 6 | 1 |
| Melbourne Convention and Exhibition Trust | 6 | -6 | 2 | -3 | 4 | -3 |
| Melbourne Convention Bureau | 1 | 0 | 1 | 1 | 0 | 0 |
| Melbourne Market Authority | 5 | 2 | 0 | 0 | 5 | 2 |
| Melbourne Recital Centre | 1 | 0 | 0 | 0 | 1 | 0 |
| Museums Victoria | 3 | 0 | 3 | 0 | 0 | 0 |
| National Gallery of Victoria | 6 | 0 | 3 | 0 | 3 | 0 |
| PrimeSafe | 1 | 0 | 0 | 0 | 1 | 0 |
| State Library of Victoria | 3 | 0 | 3 | 0 | 0 | 0 |
| State Sport Centres Trust | 3 | 0 | 3 | 1 | 0 | -1 |
| Centre for Books, Writing and Ideas Pty Ltd (The Wheeler Centre)  | 1 | 0 | 1 | 0 | 0 | 0 |
| Veterinary Practitioners Registration Board of Victoria | 1 | 0 | 1 | 0 | 0 | 0 |
| VicForests | 7 | 0 | 5 | 1 | 2 | -1 |
| Victorian Arts Centre Trust | 6 | -1 | 4 | -1 | 2 | 0 |
| Victorian Institute of Sport | 1 | 0 | 1 | 0 | 0 | 0 |
| Visit Victoria | 5 | 0 | 3 | -1 | 2 | 0 |
| **Total** | **321** | **-2** | **175** | **4** | **146** | **-6** |

Notes:

For the purpose of this table, Executive Officers are defined as employees who have significant management responsibility AND receive a TRP of $199,014 or more.

All figures reflect employment levels as at the final pay period in June 2022 unless otherwise stated.

Excluded are those on leave without pay or absent on secondment, external contractors / consultants and temporary staff employed by employment agencies.

This data is still being cross validated with workforce data at the moment and subject to change.

Melbourne Convention Bureau and Visit Victoria data was previously reported together, however this year they are listed separately.

# Appendix 5: Office-based environmental performance

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

* offices
* depots
* laboratories and research facilities.

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

The department aims to reduce environmental impacts and associated financial costs through implementation of Whole of Victorian Government (WoVG) sector pledges, staff behaviour change campaigns and environmental infrastructure improvement programs.

## Energy

|  | 2021-22 | 2020-21 | 2019-20 |
| --- | --- | --- | --- |
| **Indicator** |  |  |  |
| Electricity (excluding green power) (MJ) | 85,477,314 | 79,841,247 | 81,726,589 |
| Green power (MJ) | 399,813 | – | – |
| Natural gas (MJ) | 47,466,218 | 46,378,310 | 43,158,511 |
| LPG (MJ) | 2,495,848 | 2,517,446 | 2,361,527 |
| **Total Energy Consumption (MJ)** | **135,839,194** | **128,737,003** | **127,246,627** |
| Greenhouse gas emissions from total energy consumption (tonnes CO2-e)  | 25,814 | 26,129 | 27,733 |
| Percentage of electricity purchased as green power | 0.5% | 0 | 0 |
| Number of total reported sites | 53 | 51 | 47 |
| **Office consumption (Subset of total energy consumption)** |  |  |  |
| Office energy consumption (MJ) | 17,977,752 | 20,329,729 | 15,530,001 |
| Greenhouse gas emissions from Office energy consumption (tonnes CO2-e) | 3,874 | 4,664 | 3,658 |
| Number of FTEs | 3,707.5 | 3,503 | 2,852 |
| Office tenancy m2 (for 31 reported worksites)  | 53,263 | 44,072 | 40,153.07 |
| Units of energy used per unit of office area (MJ/m2) | 338 | 461 | 387 |
| **Units of energy used per FTE (MJ/FTE) Office based** | **4,849** | **5,803** | **5,445** |

Notes:

2019-20 numbers are from 1 July 2019 to 30 June 2020 to reflect the formation of DJPR

2020-21 numbers are from 1 April 2020 to 31 March 2021 to align with the Fringe and Benefits Tax (FBT) year and how other Departments are reporting on environmental performance to reduce the estimation requirements. The data for the previous year’s has not been adjusted to reflect the change in dates.

2021-22 numbers are from 1 April 2021 to 31 March 2022 and continue to align with the FBT year.

The net lettable area (NLA) has been adjusted at 1 Spring Street and 121 Exhibition Street to reflect office space changes of DJPR. Review of the net lettable areas will continue in 2022-23.

The total NLA is not calculated due to the varying types of facilities (laboratories, sheds, glasshouses etc).

Estimations have been used for some sites where data has not been available.

There were 6 worksites not reported due to either no data available, no longer occupied by DJPR or under construction, or being refurbished.

LPG has been reported but annual figures may not be available due to the variability of the data collection (on site storage).

DJPR does not receive base building energy data from all leased sites. Additional data from the Shared Services Provider for 1 Street Spring and 121 Exhibition base building areas has been included and will continue to be adjusted according to the NLA occupied by the department in each location. Green power is from invoice data not total generated figures at Rutherglen, Tatura and Ellinbank sites.

Comparing the DJPR regional worksites for a full year, there has been an increase of energy due to the operational activities at those sites.

The impact of staff working from home is mainly reflected in the office accommodation data.

FTE numbers are for all DJPR worksites as reported in the annual report.

### Actions and achievements

* Implemented further LED lighting upgrades throughout existing and new tenancy spaces.
* Replaced and assessed light fittings at Tatura and Hamilton worksites.
* Continued roll out of the air conditioning unit replacement program, at Rutherglen, Tatura and Ellinbank.
* Facilitated ongoing building management system and mechanical service improvements. These resulted in increased environmental capabilities for heating and cooling and enabled shutdown of areas due to COVID-19 restrictions as appropriate.
* Continued to focus on streamlining hardware and software to enable more efficient working from home.
* Replaced audio visual conferencing hardware at 27 DJPR worksites.
* Recycled and repurposed technology e-waste through Green Collect and other appropriate companies.
* Worked with the Government Emissions Coordinating Committee to commence implementation of WoVG pledges to improve the energy performance of government buildings, facilities, and infrastructure.
* Implemented energy saving systems and continued development of energy generation technology for Agriculture Victoria (Agriculture Policy and Agriculture Research).
* The energy saving systems generated 577,471.68 MJ of renewable energy for the period 1 April 2021 to 31 March 2022.

|  |  |  |
| --- | --- | --- |
| Site | System | Energy generated |
| Ellinbank – Dairy Shed | 100kW PV System | 422,773.2 MJ  |
| Tatura – Pear Orchard | 50kW Orchard Agrivoltaics | 77,349.24 MJ |
| Warrnambool – Shed | 11.5kW PV System | 54,399.6 MJ (estimated by size) |

### Future objectives

* Develop the DJPR Environmental Management System to ensure proposed reporting and data requirements and other corporate obligations are met.
* Explore opportunities for capital investment projects for the Greener Government Buildings program.
* Improve collection of baseline data and reporting of energy information and estimations.
* Plan and implement energy audit actions where appropriate.
* Invest in demonstration sites for energy generation technology, specific for the Agriculture sector. These investments include:
* Anerobic digestion of waste to produce methane
* Alternative energy storage options apart from batteries
* Ground Heat Exchange to improve heating and cooling efficiencies
* New concepts for controlled environmental facilities as alternatives to glasshouses and are striving for energy self sufficiency
* Floating solar PV systems at the Horsham Smart Farm
* Seek further ways to reduce energy consumption over the next financial year, including continuing work of WoVG pledges identified from the Government Emissions Coordinating Committee.

## Water

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2021-22 | 2020-21 | 2019-20 |
| **Indicator** |  |  |  |
| Total water consumption (kL) | 83,446 | 115,530 | 122,324 |
| Number of reported sites | 31 | 35 | 34 |
| Office water consumption (kL) | 8,053 | 22,519 | 16,113 |
| Number of FTEs | 3,707.5 | 3,503 | 2,852 |
| Units of metered water consumed in offices per FTE (kL/FTE) | 2 | 6 | 6 |
| Office tenancy m2 (for 31 reported sites) | 41,514 | 40,370 | 36,738 |
| Units of metered water consumed in offices per unit of office area (kL/m2) | 0.19 | 0.56 | 0.44 |

Notes:

2019-20 numbers are from 1 July 2019 to 30 June 2020

2020-21 numbers are from 1 April 2020 to 31 March 2021

2021-22 numbers are from 1 April 2021 to 31 March 2022

The Net Lettable area has been adjusted at 1 Spring Street and 121 Exhibition Street to reflect office space changes for DJPR.

