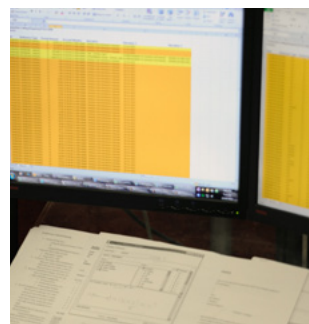




Our Compliance Report



CARBON EMISSION REDUCTION PLAN

The Online System for Comprehensive Activity Reporting is used to measure Tasmanian Government greenhouse gas emissions. The table below shows DPAC's energy usage over the past 12 months.

Building		Actual 2013-14 KWH	Actual 2014-15 KWH	Decrease (Increase) KWH
Energy	Executive Building 15 Murray Street ¹	640 344	588 248	52 096
	144 Macquarie Street Building ¹	173 126	120 677	52 449
	Henty House	87 396	86 451	945
	10 Murray Street	259 997	271 572	(11 575)
	St Johns Street	162 121	137 013	25 108
	22 Elizabeth Street ¹ & 2 Salamanca Square (TMD) ²	247 483	74 750	172 733
Total for all sites		1 570 467	1 278 711	291 756

Notes:

1. Data does not include energy use for air conditioning
2. The reduction in energy consumption is attributable to a staged decommissioning of a Data Centre at 2 Salamanca Square and subsequent transfer to a third party service provider.
3. Departmental information only, excludes Ministerial offices.

Our energy usage decreased during the year. The decrease in energy usage was largely attributable to the decommissioning of a data centre at 2 Salamanca Square and subsequent transfer to a third party service provider. Improvements to building services at 15 Murray Street and 144 Macquarie Street have also realised a reduction in energy consumption.

We endeavour to participate in initiatives that reduce our carbon emissions such as:

- educating and engaging with staff about sustainable work habits;
- identifying ideas and opportunities to reduce emissions and champion change; and
- participating in the Mobile Phone Muster.

We also continue to work with building owners to identify opportunities to leverage negotiations to obtain improved environmental performance of our leased buildings. The Department aims to reduce the average use of office space to 15m² per person over time and identifies opportunities to achieve this goal. This initiative will result in reduced energy consumption.

Recent lease negotiations for 15 Murray Street will realise investment in more energy efficient lighting installations that will deliver sustained energy savings for the Department over the lease term.

DISABILITY ACTION PLAN

We updated our *Disability Access Plan 2014-17* to include additional actions that support and encourage access to sport and active recreation for people with disability. Over the past year, we have made progress across the four key action areas of the *Disability Access Plan*, including the following highlights:

Access to Services and Programs

We reviewed, updated and promoted the Engaging with people with Disability toolkit as part of the Tasmanian *Community Engagement Framework*; established a joint Tasmanian Government and local government work group to assist in developing and implementing strategies that can improve accessibility at the local level for people with disability; supported the sport and recreation sector to remain very active in improving access for, and inclusion of, people with disability; and established a multi-agency taskforce to develop *Safe Homes, Safe Families: Tasmania's Family Violence Action Plan 2015-20*, which includes initiatives to address family violence issues for people with disability.

Access to Employment Opportunities, Career Development, Retention and Recruitment

We refreshed the Tasmanian Government Jobs Website to meet minimum accessibility standards; began work on a broad diversity framework for the State Service, which will guide agencies and offer resources on how to ensure their workforce practices are inclusive and accessible, including for people with disability; and continued to support coordination of the whole-of-government fixed-term employment register, as well as the whole-of-government Graduate Program for People with Disabilities.

Access to Buildings, Facilities, Venues and Off-Premises Events

We take all reasonable endeavours to comply with Office Accommodation Guidelines for all new and leased property. This involves taking into account financial constraints and property market constraints (including building fabrics and the willingness of building owners to make changes). Activity has included addressing a range of access compliance issues at the Launceston Silverdome; and working with building owners to undertake fit-outs and minor works so that departmental and electorate offices comply with Australian Standards and do not pose an impediment to entry in terms of disability access.

Access to Information (printed materials, websites, audio and video)

We developed a draft DPAC Web Accessibility Project Plan that incorporates Tasmanian Government Web Accessibility Strategy outputs relating to policy updates, resources web page and awareness-raising. We developed the <http://www.centenaryofanzac.tas.gov.au/>; redeveloped the <http://www.tis.tas.gov.au/> and <http://www.getmoving.tas.gov.au/> websites; expanded TasALERT accessibility features to include Auslan videos of key emergency preparedness information; and launched a set of 108 Tasmanian Government icons to assist in conveying information clearly and quickly (at <http://www.communications.tas.gov.au/templates>).

