

DEPARTMENT OF
PREMIER AND CABINET
ANNUAL REPORT
2019–20



ABOUT THIS PUBLICATION

This Annual Report provides information for all stakeholders with an interest in the machinery of Government, policy services, whole-of-government service delivery, local government, information technology, state service management, legislation development, security and emergency management and climate change.

It includes the highlights of the year, an overview of our operations, major initiatives, and performance during 2019-20.

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All of our annual reports are available for download from the Department's website, www.dpac.tas.gov.au

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Submission to the Premier and Ministers



Hon Peter Gutwein MP
Premier
Minister for Climate Change



Hon Mark Shelton MP
Minister for Local Government



Hon Michael Ferguson MP
Minister for Science and Technology



Hon Sarah Courtney MP
Minister Strategic Growth

Dear Premier and Ministers

In accordance with the requirements of Section 36 of the *State Service Act 2000* and Section 42 of the *Financial Management Act 2016*, I submit to you, for presentation to Parliament, this report on the affairs and activities of the Department of Premier and Cabinet for the financial year ended 30 June 2020.

Yours sincerely

A handwritten signature in black ink that reads "Jenny Gale".

Jenny Gale

Secretary

Department of Premier and Cabinet

2 October 2020

Our Year in Review

- We launched the DPAC Strategic Plan 2019-2022 that will shape our future as a department. Key Year 1 achievements include the release of the Internal Communications Strategy, including the Secretary's COVID-19 information webinars for staff; and the People and Culture Strategy, which focuses on the investment and development of our people, the culture and behaviours in our workforce, and taking an innovative approach to policy development and advice, to provide value to our partners and the community we serve.
- The State Service Management Office organised the TSS/SSMO Aboriginal Employee Gathering at Hobart College. The Gathering was an opportunity to share stories and understandings, and engage in Aboriginal cultural learning, and reflected a sense of excitement, commitment and motivation to progressing the work of the TSS Aboriginal Employee Network and the Aboriginal Employment Strategy to 2022.
- We implemented Workplace Contact Officers, a voluntary group of staff who have been trained as a point of contact for employees that may be experiencing harassment, discrimination, bullying and/or victimisation at DPAC.
- We participated in the Walk Against Family Violence alongside Tasmanian Government agencies to show support for the safety and wellbeing of people affected by family and sexual violence, particularly women and children.
- We organised the Tasmanian State Service's (TSS) Work Health Safety and Wellbeing Forum, which found that there is great work happening in this space across the State Service to ensure the safety of our employees and contractors.
- We organised 19 Australia Day Ambassadors to head out to local councils on Australia Day and spread their message of what Australia Day means to them.
- DPAC organised the Tasmanian Australian of the Year Awards, which recognises the outstanding achievements of four great Tasmanians in the categories of TAS Australian of the Year, TAS Senior Australian of the Year, TAS Young Australian of the Year and TAS Local Hero.
- We completed a tender process to appoint a new Marketing and Communication Services Panel to provide publishing and marketing services for Government projects and programs. The panel will be used by DoH, DPFEM, Communities Tasmania, TasTAFE and DPAC.
- Service Tasmania's new Launceston service centre was opened. Its purpose-designed, accessible facilities will provide greater flexibility in how the team delivers face-to-face services, improving efficiency and the customer experience.
- Our people contributed to the public information and recovery effort during the 2019 bushfire campaign, and were recognised for their efforts by the Premier and the Minister for Police, Fire and Emergency Management.
- We worked to create a very successful cross agency International Women's Day Awards for Excellence event with the Local Government Association of Tasmania, and TasCOSS.
- The Tasmanian State Service Survey results again gave insight into the things we do well at DPAC as well as how we can use this to drive a range of improved management practices and policies.
- Our Performance Management and Development (PMD) Reset Project began, with successes in the first stages of implementation.
- We rolled out multi-factor authentication across the Department to increase our information security and protect our systems against cyber security threats.
- The new Liberal Government Ministry was sworn in by Her Excellency Professor the Honourable Kate Warner AC, Governor of Tasmania. The Office of the Secretary and the Office of Parliamentary Counsel worked to ensure a smooth implementation.
- The Tasmanian Climate Change Office's work on the roll out of the electric vehicles charging infrastructure in Tasmania was recognised in the 2019 Prime Minister's Awards for Excellence in Public Sector Management. TCCO received the inaugural Kennedy Award for this work.
- The Local Government Division successfully saw the Burial and Cremation Bill and the Dog Control Amendment Bill pass through the Parliament. All but 3 of the 51 Local Government Legislative Framework Review reforms were supported for implementation.
- We released Our Digital Future, the Tasmanian Government's first strategy for digital transformation. The Strategy brings together major actions across three priority areas – community, economy and government – and will be supported by a number of key initiatives to help and inspire Tasmanians to grow and flourish in an increasingly digital economy.
- We again supported the Institute of Public Administration Australia (IPAA) Public Sector Excellence Awards in Tasmania.
- DPAC hosted a total of 12 Official Visits from Australian-based Ambassadors, High Commissioners and Consuls General.
- Policy Division provided significant support to the Premier and DPAC Executive in the transition from the Council of Australian Governments (COAG) to the new National Cabinet model. National Cabinet met weekly (and now fortnightly) to drive the national COVID-19 response and broader economic recovery. DPAC, in consultation with all agencies, successfully adapted to this new framework for intergovernmental relations to provide high quality advice and support that promotes good outcomes for Tasmania.
- DPAC led the policy, public information and recovery functions of the State Control Centre (SCC) in the response to COVID-19, providing strategic policy advice to the State Controller, Premier, Director of Public Health and Ministerial Committee for Emergency Management; managing the Government's coronavirus website and COVID-19 Response Unit call centre; and supporting and enabling community-led recovery. DPAC also provides some secretariat support to the Premier's Economic and Social Recovery Advisory Council (PESRAC).

Secretary's Report



While 2019-20 brought with it many challenges for our community, it has also given us opportunities to improve the way we work in the Department of Premier and Cabinet – a key focus under our Strategic Plan.

The beginning of the year coincided with the launch of a renewed strategic direction for the Department. In July 2019 I was proud to release DPAC's new *Strategic Plan 2019-2022* to guide the way we support the Government to achieve the best possible outcomes for the Tasmanian community. The Plan identifies a number of strategic priorities under three key focus areas that will shape how we work over the coming years. More information, including progress on Year 1 action areas, is provided later in this report.

Responding and adapting to climate change continues to be a priority for DPAC. The Tasmanian Climate Change Office (TCCO) continued to progress initiatives under Climate Action 21: *Tasmania's Climate Change Action Plan 2017-2021*, including orchestrating Australia's first statewide electric vehicle charging network. TCCO was recognised for this work at the 2019 Prime Minister's Awards for Excellence in Public Sector Management. In May 2020, it was confirmed that for the fourth year in a row Tasmania has achieved net zero greenhouse gas emissions. TCCO is set to conduct a review of Tasmania's future emissions to determine whether the State can bring forward its target of net zero emissions by 2050. The Local Government Division (LGD) supported the Government to successfully pass two Bills in two days through the Parliament after 12 months of policy work and public consultation. Reforms for the Local Government Legislative Framework Review were released in April 2020, following two years of extensive consultation by the LGD. The majority of the proposed Reform Directions will be implemented after receiving broad support from the public, councils and stakeholders, with only three of the 51 reforms not progressed.

Service Tasmania opened its new service centre in Launceston, ensuring we can provide not only an excellent workplace environment for our staff, but that we continue to enhance the services we provide to the Tasmanian community. The new service centre is the first of its kind for Service Tasmania and will provide a better way for government and customers to interact, including by streamlining services to better manage peak periods. The Huonville service centre was also upgraded to create a shared counter with the adjacent Services Australia (Centrelink), making better use of available space and allowing Services Australia to increase opening hours.

In January former Premier Will Hodgman resigned and the new Liberal Government Ministry was sworn in, under Premier Peter Gutwein's leadership. The change saw a number of areas of DPAC undertake a power of work, including to develop the new Administrative Arrangements Order which assigns the legislative responsibilities under each Minister's portfolios.

Emergency management and recovery continue to be priorities for the Agency, with DPAC staff recognised by the Premier and Minister for Police, Fire and Emergency Management for their efforts during the 2019 bushfire campaign.

In March 2020 a different type of emergency emerged, with the World Health Organisation declaring the Novel Coronavirus (COVID-19) a global pandemic. The impacts on our community have been significant and widespread, changing the way of life we enjoy as Tasmanians and creating uncertainty about what the pandemic may mean for our health, community and economy.

The declaration of a State of Emergency by the Premier saw the State Control Centre (SCC) stood up for the first time in response to the pandemic. Staff from across DPAC have been involved in the response, from those in the SCC and call centre, to those supporting our move to a new way of working while continuing to deliver important essential services, such as those on the front line in our Service Tasmania shopfronts. Under the Tasmanian Emergency Management Arrangements (TEMA), DPAC is responsible for filling the roles of Policy Advisor, Public Information Advisor and State Recovery Advisor within the SCC, as well as providing staff to support them in their roles. DPAC also has a key role in the corporate set up of the SCC. Our Corporate and Culture Division (CCD) led the charge securing office space, arranging IT equipment, and processing a large number of new staff and transfers. I thank the entire Department for their dedication and flexibility as we support the work of the SCC to minimise the impact of COVID-19 on the Tasmanian community.

Significant work was undertaken across DPAC to develop the plans, policies and procedures that would underpin our evolving work practices and environment. The pandemic also required our Department to think outside the box and implement new processes quickly, including a move from hard copy Cabinet documents to an electronic process. In just over a week, the Cabinet Office, working with Information and Technology Services (ITS) and Digital Strategy and Services (DSS), came up with a solution to allow the Premier to convene Cabinet remotely and maintain both physical distancing and information security requirements.

In June, the Tasmanian Government's first strategy for digital transformation was released after significant work by our DSS team. Our Digital Future establishes the Government's vision, priorities and objectives for the foundational phase of digital transformation, and aims to inspire and help Tasmanian people, businesses, industries and government agencies to grow and flourish in an increasingly digital economy.

You'll find more examples of the great work that the people of DPAC have delivered for Tasmanians over the past year in this report. As Secretary, I have been incredibly impressed by the resilience of our employees and thankful to everyone across DPAC for the effort to support each other, our Premier and Ministers, and our community throughout the last year.

You may notice this year's report is shorter than normal. As we continue to refocus our priorities and resources to respond to COVID-19, I made the decision to reduce the content in the 2019-20 report to meet only the necessary reporting requirements. This helped to reduce the resource impact on our people in providing information while many are still assisting in our efforts responding to, and recovering from, the pandemic.

While it has been a challenging year, DPAC has managed to achieve great things, and as always, I look forward to what we achieve together in the future.



Jenny Gale

Secretary

Department of Premier and Cabinet

Our Department

The Department of Premier and Cabinet (DPAC) is a central agency of the Tasmanian Government. The Department provides a broad range of services to Cabinet, other members of Parliament, Government agencies and the community.

The Department works closely with the public sector, the community, local government, the Australian Government and other state and territory governments.

Further information regarding the Divisions of DPAC can be found at our website www.dpac.tas.gov.au.

OUR PURPOSE

To lead the State Service in supporting government to achieve the best possible outcomes for the Tasmanian community.

OUR VISION

A highly valued partner that puts the best interests of Tasmania at the heart of everything we do.

OUR VALUES



Excellence

We strive for excellence at all times.



Customer focus

Our customers are at the centre of what we do and how we do it.



Working together

We support and respect one another and work with others to achieve results.



Being professional

We act with integrity and are accountable and transparent.

OUR ROLE

We work in partnership with the communities we serve and the agencies we lead to:

- provide public policy services;
- deliver Government information and services;
- manage intergovernmental relations;
- lead and coordinate whole-of-government initiatives;
- support the machinery of Government;
- administer statutory responsibilities; and
- support the Tasmanian State Service.

GOVERNANCE

The Department is led by the Agency Executive Committee which provides advice to the Secretary. Its focus is on strategic matters and monitoring financial and organisational performance, risk and compliance standards. The Secretary chairs the Committee which meets weekly.

The DPAC Leadership Group is chaired by the Secretary and meets monthly or as required throughout the year. Areas of discussion for this Group include key agency matters, budget, organisational development and emerging issues for Government. The Secretary, together with other Agency Executive Committee members and division heads are members of this Group.

The Divisional structure of the Department is aligned to the outputs and services provided and the responsibilities of the Portfolio Ministers.

The relationship between the Ministers, Outputs and Divisions is shown in the organisational chart on page 6 and in the Output Structure table on page 7.

MINISTERIAL RESPONSIBILITIES AND OUTPUT GROUP STRUCTURE

As at 30 June 2020 the Ministerial and Output Group Structure was as follows:

Output group / Output	Responsible Minister	Responsible Department Division/Unit
1. Support for executive decision-making		
1.1 Strategic policy and advice	Peter Gutwein MP Premier	Policy Division
1.2 Climate Change	Peter Gutwein MP Minister for Climate Change	Tasmanian Climate Change Office
2. Government processes and services		
2.1 Management of Executive Government processes	Peter Gutwein MP Premier	Office of the Secretary
2.2 Principal and subordinate legislation	Peter Gutwein MP Premier	Office of Parliamentary Counsel
2.3 Tasmanian Government courier	Peter Gutwein MP Premier	Corporate and Culture Division
2.4 Corporate support to Ministerial and Parliamentary offices and Office of the Governor	Peter Gutwein MP Premier	Corporate and Culture Division
3. Electronic services for Government agencies and the community		
3.1 Information, technology and digital services strategy and policy development	Michael Ferguson MP Minister for Science and Technology	Digital Strategy and Services
3.2 Management and ongoing development of Service Tasmania	Peter Gutwein MP Premier	Service Tasmania
3.3 Delivery of IT Services	Michael Ferguson MP Minister for Science and Technology	Digital Strategy and Services
4. State Service management		
4.1 State Service employment and management	Peter Gutwein MP Premier	State Service Management Office
5. Security and emergency management		
5.1 Security and emergency management	Peter Gutwein MP Premier	Office of Security and Emergency Management
6. Local government		
6.1 Local government	Mark Shelton MP Minister for Local Government	Local Government Division

Our Divisions

GOVERNMENT SERVICES

Service Tasmania

About Us

Service Tasmania's responsibility is to provide a place for government services and transactions in Tasmania to take place. Its aim is to make it easier for the Tasmanian community, especially in rural and regional areas, to do their everyday business with government either online, over the counter or over the phone.

Service Tasmania works closely with State Government agencies to help deliver transaction and information solutions for the communities it serves, as well as forming partnerships with Commonwealth and Local Government organisations to also deliver their services through the Service Tasmania network.

Digital Services and Strategy

About Us

Digital Services and Strategy's (DSS) role is to advise and support the Tasmanian Government and its agencies to achieve priority objectives and core business outcomes through the provision of fit-for-purpose digital policy and technology solutions.

We work with client agencies to achieve outcomes by:

- identifying common needs and synergies;
- aggregating demand;
- consolidating capability; and
- recommending and provisioning digital and technology solutions.

POLICY AND INTERGOVERNMENTAL RELATIONS

Office of Security and Emergency Management

About Us

The Office of Security and Emergency Management (OSEM) provides policy advice on security and emergency management from a whole-of-government perspective. It works closely with emergency services, government agencies, local government, non-government organisations and the community to develop and implement strategies for emergency prevention, preparedness, response, and recovery.

The Office contributes to national policy development through participation in intergovernmental forums and assists with the implementation of Council of Australian Governments reforms in the areas of natural disasters and counter terrorism.

Local Government Division

About Us

The Local Government Division contributes to an efficient, effective and sustainable local government sector, and strategic outcomes between councils and the Tasmanian Government. The Division works to facilitate a well governed, responsive and sustainable local government sector, which acts in the best interests of Tasmanian ratepayers and residents.

The Local Government Division works with stakeholders to:

- provide expert policy advice on local government matters;
- administer and ensure the sector's compliance with relevant legislative and regulatory provisions;
- enhance local government performance through supporting good governance practices and ensuring transparent performance monitoring;
- deliver education and training;
- support the Local Government Board and Boards of Inquiry; and
- ensure regular contact between the Tasmanian Government and local government so that the sector's views inform key regulatory and policy decisions, including through supporting and Premier's Local Government Council (PLGC).