DJPR does not receive water information for all leased worksites. The base building data from the Shared Services Provider has been included this year and shows a decrease in office water consumption.

DJPR uses but does not measure or report water sourced from bores, local waterways, and captured stormwater.

### Actions and achievements

* Completed large water system upgrades at selected regional worksites utilising surface and tank water systems.
* Identified additional water projects through Agriculture’s Master Planning and Capital Investment processes.
* Invested in reverse osmosis (RO) treatment for the supply of wastewater received from the Horsham township. This has the benefit of making research at the Horsham SmartFarm drought and climate resistant.

### Future objectives

* Review office water consumption to improve reporting capabilities.
* Seek further ways to reduce water consumption over the next financial year.

## Paper

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2021-22 | 2020-21 | 2019-20 |
| **Indicator** |  |  |  |
| **Total units of copy paper purchased (reams)** | **2,956** | **3,522** | **18,150** |
| Units of copy paper used per FTE (reams/FTE) | 0.8 | 1.01 | 6.36 |
| 75-100% recycled content | 1,950 | 572 | 16,989 |
| 50-74% recycled content | 0 | 2795.5 | - |
| 0-49% recycled content | 1,006 | 154 | 1,161 |
| Number of FTEs | 3,707.5 | 3,503.3 | 2,852 |

Notes:

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.

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

* The COVID-19 pandemic resulted in a reduction in paper purchasing.

### Future objectives

* Collaborate with COS to improve cost centre information for more accurate reporting.
* Promote Australian recycled paper consumption to improve recycled content.
* Seek further ways to reduce paper consumption over the next financial year.

## Waste and recycling

|  | 2021-22 | 2020-21 | 2019-20 |
| --- | --- | --- | --- |
| **Indicator** |  |  |  |
| **Total units of waste disposed of by destination (kg)** | **56,107** | **54,089** | **112,351** |
| Landfill (kg) | 27,364 | 21,557 | 38,253 |
| Comingled recycling (kg) | 3,497 | 3,203 | 17,396 |
| Paper and card (kg) | 14,799 | 9,076 | 25,018 |
| Secure documents (kg) | 8,999 | 19,327 | 24,157 |
| Organics (kg) | 1,347 | 927 | 7,526 |
|  |  |  |  |
| **Total units of waste disposed of per FTE by destination (kg/FTE)** | **15.13** | **15.44**  | **78.79** |
| Landfill (kg/FTE) | 7.38 | 6.15 | 26.83 |
| Comingled recycling (kg/FTE) | 0.94 | 0.91 | 12.20 |
| Paper and card (kg/FTE) | 3.99 | 2.59 | 17.54 |
| Secure documents (kg/FTE) | 2.43 | 5.52 | 16.94 |
| Organics (kg/FTE) | 0.36 | 0.26 | 5.28 |
| Recycling rate (%) | 51.2% | 60.1% | 66.0% |
| Greenhouse gas emissions associated with waste (tonnes CO2-e) | 48.01 | 28.48 | 58.61% |
| Number of FTEs at the sites audited | 2,525.94 | 2,390.16 | 2,852 |
| Number of sites audited | 6 | 6 | 6 |

Notes:

The 2021-22 data is not fully representative of DJPR operational worksites due to limited staff being on sites

The waste audit for 2020-21 was delayed to June /July 2021 and was impacted by COVID-19 restrictions. The data collected would not be representative of the normal operating environment of the sites audited, however, it has been included in the annual report to reflect the waste streams for that point in time.

The 2019-20 waste audit was unable to be completed due to changes of building access due to COVID-19 restrictions.

The 2020-21 and 2021-22 data adopted the 2018 data collection methodology.

The FTE numbers used in the site calculations were obtained from the Workforce Reporting team.

### Actions and achievements

* Recycled, reused, or resold items as part of fit‑outs and relocations through the recycling and Green Collect programs.
* Encouraged recycling at stationery free‑cycle collection points at CBD sites.
* Saved 969.86 M3 from landfill through recycling.

### Future objectives

* Continue to reuse office furniture and fit‑out materials, reducing waste from office fit‑out projects.
* Launch environmental campaigns.
* Seek further ways to reduce waste over the next financial year.

## Travel and transport

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2020-21 | 2019-20 | 2018-19 |
| Indicator |  |  |  |
| Total energy consumption by fleet vehicles (MJ) | 10,717,344 | 11,511,164 | 21,120,949 |
| Diesel | 8,790,427 | 10,018,922 | 13,922,524 |
| LPG | 0 | 0 | 0 |
| Unleaded | 1,494,887 | 1,220,035 | 5,382,343 |
| Hybrid | 432,030 | 272,035 | 1,816,082 |
| Total distance travelled by fleet vehicles (km) | 3,450,246 | 3,160,164 | 9,496,014 |
| Diesel | 2,565,635 | 2,535,301 | 5,200,332 |
| LPG | 0 | 0 | 0 |
| Unleaded | 637,716 | 473,235 | 2,861,137 |
| Hybrid | 246,895 | 151,628 | 1,434,544 |
| Greenhouse gas emissions from fleet vehicles (tonnes CO2) | 648 | 928 | 1,468 |
| Greenhouse gas emissions from fleet vehicles per 1000km (tonnes CO2) | 0.19 | 0.29 | 0.15 |
| Total distance travelled by aeroplane (km) | 645,091 | 297,906 | 4,894,378 |
| Greenhouse gas emissions from air travel (tonnes CO2) | 220 | 92 | 618 |

Notes:

2021-22 numbers are from 1 April 2021 to 31 March 2022 to improve data gathering and align with the FBT year.

2020-21 numbers are from 1 April 2020 to 31 March 2021 to improve data gathering and align with the FBT year.

DJPR staff air travel and associated greenhouse gas emissions are calculated using data from the government travel agent, Corporate Travel Management.

Fuel Consumption – Overall rise of 14% compared to the previous fall of overall consumption of 53%. Recovery is in the DSL use and in 21-22 it represented 82% of fuel which related to the impact of COVID-19 restrictions on reduced passenger vehicle travel whereas commercial vehicles were still utilised for field and emergency response work.

Kms Travelled – Kms travelled rose from 3.1 million to 3.4 million Kms in the 2021-22 period. This was off the back of the dramatic fall from 8.2 million Kms in 2019-20.

A staff travel survey was unable to be implemented due to the COVID-19 pandemic and relevant restrictions.

COVID-19 has continued to impact travel, however Hybrid working and post COVID-19 travel patterns will not be evident for some time yet.

### Actions and achievements

The percentage of vehicle fuel types remained static as a percentage of the fleet (55 per cent Diesel). However, there has been a slight increase in vehicle numbers (six) which followed the reduced requirement for vehicles during 2020‑21 where the fleet was rationalised by 12 per cent (73 vehicles).

An increase to passenger vehicle numbers is expected as meeting related travel resumes, however, the passenger vehicle numbers are not likely to reach the levels of 2019-20. There is a continued focus on increasing the Hybrid and the Electric Vehicle (ZEV) segments of the fleet for passenger vehicles with four delivered in June 2022, and a further eight expected in 2022-23. The proportion of vehicles in the four-cylinder range remains relatively static due to the reduced demand for passenger vehicles and the difficulty in procuring vehicles.

Agriculture Victoria Research invested in four electrical all-terrain vehicles on the Ellinbank farm, which is the world’s first carbon neutral dairy farm.

#### Future objectives

Establish a DJPR Zero Emission Working Group to ensure DJPR is well placed to take advantage of further initiatives, including procuring fit for purpose ZEVs and establishing charging infrastructure. DJPR has secured four ZEVs and Charging Stations under the current initiative and has a further eight approved for delivery in 2022‑23. The forthcoming procurement of a Telematics system and associated data and analysis will enable improved management of the fleet, and ensure business needs are met with the minimum number of vehicles.

Seek further ways to reduce DJPR’s travel and fleet over the next financial year by reviewing the travel guidelines, and utilising and building on the lessons learned from COVID-19.

## Environmental Procurement Policy

### Actions and achievements

DJPR’s procurement activities are environmentally responsible and support the sustainable procurement objectives of the government’s Social Procurement Framework.