RIGHT TO INFORMATION

We are committed to ensuring we meet our legal obligations to respond to requests for information in accordance with the *Right to Information Act 2009* (RTI).

The RTI gives the public, the media and members of Parliament the right to access information we hold, unless the information is exempt from release.

The Department is a public authority as defined with the RTI.

During 2014-15 there were 73 applications for assessed disclosure received compared to 40 for the previous year, an increase of 82.5%. Of those applications, information applied for was provided in full for 34 requests, for 21 requests partial information was provided, for 4 applications information was refused or claimed as exempt and there were 14 requests where the information was not with the Department.

Further details on reasons for refusal, exemptions, timeliness, internal and external reviews can be found in Appendix D in the Addendum to this Report.

For further information on the RTI, visit the website of the Office of the Ombudsman (www.ombudsman.tas.gov.au).

PUBLIC INTEREST DISCLOSURES – PUBLIC ACCESS TO INFORMATION ON OUR DECISIONS

We are committed to ensuring that we are accountable for the decisions we make and for encouraging and facilitating the reporting and disclosure of improper conduct of public officers in accordance with the *Public Interest Disclosures Act 2002* (PID).

Members of the public are able to seek input into our decision-making process either by invitation to comment on Government policy development or by direct contact with the Minister and/or the Secretary.

Our website details the functions and purpose of each business unit and the contact details and addresses for sub-branches.

We maintain the Tasmanian Government Directory, an online telephone and email address listing for most Government employees and organisations enabling easy access to employees within the Department and the wider State Service.

A variety of offices are available to members of the public to inquire into decisions of the Department. These include:

- the Secretary, Department of Premier and Cabinet (for matters relating to all decisions of the Department);
- the State Service Management Office (for matters relating to State Service employment);
- Ombudsman Tasmania (for administrative matters including Right to Information and personal information);
- the Tasmanian Integrity Commission (for matters relating to conduct of public officials); and
- the Tasmanian Auditor-General (for matters relating to the financial and operational performance of the Department).

Our employees are kept informed of all matters relating to their employment through a variety of media including interaction with their managers, general advice and information on our intranet site, iPac, and staff information sessions. Active staff consultation is undertaken when there is likely to be changes to the workplace which impact on individuals and/or their employment conditions.

No public interest disclosures were received during 2014-15.

PROTECTING PRIVACY

We are committed to protecting each individual's privacy in the way we collect, use or disclose personal information. We also ensure that individuals have a degree of control over their own personal information.

When dealing with private information, we do so in accordance with the *Personal Information Protection Act 2004*.

There were no requests in 2014-15 from persons seeking access to, or update of, personal information held by us pertaining to them.

INTEGRITY

The Integrity Commission is an independent body established in accordance with the *Integrity Commission Act 2009* (ICA). The three primary objectives of the Integrity Commission are to:

- improve the standard of conduct, propriety and ethics in public authorities in Tasmania
- enhance public confidence that misconduct by public officers will be appropriately investigated and dealt with
- enhance the quality of and commitment to ethical conduct by adopting a strong, educative, preventative and advisory role.

We are committed to upholding the aims and objectives of the Commission and ensuring our staff meet high standards of conduct and receive ongoing training in relation to ethical conduct in accordance with section 32 of the ICA.

We are currently working with the Integrity Commission to implement an e-learning module regarding “Ethical Decisions at Work”. This joint project is in-line with our commitment to ethical conduct and building integrity behaviour. We are piloting this module and if successful then all our staff will undertake the module as part of our mandatory training suite for all employees. This training will complement a whole-of-government gifts, benefits and hospitality policy.

PUBLICATIONS

During 2014-15 we produced 13 publications by our various operating units within the Department and they are available from:

- STORS website at www.stors.tas.gov.au
- appropriate divisional DPAC websites linked from www.dpac.tas.gov.au.

A complete list of our publications can be found in Appendix E in the Addendum to this Report.

WEBSITES

As at 30 June 2015 we managed 25 web sites on behalf of the Department and the Premier's Office. During 2014-15 the number of websites to be managed increased by two.

A complete list of the websites we manage can be found in Appendix E in the Addendum to this Report.

PRICING POLICIES FOR GOODS AND SERVICES

DPAC's pricing policy is based on full-cost recovery.