Policy Division

About Us

The key role of the Policy Division is to assist the Government by providing impartial and high-quality advice to the Premier and Cabinet on matters of State and national significance.

The Policy Division leads work on issues of high importance to the Premier, especially issues that involve a number of Tasmanian Government agencies. It collaborates with all agencies to ensure that the Government receives considered, balanced and timely advice in areas such as economic, social and strategic policy; environment, resource and planning policy; law and justice; and intergovernmental relations.

Tasmanian Climate Change Office

About Us

The Tasmanian Climate Change Office coordinates the Tasmanian Government's climate change action in partnership with business, community and other levels of government. The TCCO has the responsibility of monitoring, analysing and reporting on Tasmania's greenhouse gas emissions.

The TCCO also provides advice to the Government on climate change matters – with a particular focus on: how Tasmania can capitalise on the opportunities from a changing climate and the development of a low-carbon economy; improve its capacity to prepare for and respond to the impacts of climate change; reduce greenhouse gas emissions; and contribute to national policy development.

The work of the TCCO is guided by the *Climate Change (State Action) Act 2008* (the Act). The Act provides for the Climate Change (Greenhouse Gas Emissions) Regulations 2012 which set the 1990 baseline and the method for measuring Tasmania's greenhouse gas emissions. There is a legislated requirement for the Act to be reviewed every four years. The first review was completed in 2012 and the second review was completed in 2016.

STATE SERVICE MANAGEMENT

State Service Management Office

About Us

The key role of the State Service Management Office is to assist the Premier (as the employer) to balance the social, economic, cultural and political aims of Government through high-quality policy for State Service employment management and development.

To achieve this, the office comprises units that provide policy and services on:

- workforce management and relations: employment policy and programs; industrial relations; health, wellbeing and safety; and managing positions;
- workforce development: training, education and development delivered through The Training Consortium; development of management and leadership programs; and coordination of the TSS Scholarship Fund; and
- workforce reform: performance culture and governance arrangements.

OFFICE OF PARLIAMENTARY COUNSEL

Office of Parliamentary Counsel

About Us

The Office of Parliamentary Counsel provides a legislative drafting service for new legislation and amendments to existing legislation as required by the Government's legislative program; prepares relevant advice on legislative matters; and maintains the electronic database of Tasmanian Legislation.

STRATEGY AND ENGAGEMENT

Strategy and Engagement Unit

About Us

The Strategy and Engagement Unit provides strategic advice to the Premier and Cabinet on complex multi-agency matters, and leads the implementation of critical, strategic whole-of-government priorities.

Office of the Secretary

About Us

The Office of the Secretary provides overall strategic management of the Department and;

- ensures that comprehensive, timely and accurate services that support the machinery of Government are maintained;
- manages critical issues that are highly sensitive and may impact on the successful implementation of the Government's overall policy framework;
- manages critical issues related to the administration of Government;
- is primarily responsible for responding to Right to Information requests and appointments of Heads of Agencies;
- provides administrative support for Executive Government bodies such as Cabinet and the Executive Council; and
- acts as the primary link between the Department and the Office of the Premier.

Executive Services Unit

About Us

The Executive Services Unit provides specialist advice and services to a broad range of stakeholders both internal to the agency and across Government. The Unit reports directly to the Secretary, DPAC and is responsible for:

- providing executive support to the Secretary, DPAC;
- coordinating ministerial requests;
- coordinating the Premier's correspondence, which is handled by our Departmental Liaison Officers in the Premier's Office; and
- the Ministerial Transport Service, which is the team of drivers who provide a statewide professional transport service to the Premier, Cabinet members and other approved clients.

Communications and Protocol Unit

About Us

The Communications and Protocol Unit provides specialist communications and protocol advice and services to a broad range of stakeholders, both internal to DPAC and across the Tasmanian Government, as well as the Tasmanian community, the diplomatic and consular corps, Australian Government and other national jurisdictions. We also manage the strategic programs in support of the priorities of the Department and Government.

CORPORATE AND CULTURE DIVISION

Human Resources

About Us

The Human Resources team provides a comprehensive HR management and advisory service to the department as well as Ministerial and Parliamentary Support. The Human Resources team are responsible for provision of advice on all human resource issues; HR policies and guidelines; work health and safety and wellbeing; and payroll services.

Human Resources partner with managers to recruit and retain highly qualified diverse staff, facilitate positive employee relations, develop and enhance employee skills; performance and job satisfaction. The Human Resources team create and implement programs and policies in collaboration with the State Service Management Office to increase organisational effectiveness.

Information and Technology Services

About Us

Information and Technology Services provides support to the Department of Premier and Cabinet and Ministerial and Parliamentary Support including desktop, telephone, mobile computing and cloud services; corporate, business and web applications support; records and information management support; and network, security and infrastructure services

Financial Management Services

About Us

Financial Management Services delivers a range of financial and budget services that support the operations of the Department.

These services include providing financial support services and reporting to the Department's Executive, monitoring and reporting on the Department's financial position, preparing financial statements; developing and implementing financial policy; coordinating the Department's budget; maintaining and developing the Department's financial management information system; financial analysis of revenue and expenditure streams of the department; and managing the Department's debtor and creditor processes.

Portfolio Services Unit

About Us

The Portfolio Services Unit

- manages and coordinates major Parliamentary processes for the Department;
- facilitates the effective flow of information and material to and from the Secretary and Deputy Secretaries; and
- provides support to the Department's divisions and units with the preparation of material for the Secretary, Deputy Secretaries, the Premier and other Ministers supported by the Department.

Properties and Procurement Branch

About Us

Properties and Procurement manages works and services to the buildings that are occupied by the Department of Premier and Cabinet, and Ministerial and Regional Office staff.

Properties and Procurement oversee:

- the Department's building leases and rental arrangements, capital improvements, office fit outs and refurbishments;
- vehicle fleet, including cars provided under employment contracts, G-plated vehicles and parking arrangements;
- high level procurement, contracting and grants management advisory services; and
- insurable interests through the Tasmanian Risk Management Fund.

Our People and Policies

We acknowledge that change is a constant and to ensure we provide the best possible support to the Government and the Tasmanian community, we are committed to supporting our workforce to achieve our goal of high performing people and culture.

We remain committed to the management of our human resources through:

- attracting a talented pool of candidates that builds on our diverse workforce and reflects the Tasmanian community we serve, and valuing and encouraging diverse opinions and views as this leads to better decision making;
- working with our employees so they understand what is expected from them and which aspects of their role are the most important, including identifying how the delivery of their role contributes to team and organisational goals and how their performance will be evaluated;
- developing a learning culture that prioritises people's learning and development, including career aspirations, and builds the future capabilities needed to deliver on the Department's strategic priorities;
- uniting our Department behind our strategic objectives, including increasing the visibility of our leaders and working to grow leaders at all levels to lead effectively through change; and
- continuing to build our culture where outstanding performance, in line with our Departmental values and behaviours, is both recognised and rewarded, and where we continue to learn from the things we could have done better.

STRATEGIC INITIATIVES

People and Culture Strategy

The DPAC People and Culture Strategy was approved in June 2020, a critical enabler for delivering on the *DPAC Strategic Plan 2019-2022*. It is through the individual and collective efforts of our people that we will achieve our strategic priorities: to have a high performing people and culture; fresh thinking, sound advice; and effective partnerships.

The Strategy was initially developed in early 2020, however due to the ongoing challenges presented by the COVID-19 pandemic, our consultation efforts were temporarily delayed. We have continued to work closely with our Division Heads, who have reviewed and provided input into the strategy as we finalised for release. The Strategy outlines a roadmap for DPAC to continue to build a great place to work.

Staff consultation

DPAC's Culture and Inclusion Consultation Group (CICG) helps shape culture and inclusion initiatives. CICG does this by:

- seeking and providing input into DPAC's policy response action/work plans on behalf of their portfolio areas;
- acting as a conduit for feedback from their portfolio areas about DPAC's policy response action/work plans; and
- promoting and supporting culture and inclusion actions in DPAC.

CICG works with The PAC, a group of enthusiastic volunteers working to improve staff morale, relationships across the agency, career pathways and opportunities, and workplace health and wellbeing, to help DPAC implement initiatives that build a more diverse workforce and an inclusive organisation.

STAFFING INFORMATION

Paid Headcount and Paid FTE

As at 30 June 2020, the Department of Premier and Cabinet (DPAC) had 501 employees (385.8 paid Full-time Equivalent (FTE)). This included Tasmanian State Servants (TSS) and casual employees and excludes employees on unpaid leave.

Table 1.1 – Paid Headcount and Paid FTE by Division 30 June 2020

Divisions	Headcounts			FTEs		
	Female	Male	Total	Female	Male	Total
Corporate and Culture (CCD)	35	32	67	32.9	31.6	64.5
Digital Strategy and Services (DSS)	25	35	60	23.5	34.9	58.4
Local Government Division (LGD)	7	8	15	6.2	8	14.2
Office of Parliamentary Counsel (OPC)	9	3	12	8.5	2.5	11
Office of Security and Emergency Management (OSEM) ¹	46	20	66	14.4	6.6	21
Policy Division	13	4	17	11.6	3.6	15.2
Service Tasmania (ST)	158	34	192	105	30.2	135.2
State Service Management Office (SSMO)	19	4	23	17.5	3.8	21.3
State Service Review (SSR)	3	1	4	2.2	1	3.2
Strategy and Engagement (S&E)	28	7	35	25.1	6.8	31.9
Tasmanian Climate Change Office (TCCO)	8	2	10	8	1.9	9.9
Total	351	150	501	254.9	130.9	385.8

1 Includes the COVID-19 Contact Centre

Paid Headcount and FTE Change

The department's Paid Headcount increased by 27 employees from 474 at 30 June 2019 to 501 at 30 June 2020. However, Paid FTEs decreased by 11.0 from 396.8 to 385.8 during the same period. The main reasons for this are:

- A significant increase in the number of employees (58 Paid Headcount) for the new COVID-19 Contact Centre, who are working casual hours (13.1 Paid FTEs);
- Employees reducing their working hours; and
- A decrease in full time and part time employees due to turnover.

Overall, excluding the COVID-19 Contact Centre (13.1 Paid FTEs), the remainder of the Department has decreased by 24.1 Paid FTEs, particularly in the area of Digital Strategy and Services.

DPAC STAFF MOVEMENTS

Table 1.2 – DPAC Staff Movements 2019-20

Staff Movements	Male	Female	Total
Commencements			
Permanent	6	7	13
Fixed-term	8	21	29
SES	3	3	6
Casual	28	63	91
Total Commencements	45	94	139
Separations			
Resignations, retirements and contract expiries	20	44	64
Transfers to other agencies	8	17	25
Targeted Negotiated Voluntary Redundancies	0	0	0
Workforce Renewal Incentive Payments	0	0	0
All SES separations	1	4	5
Total Separations	29	65	94

EMPLOYEE STATISTICS – DPAC

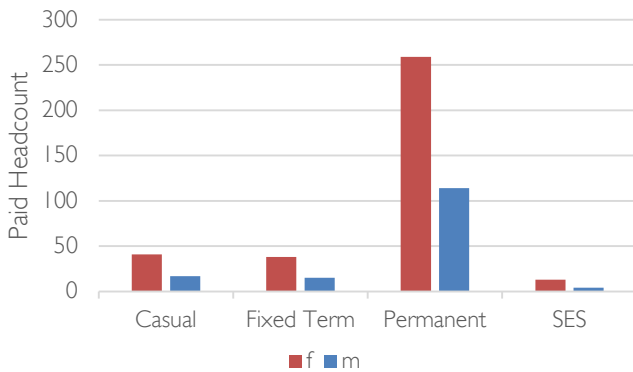
Gender by Employment Type, Working Arrangements, Salary Classification and Age

Gender by Employment Type

The majority (74 percent) of DPAC employees at 30 June 2020 were permanent. However, the percentage of casuals has increased from 0.4 percent at 30 June 2019 to 12 percent at 30 June 2020 due to the COVID-19 Contact Centre.

The gender profile of the Senior Executive Service (SES) in DPAC was 76 percent female and 24 percent male. This meets the State Service commitment to achieving 50/50 gender diversity in the Senior Executive Service.

Chart 1.1 – Gender by Employment Type, by Paid Headcount 30 June 2020

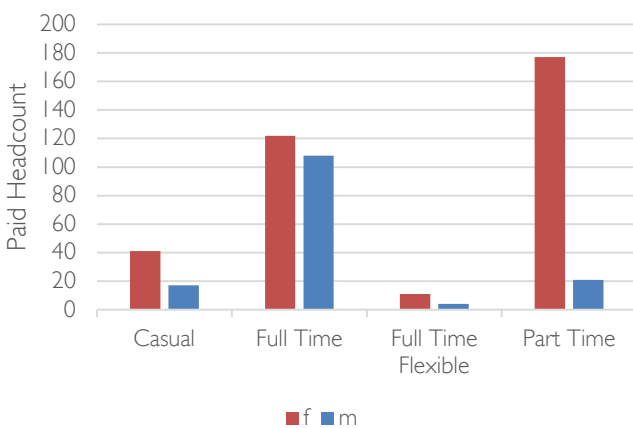


Gender by Working Arrangements

The majority of DPAC employees as at 30 June 2020 were female (70 percent), with numbers remaining relatively consistent over the past three years.

Part-time employment has increased from 31 percent at 30 June 2019 to 40 percent at 30 June 2020. The majority (89 percent) of these employees were female.

Chart 1.2 – Gender by Working Arrangements, by Paid Headcount 30 June 2020

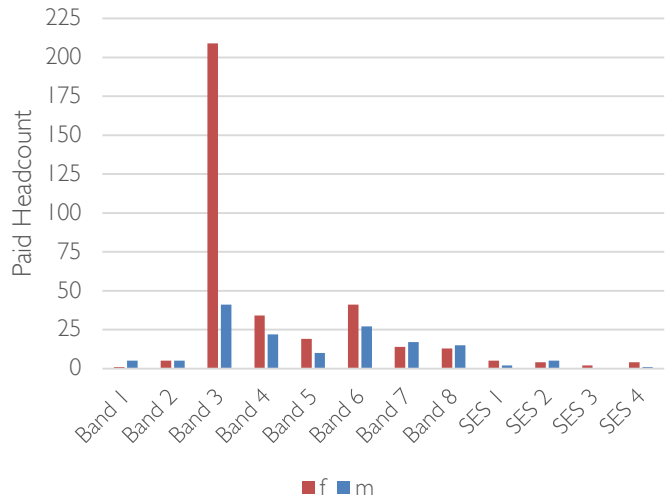


Gender by Salary Classification

The majority of employees within the Department are classified at Band 3 (50 percent). This is mainly due to the large number of employees undertaking Band 3 customer service roles within Service Tasmania or the COVID19 Contact Centre, which accounts for 86 percent of all Band 3 positions. Females occupy most Band 3 roles (84 percent) within the agency.

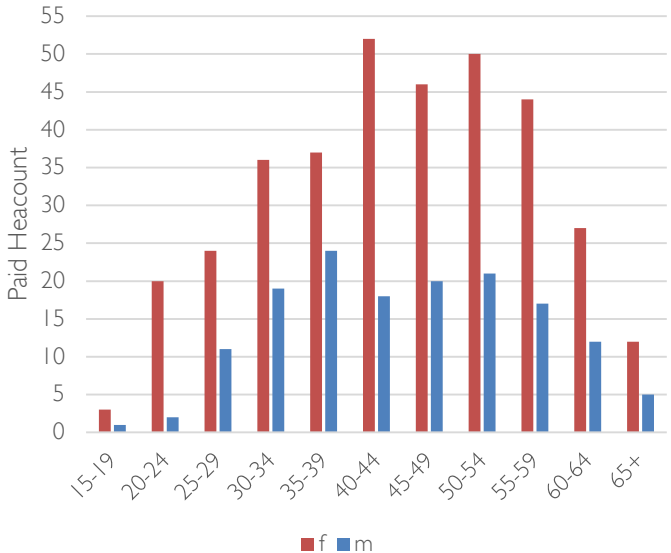
The average full-time salary for females was \$83,378, compared to \$93,119 for males at 30 June 2020.

Chart 1.3 – Gender by Salary Classification, by Paid Headcount 30 June 2020



Gender by Age

Chart 1.4 – Gender by ABS Age Group, by Paid Headcount 30 June 2020



STAFFING INFORMATION – MINISTERIAL AND PARLIAMENTARY SUPPORT (MPS)

Paid Headcount and Paid FTE

As at 30 June 2020, MPS had 161 appointees (150.3 Paid FTEs). This includes Crown Prerogative appointees, employees seconded from the Tasmanian State Service and Ministerial Drivers and excludes appointees on unpaid leave.