Procurements may include evaluation criteria for social and/or environmental benefits. Suppliers can be requested to provide their social procurement practices, principles and outcomes that will be delivered through provision of goods and services. They can also be asked to demonstrate the environmental and sustainability practices they adopt to reduce environmental impact.

These evaluation criteria may be further developed for each procurement to include project-specific requirements and meet DJPR’s current Social Procurement Strategy.

### Future objectives

Throughout the 2022-23 financial year, DJPR will implement the Government’s Good Food Policy which includes a ban on procuring single use plastics for food consumables.

# Appendix 6: Local Jobs First

Strengthened in August 2018, the *Local Jobs First Act 2003* amends the former Victorian Industry Participation Policy Act 2003 and 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 Jobs First policy in all projects valued at $3 million or more in Metropolitan Melbourne and for state-wide 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 into prior to 15 August 2018.

## Projects commenced – Local Jobs First Standard

During 2021‑22, the department commenced four Local Jobs First Standard Projects totalling $22.2 million. Of those projects, three were state-wide, with an average commitment of 97 per cent of local content, and one was in metropolitan Melbourne, which had a commitment of 90 per cent local content. The MPSG applied to none of these projects.

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

* an average of 95.25 per cent of local content commitment was made.
* a total of 40 jobs (annualised employee equivalent (AEE)\*) were committed, including the creation of one new job and the retention of 39 existing jobs (AEE).
* a total of 23 positions for apprentices, trainees and cadets were committed, with the retention of 23 apprenticeships, traineeships, and cadets.
* 69 small to medium-sized businesses were engaged through the supply chain on commenced Standard Projects.

\* Annualised employee equivalent (AEE) is based on the time fraction worked over the reporting period for 2021-22. It is calculated by dividing the total number of ordinary working hours that an employee worked and was paid over the reporting period (including paid leave) by the total number of full-time working hours paid per annum (this is generally 38 hours per week for 52 weeks = 1976).

## Projects completed – Local Jobs First Standard

During 2021 22, the department completed five Local Jobs First Standard projects, totalling $27.4 million. Of those projects, one was located in regional Victoria, with a commitment of 93 per cent local content, and one in metropolitan Melbourne, with a commitment of 97 per cent local content. Three projects were completed that occurred state-wide, with 98.3 per cent local content. The MPSG applied to none of these projects.

The outcomes from the implementation of the Local Jobs First policy to these projects where information was provided are as follows:

* an average of 97 per cent of local content was achieved.
* a total of 32 jobs (AEE) were supported, including the creation of 16 new jobs and the retention of 16 existing jobs (AEE).
* 92 small to medium-sized businesses were engaged through the supply chain on completed Standard Projects.

## Reporting requirements – Grants

For grants provided during 2021‑22, a total of 119 interaction reference numbers were required which entailed a conversation with the Industry Capability Network (Victoria) Ltd.

# Appendix 7: Government Advertising Expenditure

In 2021-22, there were ten government advertising campaigns with a total media spend of $100,000 or greater (exclusive of GST). The details of each campaign are outlined below.

|  |  |  | Expenditure, excluding GST |
| --- | --- | --- | --- |
| Campaign | Summary | Dates  | Media | Campaign development | Research and evaluation | Print and collateral | Other |
| Get Active Victoria | This multi-phased campaign promoted Get Active Victoria; an initiative which aims to encourage and inspire people to be active and live a healthier lifestyle, with a focus on people who are not achieving the minimum recommended level of daily physical activity for good health. The campaign was based around the Get Active website, which provides free online workouts, information, and tools to assist people to be active.  | 05/07/21 – 3/06/22 | $209,815 | $42,808 | $0 | $0 | $0 |
| JobsVic ‘Backing You’ | This multi-phased campaign increased awareness and engagement with JobsVictoria, which offers information, advice, and support to Victorian jobseekers to help them prepare for and obtain employment, and connects Victorian businesses with job-ready candidates in their local area. JobsVictoria invests in job creation to ensure more Victorians, particularly women 45+, young people, multicultural communities, and Aboriginal Victorians re-enter the workforce following the COVID-19 pandemic.  | 01/07/21 – 30/06/22 | $3,617,737 | $1,779,206 | $0 | $0 | $0 |
| JobsVic Workforce Shortages | A targeted, tactical campaign under the Backing You campaign brand architecture, focussing on hospitality and tourism sectors experiencing critical workforce shortages and targeting specific areas of high unemployment to respond to industry needs. | 12/06/22 – 30/06/22 | $196,232 | $76,929 | $0 | $0 | $0 |
| Study Melbourne Brand campaign | International and Domestic campaign that enabled Study Melbourne to increase its reach and engagement with key audiences to help protect Victoria’s international market share as a global education destination, as well as supporting international students in Victoria. | 08/12/21 – 30/06/22 | $459,791 | $0 | $0 | $0 | $12,652 |
| Study Melbourne Social Boosting | The campaign re-affirmed Victoria’s education credentials to encourage potential students to maintain preference for Melbourne as a preferred study destination and ensure enrolled students have a positive student experience and continue to recommend Victoria as a desirable study destination. | 01/11/21 – 30/06/22 | $206,985 | $0 | $0 | $0 | $0 |
| Global Vic – Domestic Trade Engagement  | An information and awareness campaign that sought to instil confidence and reinvigorate Victorian businesses to export as borders reopened. Business owners were encouraged to explore Global Vic programs and initiatives that will support them to build or expand their export capability. | 12/06/22 – 30/06/22 | $155,216 | $35,000 | $0 | $0 | $0 |
| Supporting Businesses to be COVIDSafe | This campaign continued the ongoing dissemination of COVIDSafe messaging to Victorian businesses, building awareness of COVIDSafe practises businesses could adopt to manage increased COVID-19 risk and respond to COVID-19 transmission in their settings. | 01/07/21 – 30/06/22 | $468,353 | $90,067 | $0 | $93,519.59 | $127,581 |
| Victorian Sick Pay Guarantee | This campaign increased awareness and registrations for the Victorian Sick Pay Guarantee. The Victorian Sick Pay Guarantee is a two-year, pilot program which is funded by the Victorian Government. It is an Australian first program, providing eligible casual and contract workers up to 38 hours of sick and carer’s pay a year. | 14/03/22 – 30/06/22 | $1,143,240 | $456,364 | $59,100  | $18,231 | $1,652,488 |
| Small Business Victoria Digital Engagement | This multi-phased campaign raised awareness of and encouraged applications for the Small Business Digital Adaptation Program. The program allows eligible sole traders, micro and small business owners to trial digital business products and services, and apply for a rebate of $1,200 towards the adaption of new digital technologies that streamline and improve their business operations. | 05/06/22 – 20/06/22 | $195,565 | $30,000 | $0 | $0 | $0 |
| Small Business Victoria Headway/ Wellbeing and Mental Health Support  | This campaign raised awareness and uptake of the Victorian Government’s $26M Wellbeing and Mental Health initiative, which offered programs to support small businesses to manage the impacts of COVID-19. | 28/03/22 – 30/06/22 | $725,459 | $451,207 | $0 | $0 | $33,398  |

# 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

In accordance with the requirements of government policy and accompanying guidelines, the department has disclosed all contracts greater than $10 million in value which it entered into during 2021‑22. 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 the *Freedom of Information Act 1982* and/or government guidelines.

# Appendix 10: Information and Communication Technology (ICT) expenditure

The department had a total ICT expenditure of $84.2 million for the 2021-22 reporting period. Details are shown below. The non-BAU ICT Expenditure includes $5.8 million identified to support the department’s COVID-19 initiatives.

| Expenditure | ($ Million) |
| --- | --- |
| Operational Expenditure (A) | 6.4 |
| Capital Expenditure (B) | 2.8 |
| **Non-BAU ICT Expenditure Subtotal (A + B)** | **9.2** |
| BAU ICT Expenditure | 75.0 |
| **Total** | **84.2** |

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 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.

## Summary of FOI requests in 2021‑22 Financial Year

|  |  |
| --- | --- |
| Total valid FOI requests received  | 130 |
| FOI requests from Members of Parliament | 31 |
| FOI requests from media | 10 |
| FOI requests (personal) | 29 |
| FOI requests (other, e.g. interest groups, entities, private individuals) | 44 |
| FOI requests transferred to other agencies | 16 |

|  |  |
| --- | --- |
| Total valid FOI requests completed\*  | 116 |
| Within statutory timelines | 82 |
| 1-44 Days Overdue | 12 |
| 44 or more days or more overdue | 16 |
| Administratively released\*\* | 6 |

|  |  |
| --- | --- |
| Total FOI Commissioner complaints received | 9 |
| Total FOI Commissioner reviews received | 22 |
| **Total VCAT appeals** | **4** |

\* Total requests completed includes requests received but not finalised in previous reporting periods

\*\* An FOI request may be addressed by an agency choosing to publish information relevant to an application such as specific statistics on performance levels. This is referred to as administrative release.