Full cost includes direct salaries, employer superannuation contributions, payroll tax, all operating expenditure, rental, fringe benefits tax, provision for annual and long-service leave entitlements and in some cases provision for capital reinvestment.

TMD charges for telecommunications and computing services.

The Office of the Parliamentary Counsel charges for drafting services as follows:

- off budget or statutory authorities;
- legislation that is part of a major project which will result in a direct financial return to the State;
- where external funding is available;
- when there is a major review of legislation or subordinate legislation;
- when there is inadequate lead time for the drafting task;
- where an otherwise chargeable job is discontinued; and
- when a job changes from being non-chargeable to chargeable.

The Training Consortium, incorporated within the State Service Management Office, charges on a full-cost-recovery basis for training services.

Service Tasmania receives funding from Tasmanian Government departments, Government Business Enterprises, other external organisations including Marine and Safety Tasmania, local government, Australian Government agencies and the private sector for services delivered through Service Tasmania shops.

The Silverdome receives funding from the hirers of the facility and the fee charged is based on full-cost recovery. During 2014-15 the charging fees were reviewed to ensure there were reflective of the total operational costs for the Silverdome.

PROCUREMENT

There were no major capital works projects (i.e. greater than \$250 000) undertaken during 2014-15.

We ensure that Tasmanian businesses are given every opportunity to compete for our business, and support Tasmanian businesses whenever they offer best value for money for the Government under the *Buy Local Policy*.

During 2014-15 we awarded 8 of the 15 contracts valued greater than \$50 000 (excluding GST) to Tasmanian suppliers. The contract value for Tasmanian suppliers was \$6 167 042 of the total contract value of \$20 088 353 representing 30.7%. Some of the reasons why a local supplier wasn't selected were no local supplier tendered, expertise and capability to deliver contract and value for money considerations.

Of the fifteen contracts awarded three were awarded as a result of direct/limited sourcing on contract extension pursuant to the *Treasurer's Instruction No. 1114: Direct/limited submission sourcing: goods and services* and one contract was awarded as a result of legal services exemption pursuant to *Treasurer's Instruction No. 1118: Procurement of Legal Services: goods and services*.

Further details of the individual contracts awarded above \$50 000 can be found in Appendix F in the Addendum to this Report.

No contracts were awarded as panel arrangements.

GRANTS, CONTRIBUTIONS AND ELECTION COMMITMENTS

During the year we processed 479 grant, contribution and election commitment payments totalling \$33 841 548. The following table summarises the payments by the Minister and program.

Program	Total Payment Amount	No. of Payments
Premier		
Australia Day grants	\$12 750	5
Communities, Sport and Recreation grants		
Council of the Ageing Tasmania	\$333 766	4
Emergency relief	\$150 000	3
Family Assistance program	\$330 000	5
Food Vans program	\$60 000	3
LGBTI grants	\$50 000	3
Multicultural Council of Tasmania	\$96 881	2
National Youth Week	\$51 626	25
Other Grants	\$456 017	5
Volunteering Tasmania	\$279 785	2
Youth Network of Tasmania	\$259 402	2
Youth Parliament	\$12 750	1
No Interest Loans Scheme (NILS) Network Tasmania Inc.	\$355 982	3
Other Grants	\$279 000	4
Premier's Discretionary Fund	\$472 154	103
Tasmanian Bushfire Recovery grants	\$1 261 380	7
Veteran's Affairs		
Centenary of ANZAC grants	\$49 994	14
Other grants	\$1 313 909	4
	\$5 805 396	195
Minister for Aboriginal Affairs		
Aboriginal Land Council	\$314 000	1
Other grants	\$316 820	4
	\$630 820	5
Minister for Sport and Recreation		
Sports and Recreation grants	\$17 221 727	64
CSL Sports and Recreation Development	\$1 515 127	78
	\$18 736 854	142
Minister for Environment, Parks and Heritage		
Climate Change grants		
ClimateConnect	\$4 500	3
Earn Your Stars	\$6 234	5
Other Grants	\$38 132	5
	\$48 866	13
Election Commitments	\$8 619 612	124
TOTAL	\$33 841 548	479

The details of the individual recipients of each program listed above can be found in Appendix C in the Addendum to this Report.