Table 1.3 – Paid Headcount and Paid FTE by Group 30 June 2020

Offices	Headcount			FTEs		
	Female	Male	Total	Female	Male	Total
Government Ministerial and Electorate Offices*	76	52	128	72.9	50.6	123.5
Labor Opposition Office and Electorate Offices	19	6	25	14.6	5.3	19.9
Tasmanian Greens & Independent Electorate Offices	4	4	8	2.9	4	6.9
Total	99	62	161	90.4	59.9	150.3

* Data includes Speaker of the House of Assembly, Leader of the Government in the Legislative Council and Ministerial Drivers.

Staff Movements

The number of MPS commencements and separations in 2019-20 are consistent, resulting in minimal change in Paid Headcount and Paid FTE between 1 July 2019 and 30 June 2020.

Table 1.4 – MPS Staff Movements 2019-20

Staff Movements	Male	Female	Total
Commencements			
Crown Prerogative Appointments	10	26	36
Secondment Arrangements	6	8	14
Total Commencements	16	34	50
Separations			
Resignations, retirements and contract expiries	13	21	34
Transfers to other State Service agencies	9	3	12
Terminations ¹	5	3	8
Total Separations	27	27	54

1 Termination data excludes employees who have recommenced employment.

EMPLOYEE STATISTICS – MPS

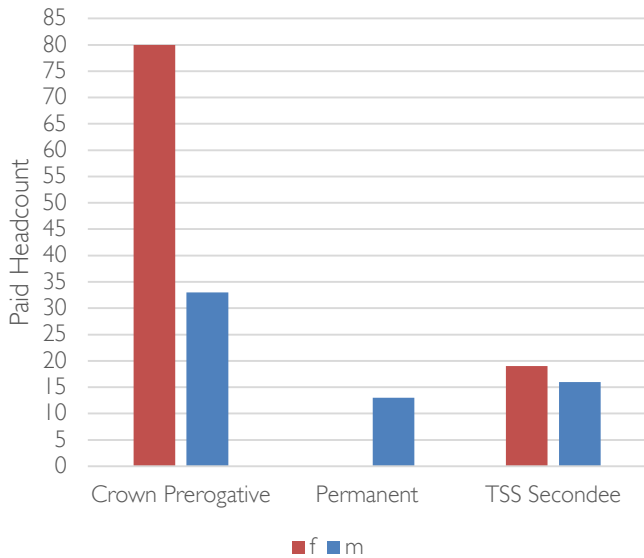
Gender by Employment Type, Working Arrangements, Salary Range and Age

Gender by Employment Type

The majority (70 percent) of MPS staff are crown prerogative appointees (non-state servants). All ministerial drivers are permanent Tasmanian State Servants.

Females represent 61 percent of all MPS staff.

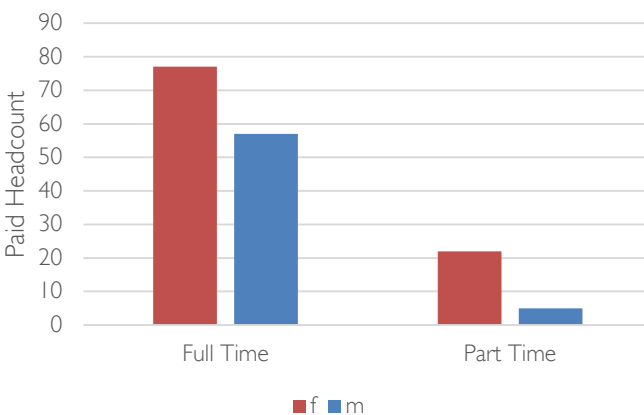
Chart 1.5 – Gender by Employment Type, by Paid Headcount 30 June 2020



Gender by Working Arrangements

Part-time employment only represents 17 percent of the total MPS workforce and has decreased since last year.

Chart 1.6 – Gender by Working Arrangements, by Paid Headcount 30 June 2020

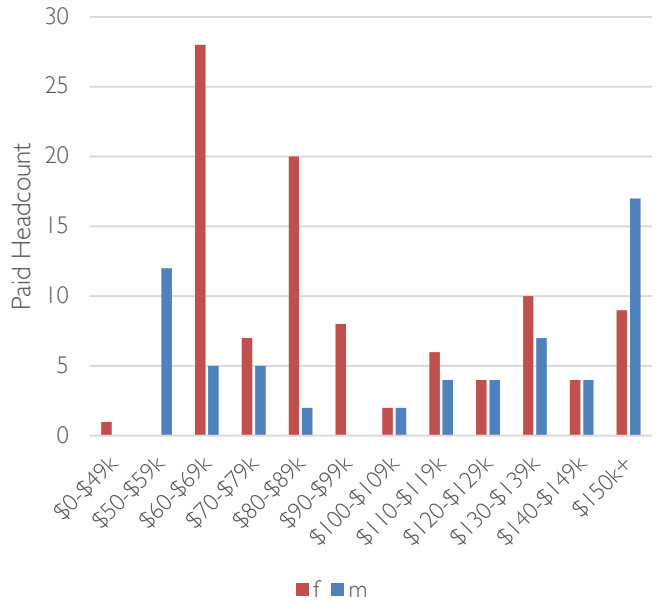


Gender by Salary Range

The salary profile for MPS is atypical, with the majority of male appointees within the salary ranges \$59,000-\$68,000 or \$150,000+. The majority of females fall within the salary ranges \$60,000-\$69,000 or \$80,000-\$89,000.

The average salary for males is \$123,625 and the average salary for females is \$99,200.

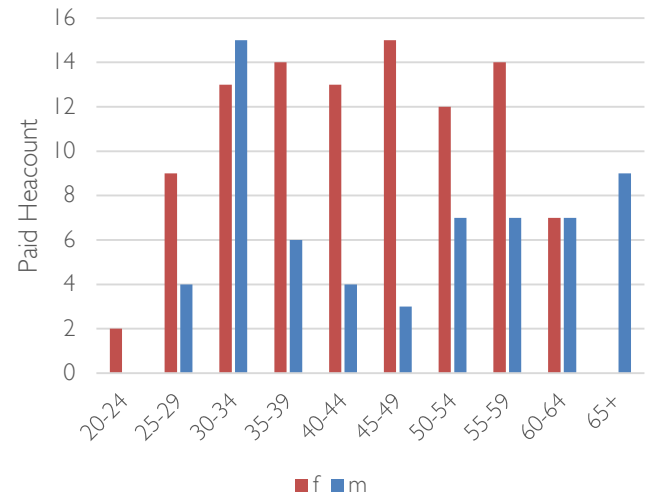
Chart 1.7 – Gender by Salary Range, by Paid Headcount 30 June 2020



Gender by Age

The majority of MPS male appointees are aged between 30-34 years, compared to females, who are evenly spread between 30 and 60 years.

Chart 1.8 – Gender by ABS Age Group, by Paid Headcount 30 June 2020



HUMAN RESOURCES ACTIVITIES

Performance Management

We are committed to making DPAC a supportive place to work that develops and fosters its people. The Performance Management and Development (PMD) Reset Project is a key output directly linked to the 'high performing people and culture' guiding principle of our Strategic Plan. The Project is supported by a cross-divisional team who are working to co-construct a completely new employee-centric PMD approach for the Department.

The initial actions for delivery in 2020 include:

- introducing more flexibility, relaxing the current rigidity around the processes, tools and timings;
- starting to capture, analyse and action our learning and development needs in relation to performance management and development;
- developing resources to support managers and employees to feel comfortable having conversations on performance and development; and
- developing a reward and recognition framework and tools that can be applied across the Department.

Workplace Diversity

We want an inclusive and diverse workforce at DPAC because we value the unique experiences, knowledge, and skills that our employees bring to their work.

Our Diversity and Inclusion Action Plan for 2020 is another key component of our Strategic Plan. The Plan outlines our commitment to building a workplace that is grounded in respect, fosters inclusion, promotes diversity and embraces the unique skills and qualities of all our people. The actions detailed in the Plan support our delivery of whole-of-service initiatives in the *State Service Diversity and Inclusion Framework 2017-2020*. It builds on and enhances our current accessibility practices, mental health awareness, workplace behaviours and our other employee supports.

Accessibility Action Plan

DPAC remains committed to ensuring that our services, facilities, information and employment are inclusive and accessible. In 2019-20, DPAC continued the implementation of the *Accessibility Action Plan 2018-21*, following the release of Tasmania's third *Disability Framework for Action, Accessible Island*.

Accessibility Action Plan – Key achievements

Following are a number of achievements from our work in 2019-2020:

- continuing to use and monitor the Emergency Management Framework for Vulnerable People to assist in the development and maintenance of emergency management arrangements that:

- consider and prioritise the essential needs of vulnerable people before, during and after an emergency; and
 - enable service providers to readily identify, locate and communicate with vulnerable people in an emergency.
- ensuring new Tasmanian Government templates are as accessible as possible and include 'top tips' on accessibility and best-practice document formatting;
 - actively recruiting eight employees through the TSS Disability Register and Disability Employment Service providers for entry-level roles;
 - continuing to conduct mental health awareness campaigns in DPAC to reduce stigma and increase support around mental health in the workplace;
 - refreshing the Workplace Behaviour and Grievance Resolution Policy to include diversity and inclusion; and
 - promoting the accessible information, tools and resources e-learning module on DPAC's learning management system to support us in creating accessible information for people with disability.

As an employer, we continue to strive to build a workforce that represents the broader Tasmanian community. We will reduce barriers to employment within DPAC, so people with disability can access employment and career development opportunities.

Work Health, Safety and Wellbeing Strategies

The DPAC Work Health, Safety (WHS) and Wellbeing Plan 2019-20 continued to progress the agency's responsibilities to improve the health, safety, wellbeing and injury management performance in the agency.

The key elements of the 2019-20 plan included:

- implement the Work Health and Safety Management System (WHSMS);
- maintain WHS risk registers;
- commence planning work on measurement and evaluation;
- executive team display responsibilities and accountabilities as Officers;
- managers and Supervisors support healthy and safe work processes and practices in their areas; and
- promoting workforce health and wellbeing.

Some of the highlights of 2019-20 include:

- delivery of a program of discussion topics and activities to promote health and wellbeing;
- delivery of a simplified flu vaccination program;
- continuation of the WHSMS project, with ongoing progress made in a number of areas including adding to operational risk registers;

- WHS risk assessment training within units to build capability;
- development of a new WHS Contractor Management procedure and risk assessment process plus online induction module;
- support in the continued improvement of Asbestos Management for the agency;
- conduct of a number of complex investigation processes across multiple work units, with shared recommendations and outcomes;
- new WHS Officer training delivered by the Office of the Solicitor General, in collaboration with a number of other agencies;
- partnering with Bupa to deliver WHS Refresher training e-modules;
- progression in mental health and wellbeing education including a 60-minute training session delivered by OzHelp Tasmania;
- ongoing, high-functioning WHS Management Committee with commitment and oversight of Work Health, Safety and Wellbeing; and
- renewed certification of DPAC's Injury Management Program and participation in a WorkCover Tasmania audit in February 2020.

Approximately 29 employees participated in face-to-face mental health awareness training in Hobart in December 2019 titled 'Managing Stress and Building Resilience'. OzHelp Tasmania delivered the training session and attendees included employees from all levels and areas of the agency.

WHS Performance Measures

The following measures are indicators of the Department's success in actively providing a safe and healthy work environment:

Table 1.5 DPAC Performance Measures

DPAC Performance Measures	2016-17	2017-18	2018-19	2019-20
Number of incidents reported	69	70	43	51
Number of hazards reported	-*	-*	3	1
Number of workers' compensation claims	3	8	7	5
Number of serious claims (1 or more weeks off work)	-*	-*	2	4
Number of First Aid Officers	31	32	18	18
Number of completed WHS training	-*	-*	371	281
Number of employees participating in flu vaccine program	204	250	299	101**

*not available

**some data is not available until September 2020

Table 1.6 MPS Performance Measures

MPS Performance Measures	2016-17	2017-18	2018-19	2019-20
Number of incidents reported	6	3	2	1
Number of hazards reported	-*	-*	0	0
Number of workers' compensation claims	0	3	0	1
Number of First Aid Officers	3	3	5	5
Number of employees participating in flu vaccine program	31	58	70	-*

*not available

SUPERANNUATION CERTIFICATE

I, Jenny Gale, Secretary, Department of Premier and Cabinet, hereby certify that the Department has met its obligations under the Australian Government *Superannuation Guarantee (Administration) Act 1992* and the Tasmanian *Public Sector Superannuation Reform Act 2016* in respect of employees who contribute to complying superannuation funds.

The Department only makes employer superannuation contributions to complying superannuation funds (other than those established under the provisions of the *Public Sector Superannuation Reform Act 2016*).



Jenny Gale

Secretary

Department of Premier and Cabinet

30 June 2020

Our Strategic Priorities

In July 2019 we launched the *DPAC Strategic Plan 2019-22*. The Plan will guide us in our ongoing purpose: to support government to achieve the best possible outcomes for the Tasmanian community; and our vision for the Agency, to be a highly valued partner that puts the best interests of Tasmania at the heart of everything we do.

The Plan reflects the continually changing environment that DPAC, and the State Service more generally, is working within. The expectations of the community, industry and non-government organisations for government to drive tangible outcomes highlight the importance of having our role as a central agency and service deliverer clearly defined.

The continued focus and investment in developing not only our people, but the culture and behaviours within our workforce, and taking an innovative approach to our policy development and advice, will position us to provide value to our partners and the community we serve.

We have identified three guiding principles to direct the work of the Department in a continually changing environment. The three guiding principles are:

- **High performing people and culture**
- **Fresh thinking, sound advice**
- **Effective partnerships**

There were significant bodies of work delivered as outputs of our Strategic Plan in the 2019-20 financial year. The COVID-19 pandemic influenced our ability to fully progress a number of Year 1 outputs, and we continue to carefully consider our priorities, and how we deliver on our commitments, in light of the new environment COVID presents.

Abbreviation	Division Name
DSS	Digital Strategy and Services
LGD	Local Government Division
OPC	Office of Parliamentary Counsel
OSEM	Office of Security and Emergency Management
OTS	Office of the Secretary
SSMO	State Service Management Office
S&E	Strategy and Engagement
TCCO	Tasmanian Climate Change Office
TTC	Tasmanian Training Consortium

PEOPLE AND CULTURE STRATEGY

Although the consultation process was delayed by our COVID-19 responsibilities, the DPAC People and Culture Strategy was approved in June 2020. The Strategy is a key platform for DPAC to address the guiding principle of 'high performing people and culture'. The Strategy has five core success measures:

- We attract a diverse workforce and embrace our differences.
- We have role clarity.
- We invest in our people and support staff improvement.
- We involve our staff in managing change.
- We celebrate success.

Each measure for success has actions spread across the next three years, ensuring we are developing the foundations on which to consistently build a high-performing workforce.

INTERNAL COMMUNICATIONS STRATEGY

Internal communications is constantly evolving, and in 2019-20 DPAC developed a new Internal Communications Strategy to create a framework for fit-for-purpose engagement to support the culture and work of the Department. The Strategy has purposefully focused on one action: Strategic Direction and Visible Leadership, to support the Executive to communicate and engage employees across the Department, creating a stronger shared identity and culture.

Internal Services Review

The Internal Services Review identified processes and systems within DPAC which present an opportunity for streamlining to enable us to better service the Premier, Ministers and the community. Throughout October and November, the Project Team collected feedback from across the Department's senior leaders.

The resulting Internal Services Review report findings have already been used to inform the creation of a new Minute and Briefing template for advice going to the Premier; and to streamline the way in which Divisions prepare the Premier and Ministers for Budget Estimates Hearings. The report will continue to be used by DPAC's Executive to guide internal process and system improvements.

YEAR ONE OUTPUTS UNDERWAY

There were a number of outputs that were either deferred or partially completed as resources were prioritised to meet the requirements of the Tasmanian Government's response to the COVID-19 pandemic.

Strategic Growth

The Government's Strategic Growth initiative focuses Government, business and the economy on ensuring all Tasmanians can participate in and share the benefits of a strong economy.