## 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**](https://ovic.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. Other facilities in the department’s leased office accommodation portfolio are 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 and directly leased sites under the department’s control and DTF has undertaken an audit of leased sites that it manages. 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 entire accommodation portfolio, commenced or completed in 2021-22, included:

* **1 Spring Street**
* common area re-fit project
* **121 Exhibition Street**
* level 16 – minor fit-out works
* level 36 – office fit-out
* **Attwood Centre**
* upgrade of existing storage facility including relocation of equipment from another site
* laboratory refurbishment
* **Collingwood**
* Circus Oz outdoor stage and amphitheatre
* **Ellinbank Centre**
* farm fuel storage
* milk chiller replacement
* anaerobic digester and electrical generation
* 100 kilowatt solar panels and battery to dairy compound buildings
* vertical wind turbine
* horizontal wind turbine
* pumped Hydro and solar panel installation to produce power
* solar panels and zinc-bromide battery
* new hay shed, including relocation of switch board/s, solar panels, water treatment plant and zinc-bromide battery
* replacement of hot water service to dairy with CO2 heat pump
* office refurbishment and modernisation
* **Hamilton Centre**
* mechanical services replacements to laboratories, greenhouses, and office buildings
* perimeter fencing to administration buildings and depot
* agricultural machinery and vehicle wash bay incorporating chemical storage facility
* upgrade of existing electrical generator to southern depot site
* replacement of sheep yards
* replacement of cattle yards
* new main electrical switchboard and substation to northern portion of site
* new main switch board and generator to southern portion of site
* **Horsham Centre**
* ground source heat exchange mechanical services to glasshouse and ground heating
* replacement of six glasshouses with two new glasshouses
* phenotyping glasshouse shade screen replacement
* upgrade of existing main switchboard and additional generators
* new greenhouse with retractable walls and roof (Cravo)
* innovation hub and test kitchens
* three solar tube glasshouses
* upgrade of building management system to post entry quarantine glasshouse and buildings
* upgrade of security system
* **Lower Norton Farm (Horsham)**
* three phase power to western side
* reverse osmosis water treatment plant and treated water holding dams
* floating solar panels and evaporation cover system in reverse osmosis water storage dams
* irrigation works to farm including new pump station and brine management lagoons
* new farm machinery shed
* **Mildura Centre (Irymple)**
* replacement of greenhouse external lining
* greenhouse building management system and air conditioning replacement
* town water pressure boosting
* **Mildura Mid Farm**
* new machinery shed, laboratory and office facility, including demolition of existing machinery shed
* **Southbank**
* Malthouse Theatre roof replacement, outdoor performance facility, paving of forecourt, wayfinding signage and building alterations
* Arts House conversion of existing office and storage spaces to education and rehearsal space
* **State-wide**
* structural audit, demolition of disused buildings, structural repairs, and reconstruction at key sites
* fire indicator panel upgrades and fire detector rectification at 14 sites
* video conferencing upgrade and installation of new equipment at all sites
* roof access and fall protection upgrade at regional and metropolitan sites
* **Tatura Centre**
* solar panels with battery system to pear orchard
* replacement of shade screens, external skin to greenhouse
* replacement of building management system to greenhouse
* replacement of heating, ventilation, and air‑conditioning to greenhouse
* replacement of air conditioning to several administration and laboratory buildings across site
* replacement of pergola
* upgrade of security system
* refurbishment and upgrade of laboratories

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

Fifteen building permits were issued, with six occupancy permits achieved and the remainder of projects in progress. Additionally, 19 certificates of final inspection were issued.

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

For buildings that the department manages, detailed condition audits (covering asbestos, cladding, building condition) are completed on a biannual basis to ensure buildings are well maintained and 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 and first aid officers. The regional facilities teams oversee any scheduled and ad hoc maintenance works carried out under state-wide contractual arrangements.

For the buildings managed by the Shared Services Provider, there are processes in place for ensuring these issues are addressed.

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

No emergency or building orders were 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 four sites (Ellinbank, Rutherglen, Mildura, and Hamilton) to ensure conformity with building regulations.

Roof access has been upgraded, installed or replaced at Maffra, Leongatha office and depot, Kerang office and depot, Swan Hill and Bacchus Marsh. The remainder of metropolitan and regional owned and directly leased sites are due for completion in 2022 and early 2023.

Upgrade and replacement of fire panels and upgrade of fire detection devices has commenced at 13 sites (Attwood, Echuca, Ellinbank, Hamilton, Horsham, Kerang, Maffra, Mildura, Rutherglen, Swan Hill, Tatura, Warrnambool and Werribee).

## Competitive Neutrality Policy

The department has acted consistently with the Competitive Neutrality Policy in respect of its legislation and regulations. None of the Bills or Regulations passed or made during 2021‑22 required the implementation of competitive neutrality measures, as they did not have any purpose or objective that resulted in business activities being undertaken by government agencies or local governments.

## Compliance with DataVic Access Policy (2021-22)

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**](https://www.data.vic.gov.au/).

DJPR groups noted by DataVic include:

* Agriculture
* Cross-Portfolio Services
* Creative Victoria
* Sport, Recreation and Racing
* Tourism, Events and Priority Infrastructure
* Jobs Victoria, Secure Work and Inclusion
* Forestry, Resources and Climate Change
* Global Victoria
* Jobs, Innovation and Business Engagement
* Local Government and Suburban Development
* Office of the Lead Scientist

Rural and Regional Victoria

DJPR data was mainly categorised by spatial data with representation in the recreation, general, finance, education, community, communication and business categories. In 2021-22, the total number of datasets contributed to the directory was approximately 240. 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**](https://www.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 information on the following:

* Nature and status of any dispute referred to the Mining Warden under section 97: four new cases were referred and investigated in 2021-22.
* Nature and status of any matter referred under section 98: one matter was referred and investigated in 2021-22.

## Compliance with the Child Safety Laws

The department delivers a small number of services to children and young people including funding youth employment initiatives and hosting work experience students, graduates, and trainees. The department also funds organisations that deliver services to children and young people.

The activities undertaken by the department in 2021-22 focused on preparation and consultation of the new Child Safe Standards (see below), and the implementation of its centralised governance and risk reporting frameworks to identify and eliminate pre-emptive risks of child abuse. To this end, the department has:

* Updated its Child Safe Policy to incorporate the new Child Safe Standards to comply with the changes on 1 July 2022.
* Updated all funding agreements and procurement processes templates to ensure child safety is considered in all procurements and grants.
* Updated its centralised reporting and governance framework to monitor and oversee child safety obligations and risks after feedback from the first round of user acceptance testing.
* Begun in-depth work with the 2026 Commonwealth Games group in relation to their child safety obligations.
* Begun in-depth work with Strategic Communications to assess child safety risks across the department’s 30 social media channels.
* Included child safety obligations as part of the new starter and annual refresher integrity training packages. The department has committed to linking these training packages to all employees’ performance review cycles to demonstrate management commitment to a zero-tolerance of child abuse. In addition, the department has begun to develop a standalone Child Safety focused training module for grant assessors, relationship managers, and staff more frequently involved in child safety risk assessments of activities or other entities.

The department has appointed a new Child Safety Officer whose people management position within the department more closely aligns with recommendations in the *Child Wellbeing and Safety Act 2005*.

The department’s child safety obligations are scheduled for an internal audit, which includes obligations under the new Child Safe Standards (see below).

## New Child Safe Standards

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.

New Child Safe Standards (the New Standards) commenced in Victoria from 1 July 2021. Organisations subject to the Standards need to comply with the changes by 1 July 2022. The new standards aim to strengthen child safety, improve Aboriginal cultural safety, and empower children and young people.

The department’s Child Safety Officer has updated its Child Safe Policy to incorporate the new Child Safe Standards to comply with the changes on 1 July 2022. The department’s child safe working group will work closely with business units and funded organisations to disseminate guidance material to assist with compliance and change management.

#### 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 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 2021-22, no mandatory reports were made to the department internally or by any organisation.