SUPERANNUATION CERTIFICATE

I, Gregory Johannes, Secretary, Department of Premier and Cabinet, hereby certify that the Department of Premier and Cabinet has met its obligations under the *Commonwealth Superannuation Guarantee (Administration) Act 1992* in respect of those employees of the Department who are members of the following complying superannuation schemes to which this Department contributes:

AGEST	Energy Super	Optimum Super Master Plan
AMP Custom Super	FSP Super Fund	Our Super Fund
AMP Flexible Life Super	First State Super	Perpetual Trustees Tasmania Ltd
AMP Flexible Super	First Super	Perpetual's Select Super
AMP Mobile Super	Flourishing Super Fund	Powerwrap Master Plan
AMP Society	Ford Andrews Super Fund	Q Super
AMP Superleader Plan	Generations Personal Super	Quadrant Super
ANZ Australian Staff Super	Gordon Family Super Fund	RBF Contributory Scheme
ANZ Smart Choice Super	Greskie Superannuation Fund	RBF-TAS
AON Master Trust – Viva	Guild Retirement Fund	REI Super
AXA Australia	Hesta Super	REST Personal
Asgard Super Account	Host Plus Super	REST Super
Australian Catholic Super	ING Direct Super Fund	Rainier Kroeze Superannuation
Australian Ethical Super	IOOF Employer Super	Retirement Savings Account
AustralianSuper	IOOF Portfolio Service Super	S&L Wiggins Super
BT Super Wrap	Investment Exchange RS	Smartsave Members Choice
BT Super for Life Savings	JM & NL Mason Super Fund	Sunsuper Super Fund
Bay Ridge Superannuation	Kiste Superannuation Fund	TPF&C Nominees Spectrum
Braemar Super Fund	Legal & General Life Australia Ltd	Tabe Family Super Fund
CBUS Super	Legal Super	Tasplan Super
CFM Retire Fund	Long and Strong Super Fund	Telstra Super
Care Super	MLC MasterKey Business	Tronson Superannuation Fund
Catholic Super Fund	MLC MasterKey Super	UniSuper
Colonial FSFC Personal	MLC Navigator Super	VicSuper
Colonial FSFC Wholesale	Mercer Super Trust	Vision Super
Colonial Portfolio Services Ltd	Murrell Superannuation Fund	Westpac Super
Comet Super Fund	National Flexi Super Plus	Winwood Super Fund
Commonwealth Essential Super	Netwealth Super Accelerator	Zurich Australia Life
Commonwealth Personal Super	North Personal Super Fund	Zurich Superannuation Plan
Comsuper	Norwich Union Life Australia	
Denney Family Super	One Path MasterFund	

These are the only complying superannuation schemes (other than those established under the provisions of the *Retirement Benefits Act 1993* and the *Public Sector Superannuation Reform Act 1999*) to which this department makes employer superannuation contributions.



Greg Johannes

Secretary
Department of Premier and Cabinet
30 June 2015

Statement of Compliance

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Abbreviations

AA	<i>Audit Act 2008</i>	OAA	Office of Aboriginal Affairs
ANZSOG	Australian New Zealand School of Government	OeG	Office of eGovernment
CAS	Corporate Application Support	OHS	Occupational Health and Safety
CEO	Chief Executive Officer	OPC	Office of Parliamentary Council
CER	Clean Energy Regulator	OSEM	Office of Security and Emergency Management
COAG	Council of Australian Governments	OTS	Office of the Secretary
CorpServ	Corporate Services	PID	Public Interest Disclosure
COTA	Council on the Ageing	PIDA	<i>Public Interest Disclosures Act 2002</i>
CSR	Communities Sport and Recreation	PLGC	Premier's Local Government Council
DEDTA	Department of Economic Development, Tourism and the Arts	PMD	Performance Management and Development
DLG	Departmental Leadership Group	PolDiv	Policy Division
DPAC	Department of Premier and Cabinet	PPS	Practice Procedures and Standards
DPIPWE	Department of Primary Industries Parks Water and the Environment	PSSRA	<i>Public Sector Superannuation Reform Act 1999</i>
ED	Employment Directions	RCCAP	Regional Climate Change Adaptation Program
EFR	Emergency Food Relief	RSL	Returned Services League
ERF	Emission Reduction Fund	RTI	Right to Information
ExecDiv	Executive Division	RTIA	<i>Right to Information Act 2009</i>
FMAA	<i>Financial Management and Audit Act 1990</i>	SAMP	Strategic Asset Management Plan
FTE	Full-time Equivalent	SAP	Strategic Action Plan
GBE	Government Business Enterprise	SerTas	Service Tasmania
GOE	General Operating Expenses	SES	Senior Executive Service
GST	Goods and Services Tax	SOE	Standard Operating Environment
IaaS	Infrastructure-as-a-Service	SOI	Sustainability Objectives and Indicators
ICA	<i>Integrity Commission Act 2009</i>	SRT	Sport and Recreation Tasmania
ICT	Information and Communication Technology	SSA	<i>State Service Act 2000</i>
IDC	Interdepartmental Committee	SSR	<i>State Service Regulations Act 2011</i>
LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersex	SSVCP	State Service Vacancy Control Process
LGD	Local Government Division	TCAP	Tasmanian Coastal Adaptation Pathways
LiDAR	Light Detection and Ranging Transgender	TCCO	Tasmanian Climate Change Office
LWOP	Leave Without Pay	TCF	Tasmanian Community Fund
M&PS	Ministerial and Parliamentary Support	TEYF	Tasmanian Early Years Foundation
MCP	Modern Communications Project	TI	Treasurer's Instruction
MOU	Memorandum of Understanding	TIS	Tasmanian Institute of Sport
MP	Member of Parliament	TNVR	Targeted Negotiated Voluntary Redundancy
MPS	Ministerial and Parliamentary Support	TTC	The Training Consortium
MPSS	Managing Positions in the State Service	TYP	Tasmanian Youth Parliament
NA	Not Applicable or Not Available	VT	Volunteering Tasmania
NDIS	National Disability Insurance Scheme	WHS	Work Health and Safety
NILS	No Interest Loans Scheme	WRIP	Workplace Renewal Incentive Program
NYW	National Youth Week	YNOT	Youth Network of Tasmania