Under the Strategic Plan, DPAC is responsible for developing the Strategic Growth initiative and implementing identified projects as approved by the Cabinet Committee. The initiative will build on and complement key statewide Tasmanian Government policies, programs and services by focusing on implementation at the regional level to support greater opportunities for all Tasmanians.

In 2019-20 we worked closely with the George Town community to identify priority projects that support jobs, skills and training and business and community growth in the region. We also supported the work of some social enterprises that are providing a step up to those Tasmanians that have some additional barriers to employment.

Digital Strategy Work Program

After more than six months of work and consultation with all Government agencies and key industry stakeholders, the Tasmanian Government's *Our Digital Future* strategy was released in June 2020, supported by a revised Tasmanian Government Cloud Policy and associated risk management guidance.

The release of the Strategy was initially delayed due to the widespread impact of the COVID-19 pandemic. However this proved to be a timely opportunity to highlight the importance of digital transformation in strengthening Tasmania's recovery, resilience and future emergency response capability as we transition to different ways of working and providing services.

In response, a second work stream was added to *Our Digital Future's Strategic Action Plan*. This work will focus on learning from and responding to challenges and opportunities that arise from the pandemic emergency.

e-Cabinet Project

COVID-19 presented a prime opportunity to roll out the first iteration of e-Cabinet, which uses existing technology to enable Ministers to link in to a virtual Cabinet meeting from locations across Tasmania.

The solution safeguards Ministers' and staff health while meeting Cabinet security requirements.

While the project was partially delivered in response to Cabinet requirements for COVID-19, work will be ongoing to build on the capability of the system.

Workplace Health and Safety System

We have developed a large part of our new Work Health and Safety Management System (WHSMS). This work will improve our health, safety, wellbeing and injury management performance as well as ensure compliance with relevant legislation.

In 2019-20, the focus remained on continuing to develop processes to cover remaining gaps in our system, and to work with business units to implement the new system elements.

The WHS and Wellbeing Plan outlines the aims and objectives of current work, and has been endorsed by the WHS Management Committee and the Executive.

Our Performance Measures

The Department is embarking on a program of collaborative work to ensure our KPIs are truly driving performance improvement.

In late 2019, a working group was established to review and refresh the existing KPIs of the Department. The aim is to ensure our KPIs going forward align with DPAC's current Strategic Plan and reflect the new vision for the Department. The working group met several times before work was temporarily paused due to COVID-19. Our updated set of performance measures will be finalised in late 2020, and will debut in our 2020-21 Annual Report.

The performance measures for the Department are classified as a measure of efficiency, effectiveness, economy or activity.

COVID-19 has impacted many of this year's key performance indicators (KPIs). In particular, where the KPI measurement is generated by surveying our stakeholders, the Department has not this year conducted a survey. This has been in recognition that our clients and stakeholders were channelling a great deal of their resources and efforts into responding to (and concurrently beginning the recovery from) the effects of COVID-19. Therefore, we did not generate the additional impost of asking them to respond to a satisfaction survey in this time of peak effort.

The following abbreviations are used in the table for Measure Type:

- Eff = Efficiency
- Ecco = Economy
- Ess= Effectiveness
- Act= Activity
- Nm =Not measured (either due to COVID-19; or because the KPI is subject to pause and review by the aforementioned DPAC KPI working group)

Output	Minister	Performance Measure	Unit of Measure	Measure Type	Target	Actual 2017-18	Actual 2018-19	Actual 2019-20
1.1 - Strategic Policy and Advice	Premier	Selected Policy outputs that meet agreed quality standards – Policy	%	Ess	100	100	Nm	Nm
1.1 - Strategic Policy and Advice	Premier	Key client satisfaction with the delivery of policy services – Policy	%	Ess	90	Nm	Nm	Nm
1.1 - Strategic Policy and Advice	Premier	Cabinet Advisories are submitted on time to the Cabinet Office	%	Eff	91	87	Nm	Nm
1.2 - Climate Change	Climate Change	Selected policy outputs that meet agreed quality standards – Climate Change	%	Ess	90	Nm	Nm	Nm
1.2 - Climate Change	Climate Change	Key client satisfaction with the delivery of policy services – Climate Change	%	Ess	95	Nm	Nm	Nm
1.2 - Climate Change	Climate Change	Strategic policy initiatives completed on time	%	Eff	100	100	94	89
2.1 - Management of Executive Government processes	Premier	High level of satisfaction with the communications and protocol assistance, advice and service provided	%	Ess	95	95	92	Nm
2.1 - Management of Executive Government processes	Premier	Cabinet meetings supported	Number	Act	47	41	47	51
2.1 - Management of Executive Government processes	Premier	Executive Council meetings supported	Number	Act	24	22	28	26
2.1 - Management of Executive Government processes	Premier	Official visits to Tasmania managed	Number	Act	13	10	13	12
2.1 - Management of Executive Government processes	Premier	Official functions organised	Number	Act	8	7	4	3
2.2 - Principal and Subordinate Legislation	Premier	High level satisfaction of key clients with drafting and delivery of Bills and Statutory Rules	%	Ess	95	95	99	Nm
2.2 - Principal and Subordinate Legislation	Premier	Updates occur to www.legislation.tas.gov.au within two working days for new and revisions to Bills, Acts and Statutory Rule	%	Eff	98	98	98	98%
2.3 - Tasmanian Government Courier	Premier	Change in cost of service of courier service	%	Eco	≤GOE	-45.13	-61.28	-74.84%

Output	Minister	Performance Measure	Unit of Measure	Measure Type	Target	Actual 2017-18	Actual 2018-19	Actual 2019-20
2.4 - Corporate Support to Ministerial and Parliamentary Offices and the Office of the Governor	Premier	"Improving overall client satisfaction with the standard of service provided by corporate activities (Financial Management Services, Human Resources, Information Technology Services, Properties and Procurement)"	%	Ess	>75	96	93	Nm
3.1 - Information, Technology and Digital Services Strategy and Policy Development	Science and Technology	Selected ICT policy outputs that meet agreed quality standards – DSS	%	Ess	80	71	Nm	Nm
3.1 - Information, Technology and Digital Services Strategy and Policy Development	Science and Technology	Key client satisfaction with the delivery of policy services – DSS	%	Ess	80	Nm	Nm	Nm
3.2 - Management and Ongoing Development of Service Tasmania	Premier	Automated transactions – Customer satisfaction	%	Ess	>92	n/a	94.69%	93.00%
3.2 - Management and Ongoing Development of Service Tasmania	Premier	Automated transactions – Customer complaints	Number	Ess	<20	n/a	1	2
3.2 - Management and Ongoing Development of Service Tasmania	Premier	Automated transactions – Service availability	%	Eff	>99.99	n/a	99.95%	99.99%
3.2 - Management and Ongoing Development of Service Tasmania	Premier	Service centres – Customer satisfaction	%	Ess	>90	n/a	96.24%	95.00%
3.2 - Management and Ongoing Development of Service Tasmania	Premier	Service centres – Ratio of customer complaints to compliments	Ratio	Ess	4:1	n/a	0.33:1	0.38:1
3.2 - Management and Ongoing Development of Service Tasmania	Premier	Service centres – Service availability	%	Eff	>99.75	n/a	99.99%	99.97%
3.2 - Management and Ongoing Development of Service Tasmania	Premier	Contact centre – Customer satisfaction	%	Ess	>80	n/a	79.67%	69.00%
3.2 - Management and Ongoing Development of Service Tasmania	Premier	Contact centre – Ratio of customer complaints to compliments	Ratio	Ess	14:1	n/a	1.6:1	0.63:1

Output	Minister	Performance Measure	Unit of Measure	Measure Type	Target	Actual 2017-18	Actual 2018-19	Actual 2019-20
3.2 - Management and Onoing Development of Service Tasmania	Premier	Contact centre – Service availability	%	Eff	>99.75	n/a	100%	100%
3.2 - Management and Onoing Development of Service Tasmania	Premier	Contact centre – Average wait time	Seconds	Eff	<150	n/a	143	164
3.3 - Delivery of IT Services	Science and Technology	Service level agreement performance and compliance	%		>90	n/a	84	87
3.3 - Delivery of IT Services	Science and Technology	DSS supplier performance	%		>90	n/a	n/a	100
3.3 - Delivery of IT Services	Science and Technology	Financial performance based on Actual vs. Budget	%		Within +/- 4	n/a	n/a	186
3.3 - Delivery of IT Services	Science and Technology	Customer satisfaction	%		>90	n/a	n/a	83
4.1 - State Service Employment and Management	Premier	Industrial agreements due in year negotiated and finalised	%	Ess	100	n/a	0	89
4.1 - State Service Employment and Management	Premier	Section 29 matters resolved (withdrawn or agreed)	%	Ess	85	85	29	57
4.1 - State Service Employment and Management	Premier	Increased completion by participants in external leadership programs (eg ANZSOG)	%	Ess	>90	100	100	100
4.1 - State Service Employment and Management	Premier	Tasmanian Training Consortium (TTC) courses evaluated as meeting participant's expectations	%	Ess	>95	91	97	90
4.1 - State Service Employment and Management	Premier	Increased completion by participants in State Service Leadership and Management program	%	Ess	>70	59	67	60
4.1 - State Service Employment and Management	Premier	TTC annual training program delivered	%	Eff	>80	74	83	82
4.1 - State Service Employment and Management	Premier	Whole of Service employment demographics matches community demographics by 2020	Ratio		Approaching 50/50	39/63	43/57	45/55
5.1 - Security and Emergency Management	Premier	Selected policy outputs that meet agreed quality standards – OSEM	%	Ess	85	76	Nm	Nm
5.1 - Security and Emergency Management	Premier	Key client satisfaction with the delivery of policy services – OSEM	%	Ess	90	Nm	Nm	Nm
6.1 - Local Government	Local Government	Key client satisfaction with the delivery of policy services – LGD	%	Ess	95	Nm	Nm	Nm
6.1 - Local Government	Local Government	Effectiveness of complaints resolution – no decisions overturned by external review bodies	Number	Act	nil	0	0	0

Our Finances

Our financial statements for 2019-20 were certified on 14 August 2020 and submitted to the Auditor-General on 14 August 2020.

Following the audit undertaken by the Tasmanian Audit Office, our financial statements were signed on 28 September 2020.

On 28 September we received an unqualified audit opinion from the Tasmanian Audit Office and a management letter from the Auditor-General indicating there were no management issues to address.

The full audited financial statements and the independent audit report are presented in Appendix A in this report.

FINANCIAL PERFORMANCE

An unqualified audit report was issued for the 2019-20 financial statements by the Auditor-General on 28 September 2020.

The comprehensive result on the Statement of Comprehensive income is a loss of \$462,000.

The following is a snapshot of the financial performance of DPAC during 2019-20:

- DPAC received additional appropriation funds during the year totalling \$2.747 million.
- Grants totalling over \$2.321 million were provided to support communities state wide.
- Heritage Assets to the value of \$0.30 million were transferred to the Department of Treasury and Finance.

- Asset Revaluation Reserve totalling \$0.10 million was written off due to the transfer of Heritage Assets to the Department of Treasury and Finance.
- DPAC provided the Department of Police, Fire and Emergency Management \$0.65 million for the Tasmanian flood mapping project.
- DPAC provided Department of Primary Industries, Parks, Water and Environment (DPIPWE) with \$0.4 million for Service Tasmania IT services.
- DPAC managed several advertising campaigns in relation to COVID-19 Response strategies totalling \$1.2 million.
- DPAC provided \$3.65 million in COVID-19 response initiatives (such as stimulus 1 and 2, COVID-19 call centre, Government ICT etc.).

The below table shows the Department's budgeted and actual revenue and expenditure for the 2019-20 financial year.

Output Group	Budget Revenue	Actual Revenue	Budget Expenditure	Actual Expenditure
Output Group 1 - MPS: Support for Members of Parliament	23,456	25,655	23,713	26,145
Output Group 1: Support for Executive Decision Making	7,785	6,097	7,827	6,029
Output Group 2: Government Processes and Services	13,201	11,873	13,809	13,363
Output Group 3: Electronic Services for Government Agencies	43,598	43,615	43,489	41,169
Output Group 4: State Service Management	6,179	4,978	6,173	5,542
Output Group 5: Security and Emergency Management	5,209	8,107	5,208	7,366
Output Group 6: Local Government	2,304	2,396	2,304	2,314
Output Group 7: Strategic Growth	0	398	0	389
Output Group 89: Government Maintenance Program	0	18	0	0
Output Group 90: COVID-19 Response	0	2,250	0	3,650
CIP: Capital Investment Program	250	208	250	161

Our Compliance Report

ASSET MANAGEMENT

The Department of Premier and Cabinet (DPAC) manages its buildings in accordance with our Strategic Asset Management Plan (SAMP), which was prepared to comply with the Government's Strategic Asset Management Framework. Strategic asset management is the planned alignment of assets with service demand, to achieve the best possible match of assets with service delivery strategies.

The SAMP guides strategic acquisition, use and disposal of assets and the related risks and costs over their useful life.

We actively manage our portfolio of leasehold properties to reduce leasehold commitments. DPAC's aim is to consolidate our functions across a reduced leasehold footprint where possible.

With the exception of DSS, due to legacy issues, DPAC records purchases of equipment, furniture and fittings with a value greater than \$10,000 as assets. We record purchases of items valued at less than \$10,000 as expenses. For business purposes, DSS maintains an asset recognition threshold of \$2,000. The financial statements for 2019-20 are reported on an accrual basis, and contain full details of our asset management policies as notes to those statements.

Assets are recognised and valued on an individual basis as follows:

- Non-current physical assets are valued in accordance with AASB 13, fair value measurement and the Treasurer's Instructions. Minor equipment and other non-current assets are valued at cost.
- The written-down book value of assets is determined by depreciating assets over the period of their expected useful economic life, using the straight-line method. The useful economic life is three to 10 years depending on the asset, and the depreciation commencing in the year of acquisition or from the time the asset is ready for use.
- Leasehold improvements are amortised over the lease period of the property.
- The useful economic life of buildings owned by the Department is 50 to 80 years depending on the building

CARBON EMISSION REDUCTION PLAN

Table 2.1 Energy use across DPAC sites

Building	Actual 2018-19 kWh	Actual 2019-20 kWh	Decrease (Increase) kWh
Executive Building 15 Murray Street ¹	575,659	668,851	(93,192)
144 Macquarie Street Building ¹	36,817	37,101	(284)
Henty House	120,587	88,241	32,346
Salamanca Building	172,562	167,891	4,671
St Johns Street	143,719	138,114	5,605
21 Kirksway Place	58,525	60,304	(1,779)
Total for all sites	1,107,869	1,160,502	(52,633)

Notes:

1 Data does not include energy use for air conditioning.

DPAC participates in initiatives that reduce its carbon emissions, such as:

- educating and engaging with our staff about sustainable work habits to champion change, including computer and printer use and use of video-conferencing facilities;
- participating in recycling programs;
- identifying energy saving ideas and opportunities to reduce emissions;
- participating in the Tasmanian Government's Smarter Fleets Program to improve vehicle fleet efficiency;
- participating in regular recycling activities;
- participating in regular disposal of e-waste to recycling outlets; and
- review and monitoring of vehicle fleet usage to maximise efficiencies and reduce emissions.

GRANTS, CONTRIBUTIONS AND ELECTION COMMITMENTS

During the year we processed 272 grant and contribution payments totalling \$ 2,391,109. The following table summarises the payments by the Minister and program.

Table 2.2 Grant payments by Minister and program

Program	\$
Premier & Minister for Environment	
Premiers Discretionary Fund	340,794
Office of Security and Emergency Management Grants	1,104,440
Premier's Scholarship Fund	120,000
Australia Day Grants	39,486
Bushfire	10,000
Strategy and Engagement Grants	385,000
TCCO	259,630
Other Grants	131,759
TOTAL	2,391,109

Appendix C provides detail of grant recipients.

INDEPENDENT SCRUTINY (INTERNAL AND EXTERNAL)

We engage in internal and external reviews to measure our performance and seek to improve where we can.

The elements of this independent scrutiny include:

- our Risk and Audit Committee (RAC), which monitors strategic risks identified as the basis for the Internal Audit Plan for the Department;
- our internal audit function;
- the Tasmanian Audit Office (TAO), which undertakes our external financial and performance audits;
- TAO audits of employer functions, as outlined in the *State Service Act 2000*;
- reviews undertaken by other independent bodies such as the Integrity Commission, the Anti-Discrimination Commission, WorkSafe Tasmania and the Office of the Ombudsman; and
- Parliamentary reviews such as the annual budget estimates committees and other Parliamentary committees.