#### National Redress Scheme

The *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* 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 also a formal acknowledgement that children were sexually abused in Australian institutions, and it holds institutions to account for this abuse.

During 2021-22, the department received three Requests for Information (RFI) from the NRS. No further follow up or actions have been received from the NRS after the department responded to the RFIs.The department’s new Child Safe Officer is scheduled to undertake the next available Direct Personal Response Training, and the department has implemented the NRS module on PRODA (Provider Digital Access)1 for potential redress scheme applicants.

1. *PRODA is an online identity verification and authentication system. It lets you securely access government online services, such as the Child Care Subsidy Provider Entry Portal, National Redress Scheme, etc*

## Attestation for financial management compliance with Standing Direction 5.1.4

I, Penelope McKay, 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.

Penelope McKay
Acting Secretary

## Compliance with the *Public Interest Disclosures Act 2012*

The *Public Interest Disclosures Act 2012* (the Act) 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. It is committed to ensuring transparency and accountability in its administrative and management practices and 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 departmental personnel:

* the Public Interest Disclosure Coordinator or a Deputy Public Interest Disclosure Coordinator
* the Secretary of the department
* a manager or supervisor of the discloser
* a manager or supervisor of the person who is the subject of the disclosure; or
* a person acting in any of the above roles.

Alternatively, disclosures 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](https://ibac.vic.gov.au/)

Any disclosures about portfolio entities should 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](https://djsir.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

|  |  |  |
| --- | --- | --- |
|  | 2021-22 | 2020-21 |
| **Indicator** |  |  |
| Assessable disclosures | 5 | 1 |

### Social Procurement Framework

#### The Social Procurement Strategy

DJPR’s Social Procurement Strategy aims to support the direct and indirect sourcing of social benefit suppliers, improving social, economic, and environmental outcomes for all Victorians. The strategy prioritises the objectives within the Victorian Government’s Social Procurement Framework and applies to all procurement activities undertaken by DJPR.

The Department’s Social Procurement Strategy priority objectives are:

* Women’s Equality and Safety
* Opportunities for Victorian Aboriginal People
* Opportunities for disadvantaged Victorians
* Sustainable Victorian Regions

#### Procurement and the community

The Department of Jobs, Precincts and Regions is committed to social procurement and actively supports women’s equality and safety across all industries.

In February, Agriculture Victoria Research engaged a family-owned Horsham company, Glover Earthmoving, to build two large dams as part of the Horsham Agriculture SmartWater project.

Scoring highly in all aspects of the procurement evaluation, Glover Earthmoving was exceptional in its commitment to equal opportunity and promoting gender balance in its construction team.

During a site visit in March, the Agriculture Victoria team saw that commitment in action when they met a female employee operating a large compactor roller.

The department is proud to support and recognise businesses that share its commitment to improving women’s equality in the workplace.

#### Social Procurement Achievements

* DJPR engaged 88\* Social Benefit Suppliers with a total spend of $8.4 million
* DJPR exceeded its Aboriginal supplier target of one per cent direct Aboriginal business engagement

DJPR supported its objective of Sustainable Victorian Regions through direct spend with businesses based in regions of entrenched disadvantage.\*\* A total of $4.0 million was spent across 109 businesses.\*\*\*

|  |  |
| --- | --- |
| DJPR Social Procurement Objective | 2021-22 Results |
| Opportunities for Victorian Aboriginal People |  |
| Number of Aboriginal businesses engaged | 28 |
| Proportion of suppliers that are Aboriginal businesses | 1.14% |
| **Opportunities for disadvantaged Victorians** |  |
| Number of Victorian social enterprises led by a social mission for disadvantaged cohorts | 33 |
| Proportion of suppliers that are Victorian social enterprises led by a social mission for disadvantaged cohorts | 1.34% |

\* This number is made up of 28 Aboriginal businesses and 33 Victorian social enterprises led by a social mission for disadvantaged cohorts, as well as a further 28 social benefit suppliers relating to other focus areas in the Victorian Government’s Social Procurement Framework. One supplier was both an Aboriginal business and a social enterprise led by a social mission for disadvantaged cohorts.

\*\* This number captures the number of Victorian businesses based in regions of entrenched disadvantage, which are the postcodes ranked in the bottom state decile by the Australian Bureau of Statistics’ (ABS) Index of Relative Socio-economic Disadvantage, 2016.

\*\*\* This number is separate from the 88 Social Benefit Suppliers.

# Appendix 13: Grants and related assistance

During the 2021-22 financial year, the department provided a total of $10.392 billion1 in facilitative and financial assistance to various organisations and individuals, which includes financial assistance provided under various support packages in response to the COVID-19 pandemic.

This includes $7.116 billion paid under the various rounds of the Circuit Breaker Lockdown Support Package, of which 86 per cent was provided to recipients in metropolitan Victoria, with the remaining 14 percent provided to recipients in regional Victoria.

The below tables provide a summary of the total facilitative and financial assistance provided by the department to the grant recipients 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 Appendix 13 – Grants and related assistance documents at: [djpr.vic.gov.au/about-us/publications/annual-reports](https://djsir.vic.gov.au/about-us/publications/annual-reports).

Exclude grants payable but not disbursed as at 30 June 2022

|  |  |
| --- | --- |
| Commercial-in-Confidence (CIC) Grant Recipient |  |
| Commerical-in-Confidence (CIC) Grant Recipient Total | $395,364,224 |