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Our Contacts

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Facsimile (03) 6223 5685
Mailing address Department of Premier and Cabinet
 GPO Box 123
 HOBART Tasmania 7001
Email secretary@dpac.tas.gov.au
Website www.dpac.tas.gov.au

Office	Address	Telephone	Facsimile
Cabinet Office and Executive Council Secretariat	Level 4, Executive Building, 15 Murray Street Hobart TAS 7000	6270 5659 6270 5666 6205 4829	6233 2201
Communications and Protocol Unit	Level 5, Executive Building, 15 Murray Street Hobart TAS 7000	6270 5493	6233 5685
Communities, Sport and Recreation	Level 4, Executive Building, 15 Murray Street Hobart TAS 7000	6232 7133	6233 5685
Corporate Services	Level 6, Executive Building, 15 Murray Street Hobart TAS 7000	6270 5482	6233 5685
Governance Services	Level 7, Executive Building, 15 Murray Street Hobart TAS 7000	6232 7184	
Local Government Division	Level 5, Executive Building, 15 Murray Street Hobart Tasmania 7000	6232 7022	6233 5685
Office of eGovernment	Level 6, Executive Building, 15 Murray Street Hobart TAS 7000	6232 7722	
Office of Parliamentary Counsel	Level 11, 86 Collins Street Hobart TAS 7000	6233 2223	
Office of Security and Emergency Management	Level 1, 47 Liverpool Street Hobart TAS 7000	6232 7979	
Office of the Secretary	Level 7, Executive Building, 15 Murray Street Hobart TAS 7000	6232 7184	
Policy Division	Level 7, Executive Building, 15 Murray Street Hobart TAS 7000	6232 7109	
Service Tasmania Unit	Level 7, 144 Macquarie Street Hobart TAS 7000	6165 4292	6233 2412
State Protocol Office	Level 5, Executive Building, 15 Murray Street Hobart TAS 7000	6270 5667	
State Service Management Office	Level 9, 144 Macquarie Street Hobart TAS 7000	6232 7040	
Tasmanian Climate Change Office	Level 5, Executive Building, 15 Murray Street Hobart TAS 7000	6232 7173	
Tasmanian Government Courier	Basement, Franklin Square Hobart TAS 7000	6232 7053 0408 139 057	6233 5685
	Level 1, 1 Civic Square Launceston TAS 7250	0417 299 548	
Tasmanian Institute of Sport	Silverdome, 55 Oakden Road Prospect TAS 7250	6777 2828	6336 2211
	Technopark, 33-38 Innovation Drive Dowsing Point TAS 7010	6165 6630	6336 2211
The Training Consortium	Level 9, 144 Macquarie Street Hobart TAS 7000	6232 7511	
TMD	Level 9, 22 Elizabeth Street Hobart TAS 7000	6166 3111	6233 7222