Internal Audits

During the year KPMG attended five RAC meetings and undertook the following internal reviews:

- Structural Implementation Review; and
- Strategic Budget Review.

External Audits

During the year, the TAO undertook the following performance audit:

- Review of ICT Performance.

The Department is working through the recommendations from these various reviews, with the RAC monitoring progress.

Other Audits

WorkCover Tasmania undertook an audit in relation to DPAC's:

- Injury Management Program; and
- Workers Compensation Claims Management

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; and
- 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 under section 32 of the ICA.

We continue to work closely with the Integrity Commission on legislative matters and awareness of ethical behaviour.

LEGISLATION ADMINISTERED

As at 30 June 2020, the Department administered 56 Acts on behalf of the Premier and our other responsible Ministers. The full list of legislation that we administered is at Appendix B. All legislation, including any amending Acts, is available at the Tasmanian Legislation website: www.legislation.tas.gov.au.

The breakdown of the number of Acts by ministerial portfolio is:

Premier	50
Minister for Environment	1
Minister for Local Government	5

One Act administered by the Department, the *Burial and Cremation Act 2002*, was repealed during the year. It was replaced by the *Burial and Cremation Act 2019*.

The Department did not repeal any Acts during the year, but the *Glenorchy City Council (Dismissal of Councillors) Act 2017* expired.

We were responsible for the introduction of 6 bills into parliament during the year. The details are:

Dog Control Amendment Act 2019

This Act, tabled in the 2019 Spring Session of Parliament, amended the *Dog Control Act 2000* to include provisions that enhance the enforcement of the Act and increase the penalties for the killing of wildlife by dogs. The Act was amended as a result of an increased number of attacks of little penguins by dogs.

Brickmakers Point Landslip Bill 2020

This Bill, tabled in the 2020 Autumn Session of Parliament, was introduced to enable compensation to be granted to owners of land at Brickmakers Point, for losses suffered by them because of the effect of landslip on the value of their land.

COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020

This Act, tabled in the 2020 Autumn Session of Parliament, enabled legal requirements to be complied with, despite the spread of the COVID-19 disease having the effect that it was necessary for persons not to meet in person. Amongst other matters, the Act enabled instruments to be issued that permit people to take actions electronically that they were otherwise legally required to take in person. A large number of subordinate instruments were issued under the authority of this Act.

COVID-19 Disease Emergency (Miscellaneous Provisions) Act (No. 2) 2020

This Act, tabled in the 2020 Autumn Session of Parliament, was introduced to further deal with the effect of the COVID-19 disease. Amongst the matters provided for in the Act were provisions permitting 2 elections for the Legislative Council to be deferred from March 2020 and to be held later in the year. The Act also enabled certain health and other services to be provided to private hospitals, extended the period of emergency in relation to the disease and enabled infringement notices to be issued for breaches of directions issued by the state controller under the *Emergency Management Act 2006*.

Long Service Leave (State Employees) Amendment Act 2019

This Act made amendments in relation to the calculation of long service leave and the application of the Act to certain parliamentary staff.

Public Works Committee Amendment Act 2019

This Act set different threshold amounts for different categories of works to be conducted on behalf of the State, so that works in a category that are of a value that is above the threshold amount must be referred to the public works committee for scrutiny.

All legislation, including any amending Acts, is available at the Tasmanian Legislation website www.legislation.tas.gov.au.

PRICING POLICIES FOR GOODS AND SERVICES

DPAC bases its pricing policy on cost recovery. Cost includes direct salaries, employer superannuation contributions, all operating expenditure, rental, fringe benefits tax, provision for annual and long service leave entitlements and, in some cases, provision for capital reinvestment. Digital Strategy and Services charges for telecommunications and computing services. The Tasmanian Training Consortium, incorporated within the State Service Management Office, charges on a 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.

PROCUREMENT

We ensure that procurement activities are undertaken in accordance with the mandatory requirements of the Treasurer's Instructions; including providing Tasmanian businesses with opportunities to compete for agency business. It is DPAC's policy to support Tasmanian businesses whenever they offer best value for money for the Government.

During 2019-20, DPAC undertook 18 procurement processes including requests for tender, requests for quotation, direct / limited sourcing and engagements under the Department of Treasury and Finance (Treasury)'s professional services panel arrangements. From these procurement processes 45 contracts valued at \$50,000 or greater (excluding GST) were awarded. 29 of these contracts were awarded to Tasmanian businesses. The total value of contracts awarded was \$3,370,985.47 (excluding GST and options to extend). The total value of contracts awarded to Tasmanian businesses was \$1,926,503.56 (excluding GST and options to extend), or approximately 60 percent of the total value of all contracts awarded.

During 2019-20, DPAC's Corporate and Culture Division conducted a tender process for a managed print service and the contract arising from this process was awarded to a Tasmanian business. Details of individual contracts valued at \$50,000 (excluding GST) or greater and awarded during 2019-20 are set out in Appendix F.

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 some control over their personal information.

When dealing with private information, we do so in accordance with the *Personal Information Protection Act 2004* and the Privacy Protection Principles. There were no requests in 2018-19 under the *Personal Information Protection Act 2004* from people seeking access to, or update of, personal information held by us about them.

PUBLIC INTEREST DISCLOSURES – PUBLIC ACCESS TO INFORMATION ON OUR DECISIONS

Under the *Public Interest Disclosures Act 2002*, section 86, we are required to report on any disclosures made about improper conduct by our public officers or by the Department.

During 2019-20:

- no disclosures of public interest were made to the Department;
- no public interest disclosures were investigated by the Department;
- no disclosed matters were referred to the Department by the Ombudsman;
- no disclosed matters were referred by the Department to the Ombudsman to investigate;
- no investigations of disclosed matters were taken over by the Ombudsman from the Department;
- there were no disclosed matters that the Department decided not to investigate;
- there were no disclosed matters that were substantiated on investigation as there were no disclosed matters; and
- the Ombudsman made no recommendations under the Act that relate to the Department.

The DPAC Public Interest Disclosures Procedures manual, has been approved by the Ombudsman. These procedures, which include information on how a person may make a disclosure, are available on the DPAC website at www.dpac.tas.gov.au/public_interest_disclosures.

PUBLICATIONS

In 2019-20, DPAC business units produced 29 publications. These publications are available on our website: www.dpac.tas.gov.au, or by contacting:

Corporate and Culture Division
Level 6, 15 Murray Street
Hobart Tasmania 7000
Telephone: (03) 6270 5667
Email: commsandprotocol@dpac.tas.gov.au

You can find a complete list of our publications in Appendix E – Publications and Websites.

RELATED TRUSTS AND BOARDS

We report matters about the Local Government Board in Output 6.1 Local Government Division. Various sections within this Report covering financial or human resources include information from Ministerial and Parliamentary offices. Unless otherwise noted, all other information is only about the Department of Premier and Cabinet.

RIGHT TO INFORMATION

We are committed to ensuring we meet our legal obligations to respond to requests for information under the *Right to Information Act 2009*.

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

During 2019-20, 23 applications for assessed disclosure were received, compared with 22 in 2018-19.

Of the 23 applications received and accepted for decision in 2019-20:

- Information was provided in full for nine applications;
- Partial information was provided for five applications;
- Two applications were received for which the information requested was not held by DPAC;
- Two applications were transferred in full;
- One application was withdrawn
- Two applications were refused; and
- The assessment of two applications received in the 2019-20 period was not fully completed by 30 June 2020.

Additionally, three applications received late in the 2018-19 period were determined in the 2019-20 period. Of these applications:

- Partial information was provided for two applications; and
- Information was fully exempt for one application.

Some DPAC Right to Information (RTI) Officers are also delegated officers under the Act for the Premier and other Ministers, and undertake assessments. Of the 23 applications received for assessment in 2019-20, eight were directed to the Premier and one was directed to the Minister for Local Government.

More detailed information can be found in the *Right to Information Act 2009 Annual Reporting Statistics – 2019-20 reports* for DPAC, the Premier and the Minister for Local Government that have been provided to the Department of Justice, copies of which are provided at Appendix D.

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

RISK AND AUDIT COMMITTEE

During 2019-20, membership of the RAC saw some personnel changes:

- Mr David Hudson (Independent Chair) retired and was replaced in February 2020 by Ms Kathryn Westwood (Independent Chair); and
- Ms Kim Enkelaar (departmental representative from October 2017) was replaced by another departmental representative, Ms Alice Holywell-Jones in June 2020.

Mr Kane Salter has remained the Independent Member since April 2018.

The RAC normally meet six times a year. However, the April 2020 meeting was cancelled due to the COVID-19 situation. During the year, RAC met to oversight risk management, and internal and external audit activities. The RAC reviewed and endorsed the financial statements, and undertook other activities providing the Secretary with confidence that the Department is operating with good governance and risk management practices.

RAC considered the following items within its Work Plan during the year:

- Financial Reporting
 - Reviewed the Department's Financial Statements and the Management Representation Letter for the year ended 30 June 2019, finding the statements were consistent with the public sector's best practice accounting standards and appropriately represented the Department's financial position.
 - Monitored TAO's audit of the financial statements noting that the Auditor-General concluded there were no significant issues identified or outstanding, and issued an unqualified audit report.
 - Endorsed the Annual Report as correctly representing the 2019-20 audited financial statements.
- Risk Performance Reporting
 - Noted that the Department undertook a review of the Strategic Risk Register with the Department Executive further reviewing and refining the risks into eight headline risks.
- Systems of Risk Oversight and Management
 - Noted the RAC, in accordance with its Charter, continued to provide independent assurance to the Secretary on the Department's financial and performance reporting responsibilities, risk oversight and management, and system of internal control.
 - Noted the Department's response to COVID-19 and its management of critical business activities.

- System of Internal Control
 - Endorsed the Internal Audit Plan and considered the reports from the Department's Internal Auditors.
 - The RAC is satisfied with the management of, and responses to, those risks identified by internal audit activities.
 - The RAC is satisfied that the Department is committed to ethical and lawful conduct, and is ensuring such a culture is being encouraged.
- Other Functions
 - Advised the Secretary on the adequacy of internal audit resources, or budget, to carry out its responsibilities, including completion of the approved Internal Audit Work Plan.
 - Coordinated the works program of internal audit and other assurance functions.
 - Annually reviewed the performance of internal audit, and reported the results to the Secretary.

RISK MANAGEMENT

DPAC is continuing work to reach a desired risk maturity level.

In December 2019 the Executive approved eight strategic risks that the Department must manage into the future.

Importantly, during the year, the Department established a COVID-19 Coordination Team to manage risks associated with the COVID-19 pandemic and provide assurance to the Agency Executive the critical services were being adequately resourced and managed to ensure continuity of service.

STATUTORY OFFICE HOLDERS

Under the *Local Government Act 1993* (the Act) the Governor may appoint a State Service officer or State Service employee to be Director of Local Government and that officer or employee may hold the office of Director of Local Government in conjunction with State Service employment.

The Director has the following functions:

- a. To undertake the general administration of this Act subject to the direction of the Minister.
- b. To undertake any other function the Minister may determine.

The Director has power to do anything necessary or convenient to perform any function under this or any other Act.

Alex Tay was the Director, Local Government until 3 January 2020. Craig Limkin was appointed to the position for the remainder of the financial year.

WEBSITES

As at 30 June 2020, we managed 34 websites for the Department of Premier and Cabinet (DPAC), Department of Communities Tasmania, Department of Police, Fire and Emergency Management, Brand Tasmania and the Premier's Office.

You can find a complete list of the websites we manage in Appendix E – Publications and Websites.

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Contracts where an exemption from the requirement to disaggregate has been approved	TI FR-4 (4.1.8.5)	Appendix F

Abbreviations

AAP	Accessibility Action Plan	NTIII	Networking Tasmania III
AASB	Australian Accounting Standards Board	OPC	Office of Parliamentary Counsel
AC	Alternating current	OSEM	Office of Security and Emergency Management
ANZSOG	Australia and New Zealand School of Government	OTS	Office of the Secretary
BALT	Business Action Learning Tasmania	PIU	Public Information Unit
CAF	Council for the Australian Federation	PLGC	Premier's Local Government Council
CICG	Culture and Inclusion Consultation Group	PMD	Performance Management and Development
COAG	Council of Australian Governments	RAC	Risk and Audit Committee
CPU	Communications and Protocol Unit	RFT	Request for Tender
CSIRO	Commonwealth Scientific and Industrial Research Organisation	RTI	Right to Information
CSR	Communities, Sport and Recreation	S&E	Strategy and Engagement Unit
DC	Direct current	S3MP	State Service Strategic Management Program
DLG	DPAC Leadership Group	SAMP	Strategic Asset Management Plan
DPFEM	Department of Police, Fire and Emergency Management	SES	Senior Executive Service
DPIPWE	Department of Primary Industries, Parks, Water and Environment	SSMO	State Service Management Office
DSS	Digital Strategy and Services	STEM	Science, technology, engineering and maths
EIAP	Empower Integration and Automation Program	TAMDR	Telephony and Mobile Data Reform
ESU	Executive Services Unit	TAO	Tasmanian Audit Office
FMS	Financial Management Services	TCCO	Tasmanian Climate Change Office
FTE	Full-time Equivalent	TEIS	Tasmanian Emergency Information Service
GBE	Government business enterprise	TFS	Tasmania Fire Service
GCC	Government Contact Centre	TI	Treasurer's Instructions
HR	Human Resources	TNVR	Targeted and Negotiated Voluntary Redundancies
ICA	Integrity Commission Act	TSS	Tasmanian State Service
ICT	Information and communications technology	TTC	Tasmanian Training Consortium
IPAA	Institute of Public Administration Australia	UTAS	University of Tasmania
ITS	Information and Technology Services	WHS	Work health and safety
JARS	Joint Agency Reporting Service	WHSMS	Work Health and Safety Management System
kWh	Kilowatt hour	WRIP	Workplace Renewal Incentive Program
LGAT	Local Government Association of Tasmania		
LGBTIQ	Lesbian, gay, bisexual, transgender, intersex, and questioning		
LGD	Local Government Division		
LSL	Long Service Leave		
MPS	Ministerial and Parliamentary Support		
NDIS	National Disability Insurance Scheme		

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Department of Premier and Cabinet

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INDEPENDENT AUDITOR'S REPORT



Independent Auditor's Report

To the Members of Parliament

Department of Premier and Cabinet

Report on the Audit of the Financial Statements

Opinion

I have audited the financial statements of Department of Premier and Cabinet (the Department), which comprise the statement of financial position as at 30 June 2020 and the statements of comprehensive income, changes in equity and cash flows for the year then ended, notes to the financial statements, including a summary of significant accounting policies, other explanatory notes and the statement of certification by the Secretary of the Department.

In my opinion, the accompanying financial statements:

- (a) present fairly, in all material respects, the Department's financial position as at 30 June 2020 and its financial performance and its cash flows for the year then ended
- (b) are in accordance with the *Financial Management Act 2016* and Australian Accounting Standards.

Basis for Opinion

I conducted the audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Department in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants (Including Independence Standards)* (the Code) that are relevant to my audit of the financial statements in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

The *Audit Act 2008* further promotes the independence of the Auditor-General. The Auditor-General is the auditor of all Tasmanian public sector entities and can only be removed by Parliament. The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

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INDEPENDENT AUDITOR'S REPORT

My audit is not designed to provide assurance on the accuracy and appropriateness of the budget information in the Department's financial statements.

Responsibilities of the Secretary for the Financial Statements

The Secretary is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, and the financial reporting requirements of Section 42 (1) of the *Financial Management Act 2016*. This responsibility includes such internal control as determined necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Secretary is responsible for assessing the Department's ability to continue as a going concern unless the Department's operations will cease as a result of an administrative restructure. The assessment must disclose, as applicable, matters related to going concern and the appropriateness of using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Secretary.
- Conclude on the appropriateness of the Secretary's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Department's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusion is based on the

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INDEPENDENT AUDITOR'S REPORT

audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Department to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Secretary regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Stephen Morrison
Assistant Auditor-General Financial Audit Services
Delegate of the Auditor-General

Tasmanian Audit Office
28 September 2020
Hobart

...3 of 3

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Department of Premier and Cabinet

Statement of Certification

The accompanying Financial Statements of the Department of Premier and Cabinet are in agreement with the relevant accounts and records and have been prepared in compliance with Treasurer's Instructions issued under the provisions of the *Financial Management Act 2016* to present fairly the financial transactions for the year ending 30 June 2020 and the financial position as at end of the year.