| General Grants Recipient |  |
| --- | --- |
| Program Name | Amount ($) |
| 2021 Local Sports Infrastructure Fund | 15,379  |
| 2021-22 Local Sports Infrastructure Fund | 17,911,921  |
| 2021-22 Local Sports Infrastructure Strategic Projects (CSF) | 12,383,200  |
| 2026 Commonwealth Games Major Competition Venues Infrastructure Program | 5,000,000  |
| AAA Autism Initiatives | 2,500  |
| Aboriginal Community Infrastructure Program | 7,690,521  |
| Aboriginal Community Infrastructure Stimulus/Recovery Funding Program | 4,856,200  |
| Aboriginal Sport Participation Grant | 84,613  |
| Agricultural and Pastoral Societies Program | 288,973 |
| Agriculture Energy Investment Plan – Agriculture Infrastructure and Jobs Fund (AIJF) | 2,973,250  |
| Agriculture Energy Investment Plan – Agriculture Infrastructure and Jobs Fund (AIJF) extension | 15,993,237  |
| Albury Wodonga Regional Deal | 100,000  |
| ALGWA Mentoring Program | 12,000  |
| Alpine Business Support Package | 9,700,000  |
| Animal Welfare Fund Program | 3,383,185  |
| Athlete Pathway Travel Grants Program | 750  |
| Australian Society for Medical Research – Sponsorship  | 8,500  |
| Better Indoor Stadiums Fund | 300,000  |
| Boosting Jobs and Investment in Victoria Racing – Prizemoney Initiatives | 16,000,000  |
| Bushfire Recovery Program | 1,260,000  |
| Bushfire Tourism and Business Fund | 1,112,273  |
| Camping Sector Development | 125,400  |
| Capital Projects – AIJF  | 200,000  |
| Caulfield Racecourse Reserve Trainer Relocation | 500,000  |
| Change Our Game Regional Governance Pilot Program | 5,000  |
| Child Safe Standards Sector Support | 47,500  |
| Circuit Breaker Lockdown Support Package | 621,250  |
| Circuit Breaker Lockdown Support Package – Round 2 | 7,115,213,450  |
| Clinical Trial Management at Sites | 39,500  |
| Clinical Trial Research | 140,000  |
| Clinical Trial Research Support Service | 1,118,747  |
| Commonwealth Farm, Private Native and Indigenous Forestry Research Program | 249,875  |
| Commonwealth Funded Initiatives | 300,000  |
| Community Bushfire Recovery 2020 | 115,000  |
| Community Cricket Program 2019-2023 | 5,174,123  |
| Community Facility Funding Program | 26,543  |
| Community Motorsport Program – Infrastructure Upgrades & Equipment | 1,994,684  |
| Community Motorsport Program (PSD) | 1,403,301  |
| Community Revitalisation | 802,593  |
| Community Sport and Recreation – Special Projects | 1,380,800  |
| Community Sports Infrastructure Fund | 1,757,657  |
| Community Sports Infrastructure Stimulus Program – Round 2 | 2,522,493  |
| Community Sports Infrastructure Stimulus Program – Round 1 | 5,859,350  |
| Country Football and Netball Program | 4,125,241  |
| COVID Relief Program | 940,204  |
| COVID Safe Outdoor Activation Fund | 40,000,000  |
| COVID-19 Business Support Fund | 25,740,000  |
| COVID-19 Business Survival and Adaptation Package | 34,335,200  |
| COVID-19 Business Survival Package | 2,214,276  |
| COVID-19 CCC Infrastructure Planning and Acceleration Fund | 195,000  |
| COVID-19 CCC Infrastructure Stimulus | 34,618,540  |
| COVID-19 Commercial Landlord Hardship Fund | 16,865,709  |
| COVID-19 CSVE Initiatives | 9,134,000  |
| COVID-19 Industry Support | 60,000  |
| COVID-19 Safe Business Program | 7,146,133  |
| COVID-19 Worker Support Payment | 377,038,350  |
| CovidSafe Outdoor Activation Voucher Program | 4,032,000  |
| Creative Victoria – PAX – 2020-2024 – CV – SI | 300,000  |
| Creative Victoria Building Audiences Fund | 101,598  |
| Creative Victoria Creative Activation Fund | 185,000  |
| Creative Victoria Creative Enterprises Program | 10,641,733  |
| Creative Victoria Creative Learning Partnerships Program | 180,000  |
| Creative Victoria Creative Neighbourhood Infrastructure Support Program | 984,000  |
| Creative Victoria Creative Ventures Program | 2,000,000  |
| Creative Victoria Creators Fund Program | 2,459,436  |
| Creative Victoria Infrastructure Strategic Initiatives 2020-2021 | 900,000  |
| Creative Victoria Live Music Restart | 5,633,295  |
| Creative Victoria Music Works Program | 1,955,865  |
| Creative Victoria National Performing Arts Partnership 2021-2025 | 12,593,332  |
| Creative Victoria Organisations Investment Program | 9,118,801  |
| Creative Victoria Regional Partnerships | 3,280,000  |
| Creative Victoria Strategic Initiatives 2021‑2022 | 34,620,774  |
| Creative Victoria Sustaining Creative Organisations Program | 7,703,938  |
| Creative Victoria Touring Victoria | 765,381  |
| Creative Victoria VIPI Unlocking Capacity Program | 630,000  |
| CRF Preparedness and Resilience Program for South-East Victorian Bushfires 2019 | 394,250  |
| CSF – Community Support Fund (SRV & DTF) | 505,182  |
| Defence Science Institute Support Program | 1,000,000  |
| Digital Connectivity Services in Regional Victoria | 2,421,360  |
| Digital Jobs Program | 2,686,350  |
| Distillery Door Program | 140,000  |
| Drought Response Initiative | 410,000  |
| Emergency Sporting Equipment Grant Program | 74,154  |
| Establishment of Monash Precinct Network | 100,000  |
| Ethical Clothing Australia | 1,000,000  |
| Ethical Clothing Australia Extension | 1,000,000  |
| Eureka Sports Precinct | 3,620,000  |
| Export Recovery Package | 282,000  |
| Farm Business Resilience | 100,000  |
| Female Friendly Facilities Fund | 81,250  |
| Financial Assistance Grants (Victorian Local Government Grants Commission) | 844,681,787  |
| First People’s COVID-19 Business Support Program | 814,000  |
| Fishermans Bend – Business Events, Community Engagement and Place Activation | 260,000  |
| Fishermans Bend NEIC Innovation Ecosystem | 10,000  |
| Food and Fibre to Asia 2021-22 | 60,000  |
| Food Source Victoria | 50,000  |
| Food to Market | 2,627,800  |
| Footscray Business Precinct – Planning and Coordination | 80,000  |
| Forestry Salvage Transport and Storage Assistance | 257,535  |
| Free From Violence Local Government Program | 1,054,500  |
| Future Industries Fund | 1,425,000  |
| Gateway to the GMH Site – Building Implementation Plan | 2,344,000  |
| Geelong Advancement Fund | 500,000  |
| Geelong City Deal | 14,197,000  |
| Generation Victoria | 7,685,000  |
| Gippsland Food & Fibre Awards | 3,000  |
| Global Gateway | 29,400  |
| Golf Infrastructure Fund | 583,855  |
| Grassroots Boost for the World Game Initiative | 400,000  |
| Growing Regional Opportunities for Work (GROW) Program | 684,000  |
| Growing Suburbs Fund | 49,490,621  |
| Growing Victorian Wine into the Future | 455,000  |
| Harness Racing Victoria Transformation Program | 4,000,000  |
| Health & Medical Research Premier’s Awards | 45,000  |
| Health Led Manufacturing Innovation Pilot (HMIP) | 300,000  |
| Horticultural Netting Program | 2,502,375  |
| Inner City Netball Program | 250,000  |
| International Education Resilience Fund | 48,828,566  |
| ISERF – International student food aid relief | 816,666  |
| Jobs Victoria | 7,458,013  |
| Jobs Victoria 2020-21 | 68,877,409  |
| Land Restoration and Carbon Storage Program | 59,500  |
| Latrobe Valley – Support for Workers | 389,900  |
| Latrobe Valley Community and Facility Fund | 1,235  |
| Latrobe Valley Community Sports Package | 55,500  |
| Latrobe Valley Economic Growth Zone Incentive Fund | 41,495  |
| LaunchVic Establishment and Operation | 9,158,883  |
| Let’s Stay Connected Program | 69,071  |
| LGV sponsorships | 36,136  |
| Living Libraries Infrastructure Program 2021-2025 | 9,700,000  |
| Living Regions Living Suburbs | 1,400,057  |
| Local Councils Supporting Culturally and Linguistically Diverse Networks Program | 50,000  |
| Local Economic Recovery Program | 15,914,500  |
| Local Government Business Concierge and Hospitality Support Program | 6,600,000  |
| Local Roads to Market Program – AIJF  | 440,366  |
| Local Sports Grants Initiative | 47,863,905  |
| Local Women Leading Change 2020-2022 | 7,500  |
| LVA Smart Specialisation | 1,233,733  |
| Maddie Riewoldt’s Vision | 600,000  |
| Making Our Farms Safer | 650,000  |
| Managing Fruit Fly Program | 156,432  |
| Melbourne City Revitalisation Fund | 9,362,500  |
| Melbourne Convention and Exhibition Trust | 52,675,000  |
| Metropolitan Partnerships Development Fund | 2,560,000  |
| Microenterprise Development Program – 2021-2025 | 2,400,000  |
| mRNA Victoria Activation Program | 1,800,000  |
| mRNA Victoria Research Acceleration Fund | 2,057,407  |
| mRNA Victoria Strategic Project Fund | 3,509,000  |
| Municipal Emergency Resourcing Program 2020-2024 | 3,763,200  |
| Native Food & Botanicals Program – AIJF | 1,100,000  |
| Neighbourhood Activity Centre Renewal Program | 1,219,236  |
| Omicron Business Support – Ventilation and SBDAP | 1,157,777  |
| On Farm Internet of Things Trial – AIJF | 4,442,373  |
| Operational Infrastructure Support Program | 34,794,891  |
| Orygen Youth Mental Health Institute | 500,000  |
| Participation and Sector Development – Special Projects | 50,000  |
| Partners in Wellbeing: Support for Small Businesses in Storm Affected Areas | 360,000  |
| PBP-Parkville Business Precinct-Haymarket Roundabout – Department of Transport | 750,000  |
| Pig & Poultry Producer Grants – AIJF 2 | 17,509  |
| Place-based Reform Research Project | 200,000  |
| Plan For Stronger Industries | 4,834,000  |
| Plantations Investment Strategy | 875,000  |
| Premiers’ Reading Challenge Book Fund | 1,013,880  |
| Public Libraries Funding Program | 47,417,105  |
| Putting Animal Welfare First | 2,300,000  |
| Recharge | 416,509  |
| Regional Community Leadership Program 2021-2023 | 1,176,500  |
| Regional Connectivity Program | 7,273  |
| Regional Cultural Infrastructure Projects | 1,150,000  |
| Regional Delivery Fund | 50,000  |
| Regional Development Australia – Regional | 59,500  |
| Regional Development Priorities 2019-2020 – Labour Financial Statement | 7,466,660  |
| Regional Development Victoria Special Purpose Projects | 1,775,000  |
| Regional Industry Groups and Chambers of Commerce Program | 269,690  |
| Regional Infrastructure Fund | 13,498,595  |
| Regional Jobs and Infrastructure Fund 2019-20 | 6,995,007  |
| Regional Jobs and Infrastructure Fund 2020-22 | 21,860,220  |
| Regional Jobs Fund | 4,207,500  |
| Regional Partnerships | 3,721,060  |
| Regional Partnerships Development Fund | 72,000  |
| Regional Recovery Fund | 1,992,865  |
| Regional Skills Fund | 540,075  |
| Regional Tourism Board | 7,763,500  |
| Regional Tourism Infrastructure Fund | 1,589,168  |
| Reid Oval Development | 500,000  |
| Ride2School Program | 682,838  |
| Roadside Weeds and Pests Program | 2,701,000  |
| RRV Appropriation Underspend Projects | 375,000  |
| Rural Development | 50,000  |
| Rural Roads Support Package Phase 3 Capability and Capacity Improvement Funding | 236,500  |
| Safe Building Ventilation Program | 102,000  |
| Seasonal Workforce Accommodation Program | 30,633,013  |
| Seasonal Workforce Industry Support Program | 1,688,674  |
| Seasonal Harvest Sign-on Bonus Program | 3,458,684  |
| Secure Work Pilot | 4,401,828  |
| Shooting Sports Facilities Program | 3,124,230  |
| Significant Sporting Events Program | 250,000  |
| SKILLED Intern Training Program | 380,000  |
| Small Towns Development Fund | 125,000  |
| Small-Scale and Craft Program | 1,980,634  |
| Smart Enough Factory Digital Uplift Program | 191,664  |
| Smarter Safer Farms – AIJF2  | 2,314,800  |
| Social Enterprise Strategy | 144,779  |
| SPE Bushfire Recovery | 800,000  |
| Sporting Club Grants Program | 1,814,999  |
| SRV Program Initiatives | 1,802  |
| SRV Programs Initiatives – PSD  | 15,000  |
| State Facilities & Major Projects | 378,001,212  |
| STEM Awareness and Engagement Program | 92,000  |
| Strengthening Victoria’s AFL Development Pathways Program | 923,000  |
| Stronger Places, Stronger People | 1,022,715  |
| Stronger Regional Communities Plan | 676,853  |
| Study Melbourne Inclusion Program (formerly International Student Welfare Prog) | 1,063,552  |
| Suburban Revitalisation | 11,608,113  |
| Supporting medical research to protect Victorians and grow jobs for the future | 15,580,000  |
| Supporting Netball in Victoria | 840,000  |
| Sustainable Hunting Action Plan | 20,000  |
| TAFE International Digital Courses | 20,000  |
| Taking Action Through Community Sport to Prevent Violence Against Women Grants | 71,875  |
| Target Minerals Exploration Initiative | 418,182  |
| Targeted Employment Plan | 649,905  |
| Technology Adoption and Innovation Program | 50,000  |
| The Alice Anderson Fund | 4,000,000  |
| The Sustainable Hunting Action Plan 2021‑2024 | 1,027,000  |
| The World Game Facilities Fund | 45,000  |
| Together More Active – 2019-2023 | 978,142  |
| Transforming Traceability Program | 361,000  |
| VERRP Regional Tourism Investment Fund (RTIF) | 7,824,393  |
| VERRP Traditional Owner | 354,320  |
| VERRP VTIC | 796,080  |
| VERRP-Enabling Tourism Fund | 876,139  |
| VERRP-Regional Tourism Investment Fund-Stimulus | 9,386,000  |
| VERRP-Tourism Infrastructure Program‑Flagship | 20,261,000  |
| VESKI and VPF 2021-2022 | 954,000  |
| VICSWIM Summer Kidz | 590,000  |
| Victoria – Parana Memorandum of Understanding | 3,000  |
| Victoria Israel Science Innovation and Technology Scheme | 80,000  |
| Victoria-Jiangsu Technology and Innovation R&D | 648,000  |
| Victorian Aboriginal Business Strategy | 400,000  |
| Victorian Aboriginal Economic Strategy | 2,588,000  |
| Victorian Country Market Program | 855,000  |
| Victorian Covid-19 Research Fund | 8,702,000  |
| Victorian Forestry Plan | 3,333,594  |
| Victorian Health & Medical Research Fellowships | 400,000  |
| Victorian Institute of Sport (VIS) Elite Athlete Development Program | 14,726,250  |
| Victorian International Education Awards | 2,000  |
| Victorian Medical Research Acceleration Fund | 3,446,381  |
| Victorian Racing Industry Fund | 17,917,773  |
| Victorian Regional Tourism Voucher | 14,177,200  |
| Victorian Social Enterprise Strategy 2021‑2025 | 4,846,800  |
| Victorian Startup Capital Fund – LaunchVic | 20,000,000  |
| Victoria’s Fruit Fly Strategy | 1,531,800  |
| Victoria’s Technology Plan for the Future – Biotechnology | 1,058,500  |
| Visit Victoria VERRP Industry Development 21-22 | 100,000  |
| Wine Grape Smoke Program | 383,000  |
| Wine to the World | 2,144,000  |
| Wombat State Forest – Restoration Communications Support | 20,000  |
| WoMEDA Precinct and North-West City Deal | 50,000  |
| Women Building Surveyors Program | 3,000,000  |
| Working for Victoria Fund | 63,147,939  |
| Working Together in Place | 228,000  |
| World Game Facilities Fund – 2019-2023 | 3,378,697  |
| Young Farmer Scholarship | 87,418  |
| Youth Employment Scheme | 3,427,000  |
| **Grand Total** | **$9,997,097,135** |