At the date of signing, I am not aware of any circumstances which would render the particulars included in the Financial Statements misleading or inaccurate.



Jenny Gale

Secretary

28 September 2020

Statement of Comprehensive Income for the year ended 30 June 2020

	Notes	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations				
Revenue from Government				
Appropriation revenue - operating	4.1	67,056	69,803	67,231
Appropriation revenue - capital	4.1	250	208	250
Other revenue from Government	4.1	-	-	837
Grants	4.2	-	133	141
Sales of goods and services	4.3	32,233	29,603	31,953
Other revenue	4.4	2,443	5,464	6,296
Total revenue from continuing operations		101,982	105,211	106,708
Expenses from continuing operations				
Employee benefits	5.1	53,437	56,624	56,155
Superannuation	5.1	6,222	7,437	6,261
Depreciation	5.2	329	85	106
Amortisation	5.2	988	939	501
Supplies and consumables	5.3	38,908	37,027	33,669
Grants and subsidies	5.4	2,515	2,321	1,610
Finance costs	5.5	81	46	63
Contributions provided	8.6	23	-	-
Transfers to the Public Account		-	25	73
Other expenses	5.6	270	444	769
Other transfer payments	5.7	-	1,065	9,017
Total expenses from continuing operations		102,773	106,014	108,224
Net result from continuing operations		(791)	(803)	(1,516)
Other economic flows included in net result				
Net gain/(loss) on non-financial assets	6.1	-	(45)	(10)
Net gain/(loss) on derecognition of provision	6.1	-	386	-
Total other economic flows included in net result		-	341	(10)
Net Result		(791)	(462)	(1,526)
Comprehensive result		(791)	(462)	(1,526)

This Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Budget information refers to original estimates as disclosed in the 2019-20 Budget Papers and is not subject to audit.

Explanations of material variances between budget and actual outcomes are provided in Note 2.1 of the accompanying notes.

Statement of Financial Position as at 30 June 2020

	Notes	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Assets				
Financial Assets				
Cash and cash equivalents	11.1	4,539	11,991	9,168
Receivables	7.1	3,020	3,578	5,136
Non-financial assets				
Property, plant and equipment	7.2	1,318	980	1,275
Right-of-use assets	7.3	-	2,729	-
Intangible assets	7.4	894	379	602
Other assets	7.5	7,801	2,271	1,653
Total assets		17,572	21,928	17,834
Liabilities				
Payables	8.1	3,008	1,974	615
Lease liabilities	8.2	3,430	2,753	-
Provisions	8.3	494	-	659
Employee benefit liabilities	8.4	12,902	14,618	13,722
Other liabilities	8.5	912	898	660
Total liabilities		20,746	20,243	15,657
Net assets (liabilities)		(3,174)	1,685	2,177
Equity				
Reserves	10.1	(10)	-	10
Accumulated Funds		(3,164)	1,685	2,167
Total equity		(3,174)	1,685	2,177

This Statement of Financial Position should be read in conjunction with the accompanying notes.

Budget information refers to original estimates as disclosed in the 2019-20 Budget Papers and is not subject to audit.

Explanations of material variances between budget and actual outcomes are provided in Note 2.2 of the accompanying notes.

Statement of Cash Flows

for the year ended 30 June 2020

	Notes	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Cash flows from operating activities				
Cash inflows				
Appropriation receipts - operating		67,056	69,803	67,231
Appropriation receipts - capital		250	208	250
Grants - continuing operations		-	116	4,732
Sales of goods and services		32,233	30,980	36,551
GST receipts		-	4,962	4,945
Other cash receipts		2,443	6,075	6,186
Total cash inflows		101,982	112,144	119,895
Cash outflows				
Employee benefits		(53,437)	(56,769)	(55,668)
Superannuation		(6,222)	(6,372)	(6,216)
Finance costs		(81)	(52)	(5)
GST payments		-	(5,065)	(3,922)
Interest payments				
Supplies and consumables		(38,908)	(36,592)	(39,291)
Transfers to Public Account		-	(25)	(73)
Grants and subsidies		(2,515)	(2,350)	(1,633)
Other cash payments		(23)	(1,069)	(10,079)
Other expense		(270)	(444)	(769)
Total cash outflows		(101,456)	(108,737)	(117,657)
Net cash from / (used by) operating activities	11.2	526	3,407	2,238
Cash flows from investing activities				
Cash outflows				
Cash outflow on administrative restructure		-	-	(1,046)
Other cash payments		-	(94)	(346)
Total cash outflows		-	(94)	(1,392)
Net cash from / (used by) investing activities		-	(94)	(1,392)
Cash flows from financing activities				
Cash outflows				
Repayment of leases liabilities (excluding interest)		-	(490)	-
Other cash payments		-	-	(339)
Total cash outflows		-	(490)	(339)
Net cash from / (used by) financing activities		-	(490)	(339)
Net increase / (decrease) in cash and cash equivalents held		526	2,824	508
Cash and cash equivalents at the beginning of the reporting period		4,013	9,168	8,660
Cash and cash equivalents at the end of the reporting period	11.1	4,539	11,991	9,168

This Statement of Cash Flows should be read in conjunction with the accompanying notes.

Budget information refers to original estimates as disclosed in the 2019-20 Budget Papers and is not subject to audit.

Explanations of material variances between budget and actual outcomes are provided in Note 2.3 of the accompanying notes.

Statement of Changes in Equity for the year ended 30 June 2020

	Note	Reserves \$'000	Accumulated Funds \$'000	Total Equity \$'000
Balance as at 1 July 2019		10	2,167	2,177
Net Result		-	(462)	(462)
Total Comprehensive Result		-	(462)	(462)
Transactions with owners in their capacity as owners:				
Asset revaluation on transfer of assets	6.1	(10)	10	-
Net assets transferred to Treasury		-	(30)	(30)
Balance as at 30 June 2020		-	1,685	1,685

	Note	Reserves \$'000	Accumulated Funds \$'000	Total Equity \$'000
Balance as at 1 July 2018		3,300	30,851	34,151
Net Result		-	(1,526)	(1,526)
Total Comprehensive Result		-	(1,526)	(1,526)
Transactions with owners in their capacity as owners:				
Asset revaluation on transfer of assets		(3,290)	3,290	-
Administrative restructure - net assets transferred	10.2	-	(30,448)	(30,448)
Balance as at 30 June 2019		10	2,167	2,177

This Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Notes to and forming part of the Financial Statements for the year ended 30 June 2020

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NOTE 1 Departmental Output Schedules

1.1 Output group information

Comparative information has not been restated for external administrative restructures. Budget information refers to original estimates as disclosed in the 2019-20 Budget Papers and is not subject to audit.

(I) Ministerial and Parliamentary Support Output Group

Output group 01 - Support for Members of Parliament

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Revenue from appropriation	22,608	23,800	23,179
Other revenue	848	1,855	1,627
Total revenue from continuing operations	23,456	25,655	24,807
Expenses from continuing operations			
Other Employee Expenses	518	18	19
Salaries and Wages	15,300	18,068	17,961
Superannuation	1,709	2,128	1,767
Depreciation	-	5	5
Amortisation	578	394	45
Advertising and promotion	-	222	76
Communications	291	131	116
Consultants	(1)	3	25
Information technology	211	260	238
Maintenance	255	36	49
Operating lease costs	(7)	377	360
Other employee related expenses	-	52	20
Other supplies and consumables	879	518	517
Property services	2,814	2,889	3,124
Travel and transport	1,046	887	767
Grants and transfer payments	-	1	-
Finance costs	57	39	24
Other expenses	63	115	110
Total expenses from continuing operations	23,713	26,145	25,225
Net result from continuing operations	(257)	(490)	(418)
Net result	(257)	(490)	(418)
Comprehensive Result	(257)	(490)	(418)
Expense by output			
1.1 Support for Ministers and Parliament	18,513	20,653	19,698
1.2 Support for Members of the HoA	5,200	5,491	5,527
Total	23,713	26,145	25,225
Net Assets			
Total assets deployed for Output Group 01		3,043	1539
Total liabilities incurred for Output Group 01		(7,137)	(4,308)
Net assets deployed for Output Group 01		(4,093)	(2,769)

(ii) Departmental Output Groups

Output group 01 - Support for Executive Decision Making

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Revenue from appropriation	7,785	5,947	6,895
Section 8A(2) Carry Forward	-	-	322
Sales of goods and services	-	172	-
Other revenue	-	321	408
Total revenue from continuing operations	7,785	6,097	7,625
Expenses from continuing operations			
Other Employee Expenses	92	9	10
Salaries and Wages	4,663	3,853	4,457
Superannuation	572	554	541
Depreciation	54	10	9
Amortisation	-	54	78
Advertising and promotion	15	3	123
Board members fees	-	-	-
Communications	100	18	67
Consultants	507	322	363
Information technology	68	250	30
Maintenance	5	5	19
Operating lease costs	-	33	30
Other employee related expenses	-	22	48
Other supplies and consumables	641	129	175
Property services	503	379	324
Travel and transport	125	47	64
Grants and transfer payments	464	308	344
Finance costs	-	-	9
Other transfer payments	-	-	662
Contributions provided	1	-	-
Other expenses	17	34	29
Total expenses from continuing operations	7,827	6,029	7,381
Net result from continuing operations	(42)	68	245
Net result	(42)	68	245
Comprehensive Result	(42)	68	245
Expense by output			
1.1 Strategic Policy & Advice	5,642	3,830	5,391
1.2 Climate Change	2,185	2,200	1,989
Total	7,827	6,029	7,381
Net Assets			
Total assets deployed for Output Group 01		609	539
Total liabilities incurred for Output Group 01		(993)	(1,168)
Net assets deployed for Output Group 01		(384)	(629)

Output group 02 - Government Processes and Services

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Revenue from appropriation	11,060	11,078	11,155
Other revenue	1,594	204	2,062
Grants	-	133	141
Sale of goods and services	547	458	47
Total revenue from continuing operations	13,201	11,873	13,405
Expenses from continuing operations			
Other Employee Expenses	218	17	27
Salaries and Wages	6,963	7,709	7,961
Superannuation	865	1,138	971
Depreciation	68	20	23
Amortisation	70	298	189
Advertising and promotion	254	135	553
Communications	146	57	149
Consultants	83	62	24
Information technology	1,569	999	1,050
Maintenance	273	28	10
Operating lease costs	(4)	89	89
Other employee related expenses	-	125	86
Other supplies and consumables	1,769	660	494
Property services	822	1,361	1,423
Travel and transport	112	70	88
Grants and transfer payments	562	502	528
Finance costs	4	-	20
Other transfer payments	-	-	4,640
Transfers to the Consolidated Fund	-	25	73
Other expenses	35	67	426
Total expenses from continuing operations	13,809	13,363	18,825
Net result from continuing operations	(608)	(1,490)	(5,421)
Net result	(608)	(1,490)	(5,421)
Comprehensive Result	(608)	(1,490)	(5,421)
Expense by output			
2.1 Mgmt of Executive Govt Processes	7,553	7,376	13,096
2.2 Principal & Subordinate Legislation	3,125	3,419	3,067
2.3 Tasmanian Government Courier	691	699	671
2.4 Corp Supp to Parliamentary Offices	2,440	1,869	1,990
Total	13,809	13,363	18,825
Net Assets			
Total assets deployed for Output Group 02		2,098	2,852
Total liabilities incurred for Output Group 02		(2,385)	(2,324)
Net assets deployed for Output Group 02		(287)	528

Output group 03 – Electronic Services for Government Agencies

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Revenue from appropriation	14,714	14,928	14,395
Section 8A(2) Carry Forward	-	-	30
Other revenue	1	38	413
Sale of goods and services	28,883	28,649	29,840
Total revenue from continuing operations	43,598	43,615	44,678
Expenses from continuing operations			
Other Employee Expenses	550	68	79
Salaries and Wages	18,995	17,762	18,799
Superannuation	2,300	2,505	2,250
Depreciation	189	42	59
Amortisation	305	156	112
Advertising and promotion	6	43	28
Communications	13,297	11,970	10,855
Consultants	170	67	308
Information technology	1,916	4,666	4,585
Maintenance	(60)	85	35
Operating lease costs	30	93	104
Other employee related expenses	-	58	102
Other supplies and consumables	3,416	843	1,368
Property services	2,084	2,137	2,124
Travel and transport	106	105	147
Grants and transfer payments	33	-	-
Finance costs	19	7	4
Other transfer payments	-	380	396
Contributions provided	1	-	-
Other expenses	132	183	168
Total expenses from continuing operations	43,489	41,169	41,522
Net result from continuing operations	109	2,446	3,156
Other economic flows included in net result			
Total other economic flows included in net result	-	(45)	(10)
Net gain/(loss) on non-financial assets	-	(45)	(10)
Net result	109	2,402	3,146
Comprehensive Result	109	2,402	3,146
Expense by output			
3.1 ICT Policy Development & Imp	1,678	1,666	2,494
3.2 Mgmt & Ongoing Development of Se	16,148	16,435	16,081
3.3 Delivery of IT Services	25,663	23,068	22,947
Total	43,489	41,169	41,522
Net Assets			
Total assets deployed for Output Group 03		14,080	10,423
Total liabilities incurred for Output Group 03		(6,970)	(5,695)
Net assets deployed for Output Group 03		7,110	4,728

Output group 04 – State Service Management

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Revenue from appropriation	3,376	3,413	3,280
Section 8A(2) Carry Forward	-	-	185
Other revenue	-	806	1,355
Sale of goods and services	2,803	759	2,065
Total revenue from continuing operations	6,179	4,978	6,886
Expenses from continuing operations			
Other Employee Expenses	148	528	518
Salaries and Wages	2,633	2,850	2,934
Superannuation	372	418	346
Depreciation	15	3	3
Amortisation	26	13	25
Advertising and promotion	14	10	80
Communications	25	12	-
Consultants	4	29	11
Information technology	110	481	400
Maintenance	2	2	2
Operating lease costs	-	24	28
Other employee related expenses	-	21	48
Other supplies and consumables	2,397	815	1,495
Property services	218	289	266
Travel and transport	28	28	21
Grants and transfer payments	166	-	-
Finance costs	1	-	1
Other transfer payments	-	-	139
Other expenses	14	21	17
Total expenses from continuing operations	6,173	5,542	6,334
Net result from continuing operations	6	(564)	552
Net result	6	(564)	552
Comprehensive Result	6	(564)	552
Expense by output			
4.1 State Service Employment & Mgmt	6,173	5,542	6,334
Total	6,173	5,542	6,334
Net Assets			
Total assets deployed for Output Group 04		1,125	1,834
Total liabilities incurred for Output Group 04		(1,036)	(1,143)
Net assets deployed for Output Group 04		89	691

Output group 05 – Security and Emergency Management

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Revenue from appropriation	5,209	7,883	5,808
Sales of goods and services	-	(36)	-
Other revenue	-	260	428
Total revenue from continuing operations	5,209	8,107	6,236
Expenses from continuing operations			
Other Employee Expenses	17	1	2
Salaries and Wages	1,792	2,579	1,438
Superannuation	219	303	152
Depreciation	-	2	2
Amortisation	-	9	19
Advertising and promotion	(3)	2,179	206
Communications	19	20	12
Consultants	146	90	84
Information technology	20	89	18
Maintenance	1	9	-
Operating lease costs	-	4	11
Other employee related expenses	-	3	6
Other supplies and consumables	1,911	192	306
Property services	6	66	17
Travel and transport	37	11	38
Grants and transfer payments	1,040	1,114	738
Finance costs	-	-	1
Other transfer payments	-	685	3,181
Other expenses	3	8	8
Total expenses from continuing operations	5,208	7,366	6,239
Net result from continuing operations	1	741	(3)
Net result	1	741	(3)
Comprehensive Result	1	741	(3)
Expense by output			
5.1 Security & Emergency Management	5,208	7,366	6,239
Total	5,208	7,366	6,239
Net Assets			
Total assets deployed for Output Group 05		92	106
Total liabilities incurred for Output Group 05		(1,108)	(379)
Net assets deployed for Output Group 05		(1,016)	(273)

Output group 06 – Local Government

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Revenue from appropriation	2,304	2,369	2,518
Section 8A(2) Carry Forward	-	-	50
Other revenue	-	85	3
Sale of goods and services	-	(57)	-
Total revenue from continuing operations	2,304	2,396	2,571
Expenses from continuing operations			
Other Employee Expenses	33	3	4
Salaries and Wages	1,515	1,532	1,947
Superannuation	185	245	234
Depreciation	3	3	4
Amortisation	9	15	34
Advertising and promotion	12	13	37
Board members fees	-	66	55
Communications	14	7	-
Consultants	218	69	103
Information technology	29	55	12
Maintenance	1	4	2
Operating lease costs	-	11	13
Other employee related expenses	-	5	12
Other supplies and consumables	47	79	51
Property services	178	166	146
Travel and transport	33	14	30
Grants and transfer payments	-	11	-
Finance costs	-	-	4
Contributions provided	21	-	-
Other expenses	6	15	11
Total expenses from continuing operations	2,304	2,314	2,700
Net result from continuing operations	-	82	(129)
Net result	-	82	(129)
Comprehensive Result	-	82	(129)
Expense by output			
6.1 Local Government-Policy Advice	2,304	2,314	2,700
Total	2,304	2,314	2,700
Net Assets			
Total assets deployed for Output Group 06		(40)	43
Total liabilities incurred for Output Group 06		(498)	(642)
Net assets deployed for Output Group 06		(538)	(599)

Output group 07 - Strategic Growth

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Revenue from appropriation	-	385	-
Other revenue	-	13	-
Total revenue from continuing operations	-	398	-
Expenses from continuing operations			
Salaries and Wages	-	3	-
Grants and transfer payments	-	385	-
Total expenses from continuing operations	-	389	-
Net result from continuing operations	-	9	-
Net result	-	9	-
Comprehensive Result	-	9	-
Expense by output			
7.1 Strategy and Engagement	-	389	-
Total	-	389	-
Net Assets			
Total assets deployed for Output Group 07		-	-
Total liabilities incurred for Output Group 07		2	-
Net assets deployed for Output Group 07		(2)	-

Output group 89 - Government Maintenance Program

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Other revenue	-	18	-
Total revenue from continuing operations	-	18	-
Expenses from continuing operations			
Total expenses from continuing operations	-	-	-
Net result from continuing operations	-	18	-
Net result	-	18	-
Comprehensive Result	-	18	-
Net Assets			
Total assets deployed for Output Group 89		21	-
Total liabilities incurred for Output Group 89		(3)	-
Net assets deployed for Output Group 89		18	-

Output 90 - COVID-19 Response

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Income from continuing operations			
Other revenue	-	2,250	-
Total revenue from continuing operations	-	2,250	-
Expenses from continuing operations			
Salaries and Wages	-	1,624	-
Superannuation	-	146	-
Advertising and promotion	-	1,201	-
Communications	-	(1)	-
Consultants	-	41	-
Information technology	-	62	-
Maintenance	-	38	-
Other supplies and consumables	-	329	-
Property services	-	210	-
Total expenses from continuing operations	-	3,650	-
Net result from continuing operations	-	(1,400)	-
Net result	-	(1,400)	-
Comprehensive Result	-	(1,400)	-
Expense by output			
90 COVID-19 Response	-	3,650	-
Total	-	3,650	-
Net Assets			
Total assets deployed for Output Group 90		237	-
Total liabilities incurred for Output Group 90		(115)	-
Net assets deployed for Output Group 90		123	-

Capital Investment Program

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Continuing Operations			
Revenue and other income from transactions			
Appropriation revenue - works and services	250	208	250
Appropriation Carried Forward under section 8A(2)	-	-	250
Total revenue and other income from transactions	250	208	500
Expenses from transactions			
Transfers to Service Tasmania lead agencies	-	11	-
Other Supplies and Consumables	-	37	-
Total expenses from transactions	-	47	-
Net result from transactions (net operating balance)	250	161	500
Net Result	250	161	500
Comprehensive Result	250	161	500
Expense by project			
Service Tasmania Shops Capital Investment	-	47	-
Total	-	47	-
Net assets			
Total assets deployed for Capital Investment Program	-	661	500
Total liabilities incurred for Capital Investment Program	-	-	-
Net assets deployed for Capital Investment Program	-	661	500

1.2 Reconciliation of total output groups comprehensive result to statement of comprehensive income

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Total comprehensive result of Output Groups	(791)	(462)	(1,526)
Comprehensive result	(791)	(462)	(1,526)

1.3 Reconciliation of total output groups net assets to statement of financial position

	2020 Actual \$'000	2019 Actual \$'000
Total net assets deployed for Output Groups	1,685	2,177
Reconciliation to net assets		
Assets unallocated to Output Groups	-	-
Liabilities unallocated to Output Groups	-	-
Net Assets	1,685	2,177

NOTE 2 Explanations of Material Variances between Budget and Actual Outcomes

Budget information refers to original estimates as disclosed in the 2019-20 Budget Papers and is not subject to audit.

Variances are considered material where the variance exceeds the greater of 10 per cent of Budget estimate and \$500,000.

2.1 Statement of comprehensive income

	Note	Budget \$'000	Actual \$'000	Variance \$'000	Variance %
Other revenue	a)	2,443	5,464	(3,021)	124%
Superannuation	b)	6,222	7,437	1,215	-20%
Other transfer payments	c)	-	1,065	1,065	100%

Notes to Statement of Comprehensive Income variances

Variations are primarily due to:

- \$2,290,000 relates to the COVID-19 Response hotline, recovery unit and DPAC direct COVID-19 costs recovered.
- Superannuation in excess of budget is reflective of the additional Salary and Wage payments, primarily through the payment of a significant casual and part-time position in the creation of the COVID-19 response Hotline and Public Information unit.
- Other transfer payments, include amounts paid to Police and Emergency Services for the Tasmanian Flood Mapping Project and Payments to DPIPWE for Business Service Agreement between DPIPWE and Service Tasmania.

2.2 Statement of financial position

Budget estimates for the 2019-20 Statement of Financial Position were compiled prior to the completion of the actual outcomes for 2019-20. As a result, the actual variance from the Original Budget estimate will be impacted by the difference between estimated and actual opening balances for 2019-20. The following variance analysis therefore includes major movements between the 30 June 2019 and 30 June 2020 actual balances.

	Notes	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000	Variance Budget \$'000	Variance Actual \$'000
Cash and deposits	a)	4,539	11,991	9,168	7,452	2,823
Receivables	b)	3,020	3,578	5,136	558	(1,558)
Intangibles	c)	894	379	602	(515)	(223)
Other non-financial assets	d)	7,801	2,271	1,653	(5,530)	618
Right-of-use assets	e)	-	2,729	-	2,729	2,729
Payables	f)	3,008	1,974	615	1,034	(1,359)
Lease Liabilities	g)	3,430	2,753	-	677	(2,753)
Provisions	h)	494	-	659	494	659

Notes to Statement of Financial Position – Budget variances

Variations are primarily due to:

- Higher than expected revenue and lower than expected expenditure, particularly in projects and programs where progress was impacted or delayed by COVID-19
- Higher than expected accrued revenue for Digital Strategy and Services.
- \$28,000 of new software purchases in 2019-20. Continued amortisation of the software assets diminishing the balance.
- Other non-financial assets being lower than budget is primarily due to the Prepayments for Oracle licence (\$505,000), DSS

Telephony (\$270,000), COVID 19 Response unit (\$237,000), Service Tasmania (\$616,000).

- e) Right of Use Assets are recorded in the Financial Statements for the first time as a result of the introduction of AASB16, no budget was included for the Right of Use Asset or the lease liabilities.
- f) Majority of creditors were paid before the end of financial year, leaving only \$149,000 in creditors. The remaining amount relates to accrued expenses.
- g) Lease Liabilities are recorded in the Financial Statements for the first time as a result of the introduction of AASB16, the budget was undertaken on the understanding Motor Vehicle leases and Treasury Building leases would be included. Treasurer's Instruction FC-19 Leases, released on the 20 July 2020, removed Motor Vehicle leases from being reported and reduced the number of buildings required to be reported as Lease Liabilities.
- h) Under AASB16 the Department of Treasury and Finance is the head lessee and have the responsibilities and obligations to the lessor. Under AASB16 the lease make-good is reported within the Department of Treasury and Finance's accounts and therefore, has been derecognised.

Notes to Statement of Financial Position – Actual variances

Variations are primarily due to:

- a) An increase in cash as a direct result of a concentrated effort in reducing the receivables before the end of financial year.
- b) There has been a concentrated effort in reducing the receivables before the end of financial year, as well as the effect of the Tasmanian Training Consortium not running courses due to COVID 19.
- d) Other non-financial assets being lower than budget is due to the Prepayments for Oracle licence (\$505,000), DSS Telephony (\$270,000), COVID 19 Response unit (\$237,000), Service Tasmania (\$616,000).
- e) Right of Use Assets are recorded in the Financial Statements for the first time, as a result of the introduction of AASB16.
- f) Mainly related to accrued expenses, which were \$644,000 in 2019 compared to \$1,847,000 for 2020. For 2020, \$576,000 related to Digital Strategy and Services Communication Charges, \$427,000 related to COVID-19 response expenditure.
- g) Under AASB16 the Department of Treasury and Finance is the head lessee and have the responsibilities and obligations to the lessor. Treasurer's Instruction FC-19 Leases, released on the 20 July 2020, removed Motor Vehicle leases from being reported and reduced the number of buildings required to be reported as Lease liabilities.
- h) Under AASB16 the Department of Treasury and Finance is the head lessee and have the responsibilities and obligations to the lessor. Under AASB16 the lease make-good is reported within the Department of Treasury's accounts and therefore, has been derecognised from the Department of Premier and Cabinets financial statements.

2.3 Statement of cash flows

	Note	Budget \$'000	Actual \$'000	Variance \$'000	Variance %
Other revenue	a)	2,443	6,075	3,632	149%
Other Cash Payments	b)	(23)	(1,069)	(1,046)	(4548%)

Notes to Statement of Cash Flows variances

Variations are primarily due to:

- a) \$2,290,000 relates to the COVID-19 Response hotline, recovery unit and DPAC direct COVID-19 costs recovered from the Department of Health and Human Services.
- b) Other cash payments, include amounts paid to Police and Emergency Services for the Tasmanian Flood Mapping Project and Payments to DPIPWWE for Business Service Agreement between DPIPWWE and Service Tasmania.

NOTE 3 Underlying Net Result

Non-operational capital funding is the income from transactions relating to funding for capital projects. This funding is classified as income from transactions and included in the Net result. However, the corresponding capital expenditure is not included in the calculation of the Net result from continuing operations. Accordingly, the Net result from continuing operations will portray a position that is better than the true underlying financial result.

For this reason, the Net result is adjusted to remove the effects of funding for capital projects.

	Notes	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Net result from transactions (net operating balance)		(791)	(803)	(1,516)
Less impact of:				
Non-operational capital funding				
Revenue from Government - works and services	4.1	250	208	250
Revenue from Government - Section 8A(2) carried forward for works and services	4.1	-	-	250
Total		250	208	500
Underlying Net operating balance		(1,041)	(1,011)	(2,016)

NOTE 4 Revenue

Income is recognised in the Statement of Comprehensive Income when an increase in future economic benefits related to an increase in an asset or a decrease of a liability has arisen that can be measured reliably.

Until 30 June 2019, income was recognised in accordance with AASB 188 Revenue and AASB 1004 Contributions.

From 1 July 2019, income is recognised in accordance with the requirements of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for Profit Entities, dependent on whether there is a contract with a customer defined by AASB 15.

4.1 Revenue from Government

Appropriations, whether operating or capital, are recognised as revenues in the period in which the Department gains control of the appropriated funds. Except for any amounts identified as carried forward, control arises in the period of appropriation.

Revenue from Government includes revenue from appropriations, including appropriations carried forward under section 8A (2) of the *Public Account Act 1986*, and Items Reserved by Law.

As a result of the commencement of the Financial Management Act, from 2020-21 Revenue from Government will include revenue from appropriations, unexpended appropriations rolled over under section 23 of the *Financial Management Act 2016* and Items Reserved by Law.

Section 8A(2) of the Public Account Act allowed for an unexpended balance of an appropriation to be transferred to an Account in the Special Deposits and Trust Fund for such purposes and conditions as approved by the Treasurer. In the initial year, the carry forward was recognised as a liability, Revenue Received in Advance (refer note 8.5). The carry forward from the initial year was recognised as revenue in the reporting year, assuming that the conditions of the carry forward were met and the funds were expended.

Section 23 of the Financial Management Act allows for an unexpended appropriation at the end of the financial year, as determined by the Treasurer, to be issued and applied from the Public Account in the following financial year. The amount determined by the Treasurer must not exceed five per cent of an Agency's appropriation for the financial year. Rollover of unexpended appropriations under section 23 will be disclosed under the Financial Management Act for the first time in 2020-21.

The Budget information is based on original estimates and has not been subject to audit.

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Continuing operations			
Appropriation revenue - recurrent			
Current year	67,056	69,501	66,962
Items Reserved by Law: Parliamentary Salaries, Superannuation	-	302	269
	67,056	69,803	67,231
Appropriation revenue - works and services			
Appropriation revenue - works and services	250	208	250
	250	208	250
Other revenue from Government			
Appropriation carried forward under section 8A(2) of the	-	-	837
	-	-	837
Total revenue from Government	67,306	70,012	68,318

4.2 Grants

In 2018-19, Grants payable by the Australian Government were recognised as revenue when the Department gained control of the underlying assets. Where grants were reciprocal, revenue is recognised as performance occurred under the grant. Non reciprocal grants were recognised as revenue when the grant was received or receivable. Conditional grants may be reciprocal or non-reciprocal depending on the terms of the grant.

From 2019-20, Grants revenue, where there is a sufficiently specific performance obligation attached, are recognised when the Department satisfies the performance obligation and transfers the promised goods or services. The Department typically satisfies its performance obligations when the funds were expended for Australia Day celebrations.

Grants revenue without a sufficiently specific performance obligation are recognised when the Department gains control of the asset (typically Cash).

	2020 Actual \$'000	2019 Actual \$'000
Grants from the Australian Government		
Specific grants - Australia Day	133	141
Total	133	141

Grants received from the National Australia Day Council in 2019-20 of \$132,500 were provided on the condition that they were used for Australia Day celebrations. An amount of \$85,094 was also carried forward from 2018-19. The amount remaining at the end of 2019-20 is \$61,871, which will be carried forward to 2020-21.

4.3 Sales of goods and services

In 2018-19, amounts earned in exchange for the provision of goods were recognised when the significant risks and rewards of ownership had been transferred to the buyer. Revenue from the provision of services was recognised in proportion to the stage of completion of the transaction at the reporting date. The stage of completion was assessed by reference to surveys of work performed.

From 2019-20, revenue from Sales of goods are recognised when the Department satisfies a performance obligation by transferring the goods to the customer. The Department typically satisfies its performance obligations when good has been transferred to the customer. The Department recognises revenue associated with performance obligations when ownership has been transferred to the buyer.

Revenue from the provision of services is recognised when the Department satisfies its performance obligation by transferring the promised services. The Department typically satisfies its performance obligations when work has been completed. The Department recognises revenue associated with performance obligations in proportion to the stage of completion of the transaction at the reporting date. The stage of completion is assessed by reference to surveys of work performed.

	2020 Actual \$'000	2019 Actual \$'000
Sale of goods and services		
TASINET charges	16,656	16,625
Network Tasmania (NT) contract management	2,359	2,253
Computing Services	4,568	7,086
Training Services	809	1,571
Service Tasmania transaction fees and contributions	3,332	2,995
Other	1,879	1,424
Total	29,603	31,953

4.4 Other revenue

Revenue from charges for services provided and other recoveries and transfers is recognised when an increase in future economic benefit relating to an increase in an asset or a decrease in a liability has arisen and can be reliably measured.

	2020 Actual \$'000	2019 Actual \$'000
Other revenue		
Donations and Contributions	-	215
Paid parental leave	167	165
Transfers from other agencies	219	579
Salary reimbursements	1,789	3,788
Recoveries and reimbursements	3,252	1,401
Other	37	149
Total	5,464	6,296

NOTE 5 Expenses

Expenses are recognised in the Statement of Comprehensive Income when a decrease in future economic benefits related to a decrease in an asset or an increase of a liability has arisen that can be measured reliably.