# 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**](https://djsir.vic.gov.au/)

# Appendix 15: Additional departmental information available

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 included in 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 262).
* General statement on industrial relations within the department and details of time lost through industrial accidents and disputes (on page 266).

# Appendix 16: Acronyms

|  |  |
| --- | --- |
| AAP | Adaptation Action Plan |
| AAS | Australian Accounting Standards  |
| AASB | Australian Accounting Standards Board  |
| ABN | Australian Business Number  |
| ABS | Australian Bureau of Statistics  |
| ACM | Arts Centre Melbourne  |
| ACMI | Australian Centre for the Moving Image  |
| AEE | Annualised Employee Equivalent  |
| AGPC | Australian Grand Prix Corporation  |
| AI | Artificial Intelligence  |
| AIIA | Australian Information Industry Association  |
| AIJF | Agriculture Infrastructure and Jobs Fund  |
| AMAF | Asset Management Accountability Framework  |
| AMMC | Australian Medtech Manufacturing Centre  |
| AND | Australian Network on Disability  |
| ARC | Audit and Risk Committee  |
| ASN | Aboriginal Staff Network |
| AusIMM | Australasian Institute of Mining and Metallurgy  |
| AVS | Agriculture Victoria Services Pty Ltd  |
| BAB | Better Approvals for Business |
| BAS | Biosecurity and Agricultural Services  |
| BAU | Business as Usual  |
| BP4 | Budget Paper No. 4 State Capital Program  |
| BP5 | Budget Paper No. 5 Statement of Finances |
| CALD | Culturally and Linguistically Diverse  |
| CBD | Central Business District  |
| CCC | Crisis Committee of Cabinet  |
| CCS | Carbon Capture and Storage  |
| CIC | Commercial-in-Confidence |
| COS | Complete Office Supplies  |
| CO2CRC | Carbon Dioxide Cooperative Research Centre  |
| CPSU | Community and Public Sector Union |
| CSIRO | Commonwealth Scientific and Industrial Research Organisation  |
| CSO | Community Service Obligation |
| CSVE | Creative, Sport and Visitor Economy  |
| CTRS | Commercial Tenancy Relief Scheme |
| CWS Act | *Child Wellbeing and Safety Act 2005*  |
| DELWP | Department of Environment, Land, Water and Planning  |
| DFFH | Department of Families, Fairness and Housing |
| DFSV | Dairy Food Safety Victoria  |
| DH | Department of Health |
| DIF | Digital Innovation Festival  |
| DJCS | Department of Justice and Community Safety  |
| DJPR | Department of Jobs, Precincts and Regions  |
| DoT | Department of Transport  |
| DPC | Department of Premier and Cabinet  |
| DTF | Department of Treasury and Finance  |
| DWG | Designated Workgroup  |
| EAP | Employee Assistance Program  |
| EB | Executive Board  |
| ECA | Ethical Clothing Australia |
| EO | Executive Officer  |
| ETRB | Emerald Tourist Railway Board  |
| FBT | Fringe Benefits Tax |
| FDI | Foreign Direct Investment |
| FIMP | Future Industries Manufacturing Program  |
| FMA | *Financial Management Act 1994*  |
| FOI | Freedom of Information  |
| FOI Act | *Victorian Freedom of Information Act 1982* |
| FRD | Financial Reporting Direction  |
| FSPL | Fed Square Pty. Ltd.  |
| FTE | Full-time Equivalent  |
| GAC | Geelong Arts Centre  |
| GEAP | Gender Equality Action Plan |
| GEN | Global Education Network  |
| GENE | Gender Equality Network for Everyone |
| GenV | Generation Victoria |
| GROW | Growing Regional Opportunities for Work |
| GRV | Greyhound Racing Victoria  |
| GSF | Growing Suburbs Fund |
| GSP | Gross State Product  |
| GSV | Geological Survey of Victoria  |
| GVw | Global Victoria Women  |
| H‑ACE | Hanwha Defense Australia Armoured Vehicle Centre of Excellence |
| HMIP | Health Led Manufacturing Innovation Pilot |
| HRV | Harness Racing Victoria  |
| HSR | Health and Safety Representative  |
| IAC | Inquiry and Advisory Committee  |
| IBAC | Independent Broad-based Anti-corruption Commission  |
| ICA | Interstate Certificate Assurance  |
| ICN | Industry Capability Network  |
| ICR | Industry Coordination and Recovery  |
| ICT | Information and Communication Technology |
| IFAM | International Freight Assistance Mechanism  |
| IFF | Investment Fast‑Track Fund |
| IRP | Issue Resolution Procedure  |
| JIBE | Jobs, Innovation and Business Engagement |
| JVSI | Jobs Victoria, Secure Work and Inclusion |
| KMP | Key Management Personnel  |
| LGA | Local Government Area  |
| LGSD | Local Government and Suburban Development  |
| LIDP | Local Industry Development Plan  |
| LIVE | Lead, Intern, Volunteer, Experience |
| LSL | Long Service Leave  |
| LVA | Latrobe Valley Authority  |
| MCB | Melbourne Convention Bureau  |
| MCET | Melbourne Convention and Exhibition Trust  |
| MCG | Melbourne Cricket Ground  |
| MMA | Melbourne Market Authority  |
| MMCP | Medtech Manufacturing Capability Program |
| MOG | Machinery of Government (changes) |
| MPSG | Major Project Skills Guarantee  |
| MVWGIDC | Murray Valley Wine Grape Industry Development Committee |
| NBL | National Basketball League  |
| NEICs | National Employment and Innovation Clusters |
| NGV | National Gallery of Victoria  |
| NLA | Net Lettable Area |
| NLIS | National Livestock Identification System |
| Non-BAU | Non-business as Usual  |
| NRS | National Redress Scheme  |
| OCI | Other Comprehensive Income  |
| OH&S | Occupational Health and Safety  |
| PAA | *Public Administration Act 2004* |
| PACE | Positive Action Towards Career Engagement  |
| PMS | People Matter Survey  |
| PPP | Public Private Partnership  |
| PRODA | Provider Digital Access  |
| RASV | Royal Agricultural Society of Victoria Limited  |
| REDS | Regional Economic Development Strategies |
| RCS | Reportable Conduct Scheme |
| R&D | Research and Development  |
| RDV | Regional Development Victoria  |
| RFI | Request(s) for Information  |
| RJIF | Regional Jobs and Infrastructure Fund  |
| RMF | Resource Management Framework  |
| RO | Reverse Osmosis |
| RoU | Right-of-Use Assets  |
| RPO | Responsible Pet Ownership  |
| RRV | Rural and Regional Victoria  |
| RTW | Return to Work  |
| RTIF | Regional Tourism Infrastructure Fund  |
| SCAs | Service Concession Arrangements  |
| SES | Senior Executive Service  |
| SIMS | Safety Incident Management System  |
| SLV | State Library Victoria  |
| SME | Small and Medium Enterprises  |
| SMSC | Study Melbourne Student Centre |
| SoE | Statement of Expectations (issued by ministers) |
| SPF | Social Procurement Framework |
| SRR | Sport, Recreation and Racing  |
| SRV | Sport and Recreation Victoria  |
| STEM | Science, Technology, Engineering and Mathematics  |
| SVSR | Supporting Victorian Sport and Recreation  |
| TAFE | Technical and Further Education  |
| TEI | Total Estimated Investment  |
| TEPI | Tourism, Events and Priority Infrastructure |
| TEVE | Tourism, Events and Visitor Economy |
| VAGO | Victorian Auditor-General’s Office |
| VALGS | Victorian Aboriginal and Local Government Strategy |
| 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  |
| VPSC | Victorian Public Sector Commission |
| VSBC | Victorian Small Business Commission |
| VSIDC | Victorian Strawberry Industry Development Committee  |
| VWA | Victorian Workcover Authority  |
| WGEA | Workplace Gender Equality Agency  |
| WoVG | Whole of Victorian Government |
| ZEV | Zero Emissions Vehicle |

# 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 |
| --- | --- |
| **Standing Directions and Financial Reporting Directions** |
| **Report of operations** |
| **Charter and purpose** |
| FRD 22 | Manner of establishment and the relevant Ministers |
| FRD 22 | Purpose, functions, powers and duties |
| FRD 8 | Departmental objectives, indicators and outputs |
| FRD 22 | Key initiatives and projects |
| FRD 22 | Nature and range of services provided |
| **Management and structure** |
| FRD 22 | Organisational Structure |
| **Financial and other information** |
| FRD 8 | Performance against output performance measures |
| FRD 8 | Budget portfolio outcomes |
| FRD 10 | Disclosure index |
| FRD 12 | Disclosure of major contracts |
| FRD 15 | Executive disclosures |
| FRD 22 | Employment and conduct principles |
| FRD 22 | Occupational health and safety policy |
| FRD 22 | Summary of the financial results for the year |
| FRD 22 | Significant changes in financial position during the year |
| FRD 22 | Major changes or factors affecting performance |
| FRD 22 | Subsequent events |
| FRD 22 | Application and operation of *Freedom of Information Act 1982* |
| FRD 22 | Compliance with building and maintenance provisions of *Building Act 1993* |
| FRD 22 | Statement on National Competition Policy |
| FRD 22 | Application and operation of the *Public Interest Disclosures Act 2012* |
| FRD 22 | Application and operation of the *Carers Recognition Act 2012* |
| FRD 22 | Details of consultancies over $10,000 |
| FRD 22 | Details of consultancies under $10,000 |
| FRD 22 | Disclosure of government advertising expenditure |
| FRD 22 | Disclosure of ICT expenditure |
| FRD 22 | Statement of availability of other information |
| FRD 24 | Reporting of office-based environmental impacts |
| FRD 25 | Local Jobs First |
| FRD 29 | Workforce Data disclosures |
| SD 5.2 | Specific requirements under Standing Direction 5.2 |
| **Compliance attestation and declaration** |
| SD 5.4.1 | Attestation for compliance with Ministerial Standing Direction |
| SD 5.2.3 | Direction in report of operations |
| **Financial Statements** |
| Declaration |  |
| SD 5.2.2 | Declaration in financial statements |
| **Other requirements under Standing Directions 5.2** |
| SD 5.2.1(a) | Compliance with Australian accounting standards and other authoritative pronouncements |
| SD 5.2.1(a) | Compliance with Standing Directions |
| SD 5.2.1(b) | Compliance with Model Financial Report |
| **Other disclosures as required by FRDs in notes to the financial statements (a)** |
| FRD 9 | Departmental Disclosure of Administered Assets and Liabilities by Activity |
| FRD 11 | Disclosure of Ex gratia Expenses |
| FRD 13 | Disclosure of Parliamentary Appropriations |
| FRD 21 | Disclosures of Responsible Persons, Executive Officers and Other Personnel(Contractors with Significant Management Responsibilities) in the Financial Report |
| FRD 103 | Non-Financial Physical Assets |
| FRD 110 | Cash Flow Statements |
| FRD 112 | Defined Benefit Superannuation Obligations |
| FRD 114 | Financial Instruments – general government entities and public non-financial corporations |

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.

|  |
| --- |
| Legislation |
| *Freedom of Information Act 1982* |
| *Building Act 1993* |
| *Public Interest Disclosures Act 2012* |
| *Carers Recognition Act 2012* |
| *Disability Act 2006* |
| *Local Jobs Act 2003* |
| *Financial Management Act 1994* |
| *Mineral Resources (Sustainable Development) Act 1990* |

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