5.1 Employee benefits

a) Employee expenses

Employee benefits include, where applicable, entitlements to wages and salaries, recreation leave, personal leave, long service leave, superannuation and other post-employment benefits.

	2020 Actual \$'000	2019 Actual \$'000
Employee benefits		
Wages and salaries	50,068	48,289
Annual leave	3,853	3,752
Long service leave	(107)	1,300
Sick leave	1,894	1,864
Other post-employment benefits	272	293
Other employee expenses	645	658
Total	56,624	56,155
Superannuation		
Superannuation - defined contribution schemes	5,066	4,079
Superannuation - defined benefit scheme	2,371	2,182
Total	7,437	6,261

Superannuation expenses relating to defined benefit schemes relate to payments into the Public Account. The amount of the payment is based on an employer contribution rate determined by the Treasurer, on the advice of the State Actuary. The current employer contribution is 12.95 per cent (in 2019: 12.95 per cent) of salary.

Superannuation expenses relating to defined contribution schemes are paid directly to superannuation funds at a rate of 9.5 per cent (2019: 9.5 per cent) of salary. In addition, departments are also required to pay into the Public Account a "gap" payment equivalent to 3.45 per cent (in 2019: 3.45 per cent) of salary in respect of employees who are members of contribution schemes.

The Department does not recognise a liability for the accruing superannuation benefits of Departmental employees. This liability is held centrally and is recognised with the Finance-General Division of the Department of Treasury and Finance.

b) Remuneration of key management personnel

	Short-term benefits		Long-term benefits			Total \$'000
	Salary \$'000	Other Benefits \$'000	Superan- nuation \$'000	Other Benefits & Long-Service Leave \$'000	Termi- nation Benefits ¹ \$'000	
2020						
Key management personnel						
Jenny Gale Secretary	460	-	59	(27)	-	492
Ruth McArdle Deputy Secretary	238		23	16	-	277
Craig Limkin Deputy Secretary Policy and Intergovernmental Relations	190	-	18	14	-	222
Kim Enkelaar Director, Office of the Secretary (Ceased 31 May 2020)	124	18	16	(21)	-	137
Melissa Gray Executive Director Strategy & Engagement (Ceased 9 April 2020)	115	9	15	(23)	-	116
Alice Holeywell-Jones Executive Director Strategy & Engagement (Appointed 20 May 2020)	14	-	1	32	-	47
Acting key management personnel						
Sophie Muller Acting Deputy Secretary Policy and Intergovernmental Relations (15 Aug -15 Sep 2019 & 27 Sep - 28 Oct 2019)	19	3	2	2	-	26
Melissa Gray Acting Deputy Secretary Policy and Intergovernmental Relations (1 July - 14 Aug 2019)	39	5	5	(4)	-	45
Phillippa Shirley Acting Director, Office of the Secretary (1 - 30 June 2020)	10	-	1	1	-	12
Mandy Denby Acting Director Corporate and Culture Division (1 Jul 2019 - 8 Jan 2020)	71	12	9	1	-	93
Tracey Mulcahy Acting Director Corporate Services (27 Mar – 30 Jun 2020)	34	-	4	5	-	43
Renee Anderson Acting Executive Director Strategy & Engagement (1 Jul – 17 Sep 2019)	45	9	4	(15)	-	43
Total	1,359	56	157	(19)	-	1,553

¹ Termination benefits include payment of leave balances on separation and any other termination benefit paid.

2019	Short-term benefits		Long-term benefits			Total \$'000
	Salary \$'000	Other Benefits \$'000	Superan- nuation \$'000	Other Benefits & Long-Service Leave \$'000	Termi- nation Benefits ² \$'000	
Key management personnel						
Jenny Gale Secretary	456	19	59	13	-	548
Ruth McArdle Deputy Secretary	239	11	23	9	-	283
David Nicholson Deputy Secretary Policy and Intergovernmental Relations (ceased 7 Jan 2019)	141	-	16	-	33	190
Kim Enkelaar Deputy Secretary	126	17	16	4	-	164
Renee Anderson Director Corporate and Culture Division (1 Jul 2018 - 3 March 2019)	106	12	7	2	-	127
Acting key management personnel						
Melissa Gray Acting Deputy Secretary Policy and Intergovernmental Relations (10 Aug - 20 Aug 2018 & 26 Nov 2018 - 30 Jun 2019)	93	7	12	2	-	113
Renee Anderson Acting Executive Director Strategy and Engagement (4 Mar 2019 - 30 Jun 2019)	54	6	5	1	-	67
Mandy Denby Acting Director Corporate and Culture Division (1 Aug - 21 Sep 2018 & 4 March - 30 Jun 2019)	62	16	8	-	-	86
Total	1,278	88	147	32	33	1,578

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the agency, directly or indirectly.

Remuneration during 2019-20 for key personnel is set by the *State Service Act 2000*. Remuneration and other terms of employment are specified in employment contracts. Remuneration includes salary, motor vehicle and other non-monetary benefits. Long term employee expenses include long service leave, superannuation obligations and termination payments.

Acting Arrangements

When members of key management personnel are unable to fulfil their duties, consideration is given to appointing other members of senior staff to their position during their period of absence. Individuals are considered members of key management personnel when acting arrangements are for more than a period of one month.

² Termination benefits include payment of leave balances on separation and any other termination benefit paid.

c) Remuneration of Ministers

	Short-term benefits		Long-term benefits			Total \$'000
	Salary \$'000	Other Benefits \$'000	Superannuation \$'000	Post-Employment Benefits \$'000	Other Benefits & Long-Service Leave \$'000	
2020						
Ministers	2,594	104	204	-	-	2,902
Total	2,594	104	204	-	-	2,902

	Short-term benefits		Long-term benefits			Total \$'000
	Salary \$'000	Other Benefits \$'000	Superannuation \$'000	Post-Employment Benefits \$'000	Other Benefits & Long-Service Leave \$'000	
2019						
Ministers	2,646	110	209	-	-	2,965
Total	2,646	110	209	-	-	2,965

From 1 July 2017:

- Funding for Ministerial Allowances were transferred to the House of Assembly;
- All Ministerial Salaries and Allowances were paid by the House of Assembly or Legislative Council and are not represented in these Statements other than within this table.

d) Related party transactions

AASB 124 Related Party Disclosures requires related party disclosures to ensure that the financial statements contain disclosures necessary to draw attention to the possibility that the Department's financial results may have been affected by the existence of related parties and by transactions with such parties.

This note is not intended to disclose conflicts of interest for which there are administrative procedures in place.

The extent of information disclosed about related party transactions and balances is subject to the application of professional judgement by the Department. It is important to understand that the disclosures included in this note will vary depending on factors such as the nature of the transactions, the relationships between the parties to the transaction and the materiality of each transaction. Those transactions which are not materially significant by their nature, impact or value, in relation to the Department's normal activities, are not included in this note.

There are no material related party transactions requiring disclosure.

5.2 Depreciation and amortisation

All applicable non-financial assets having a limited useful life are systematically depreciated over their useful lives in a manner that reflects the consumption of their service potential. Land, being an asset with an unlimited useful life, is not depreciated.

Depreciation is provided for on a straight line basis, using rates which are reviewed annually. Major depreciation periods are:

Computing equipment	3-5 years
Plant and equipment	5 years

Heritage assets are not depreciated.

All intangible assets having a limited useful life are systematically amortised over their useful lives reflecting the pattern in which the asset's future economic benefits are expected to be consumed by the Department.

Intangibles (software) are amortised over 3 years.

Amortisation is provided on a straight line basis: Major depreciation periods are:

Software	3 years
Leasehold Improvements	Over the life of the lease or 10 years
Right-of-use Assets	Over the life of the lease

	2020	2019
	\$'000	\$'000
Depreciation		
Computer Hardware	85	106
Total	85	106
Amortisation		
Intangible assets	251	249
Leasehold improvements	201	201
Lease Make Good	-	51
Right-of-use Assets	487	-
Total	939	501
Total Depreciation and amortisation	1,024	607

5.3 Supplies and consumables

	2020	2019
	\$'000	\$'000
Supplies and consumables		
Communications	12,215	11,199
Information technology	6,862	6,334
Lease expense	5,333	5,458
Advertising and promotion	3,805	1,102
Other property services	2,201	1,969
Travel and transport	1,163	1,157
Contractors, training fees and expenses	1,098	1,772
Consultants	683	919
Printing and information	670	581
Other supplies and consumables	658	762
Maintenance	632	636
Office accommodation	534	549
Materials and supplies	257	217
Meetings/committee expenses	219	352
Building and infrastructure	217	30
Recruitment	190	60
Training and conferences	96	262
Sitting fees	66	54
Entertainment	57	64
Audit fees - financial audit	36	79
Audit fees - internal audit	35	48
Total	37,027	33,670

Audit fees paid or payable to the Tasmanian Audit Office for the audit of the Department's financial statements were \$74,000 (2018-19, \$79,010).

5.4 Grants, subsidies, donations and contributions

Grants and subsidies expenditure is recognised to the extent that:

- the services required to be performed by the grantee have been performed; or
- the grant eligibility criteria have been satisfied.

Donations and contributions are assessed individually to provide support to communities nationally, state wide and locally.

A liability is recorded when the Department has a binding agreement to make the grant but services have not been performed or criteria satisfied. Where grant monies are paid in advance of performance or eligibility, a prepayment is recognised.

	2020 \$'000	2019 \$'000
Office of Security & Emergency Management Grants	1,104	723
Strategy & Engagement Grants	385	-
Premiers Discretionary Fund	344	309
Tasmanian Climate Change Office Grants	266	138
Premier's Scholarship Fund	120	30
Other Grants, Subsidies, Donations and Contributions	53	15
Australia Day - Grants	39	7
Tasmanian Bushfire Recovery Grants	10	15
Brand Tasmania Council Grant	-	206
Community Participation Grants	-	167
Total	2,321	1,610

Office of Security and Emergency Management Grants

Grants and subsidies were provided to community organisations and local governments for community projects, community recovery and extreme weather event assistance.

Strategy and Engagement Grants

The Government allocated monies through Strategy and Engagement Grants to develop and implement key Strategic Growth priorities to assist in delivering improved social and economic outcomes across the State. Projects reflect place-based policy, collective impact, co-design and unlocking the potential of business and regions.

Premier's Discretionary Fund

This is a discretionary program maintained to allow the Premier to meet funding requests of under \$10,000, to provide limited financial assistance to groups or individuals. These payments are designed to support valued community and cultural activities with national, statewide or local significance. This program is funded under Output 2.1 - Management of Executive Government Processes.

Brand Tasmania

Brand Tasmania began a new chapter in March 2019 that unifies and evolves the work of the former Brand Tasmania Council and existing work by government, businesses and the community to strengthen national and international demand for the products and services we offer.

Brand Tasmania works closely and collaboratively with the private sector, local government, peak bodies and other government agencies to promote Tasmania as the best place in the world to live and work, visit, study, invest and trade. It will continue to nurture a Tasmanian place-brand that is collectively owned and promoted by the Tasmanian community.

Community Participation Grants

The Community Participation and Appeals Fund was established in July 2015 to support significant community events, as well as charitable appeals. The Fund aims to encourage participation in community and cultural events, and to facilitate the Tasmanian Government's contribution to raising funds for worthy community appeals. These grants are now being managed under the Department of Communities Tasmania.

Tasmania Climate Change Office Grants

The Tasmanian Government was offering individual grants of up to \$50,000 towards the upfront cost of purchasing and installing

a Direct Current (DC) electric vehicle fast charging station in Tasmania for use by the public. The total available funding pool was \$400,000.

Tasmanian Bushfire Recovery Grants

Provided Tasmanian organisations with funding for projects and initiatives that helped recovery efforts in communities affected by the 2018 / 2019 bushfires

Australia Day Grants

The Australia Day Great Ideas Grants are one element of a larger Australia Day Program run by the Tasmanian Government. The grants program offered local councils seed funding to grow a great idea in its first year. The grant is only available for a new activity that compliments and builds on community Australia Day celebrations and is about inspiring new and imaginative ways for communities to celebrate above and beyond the BBQ, breakfast or awards ceremony.

5.5 Finance costs

All finance costs are expensed as incurred using the effective interest method. Finance costs include:

- interest on advance from state government;
- unwinding of discounted provisions; and
- lease charges.

	2020 \$'000	2019 \$'000
Interest expense		
Interest on advance from state government	-	5
Interest on leases liabilities	46	-
Other interest expense		
Finance Cost (Unwinding of Lease Make Good Discount)	-	58
Total	46	63

5.6 Other expenses

Expenses from acquisition of supplies and services are recognised when the obligation to pay can be reliably measured, usually at the time of supply of such supplies and services. Transfers to Service Tasmania lead agencies relate to recoveries by lead agencies (Department of Education and Department of Primary Industries, Parks, Water and Environment) for delivery of services to Service Tasmania.

	2020 \$'000	2019 \$'000
Salary on-costs		
Workers Compensation Premiums	444	414
Other expenses		
Ex Gratia Payments ³	-	356
Total	444	769

5.7 Other transfer payments

Expenses from acquisition of supplies and services are recognised when the obligation to pay can be reliably measured, usually at the time of supply of such supplies and services. Transfer payments relate to transfers of funding to other agencies, foundations and other Government entities.

	2020 \$'000	2019 \$'000
Voluntary transfer of activities between Departments	1,065	8,642
Other		
Transfer Payments Local Government	-	15
Transfer Payments - Other	-	361
Total	1,065	9,017

³ Ex-Gratia Payment – Brown & Hoyt vs The State HCA3 of 2016

NOTE 6 Other economic flows included in net result

6.1 Net gain/(loss) on non-financial assets

Gains or losses from the sale of non-financial assets are recognised when control of the asset has passed to the buyer.

Key Judgement

Impairment exists when the recoverable amount of an asset is less than its carrying amount. Recoverable amount is the higher of fair value less costs to sell and value in use.

Specialised non-financial assets are not used for the purpose of generating cash flows; therefore their recoverable amount is expected to be materially the same as fair value, as determined under AASB 13 *Fair Value Measurement*.

All other non-financial assets are assessed to determine whether any impairment exists, with impairment losses recognised in Statement of Comprehensive Income.

Impairment losses recognised in prior periods are assessed at each reporting date for any indications that the loss has decreased or no longer exists. An impairment loss is reversed if there has been a change in the Estimates used to determine the recoverable amount. An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised.

	2020 Actual \$'000	2019 Actual \$'000
Net gain/(loss) on non-financial assets	(45)	(10)
Net gain/(loss) on derecognition of provision	386	-
Total	341	(10)

No other economic flows have occurred that require inclusion in the net result for the 2019-20 financial year.

NOTE 7 Assets

Assets are recognised in the Statement of Financial Position when it is probable that the future economic benefits will flow to the Department and the asset has a cost or value that can be measured reliably.

7.1 Receivables

Receivables are initially recognised at fair value plus any directly attributable transaction costs. Trade receivables that do not contain a significant financing component are measured at the transaction price.

Receivables are held with the objective to collect the contractual cash flows and are subsequently measured at amortised cost using the effective interest method. Any subsequent changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process. An allowance for expected credit losses is recognised for all debt financial assets not held at fair value through profit and loss. The expected credit loss is based on the difference between the contractual cash flows and the cash flows that the entity expects to receive, discounted at the original effective interest rate.

For trade receivables, a simplified approach in calculating expected credit losses is applied, with a loss allowance based on lifetime expected credit losses recognised at each reporting date. The Department has established a provision matrix based on its historical credit loss experience for trade receivables, adjusted for forward-looking factors specific to the receivable.

	2020 \$'000	2019 \$'000
Receivables	3,578	5,136
Total	3,578	5,136
Sale of goods receivable (Inclusive of GST)	634	2,687
Tax assets	131	(1)
Other receivables	770	46
Accrued revenue	2,043	2,403
Total	3,578	5,136
Settled within 12 months	3,578	5,136
Settled in more than 12 months	-	-
Total	3,578	5,136

For ageing analysis of financial assets, refer to note 12.1

7.2 Property, plant, equipment and leasehold improvements

Key Estimates and Judgements

(i) Valuation basis

Property, plant and equipment is recorded at fair value less accumulated depreciation. All other Non-current physical assets, including work in progress, are recorded at historic cost less accumulated depreciation and accumulated impairment losses. All assets within a class of assets are measured on the same basis.

Cost includes expenditure that is directly attributable to the acquisition of the asset. The costs of self-constructed assets includes the cost of materials and direct labour, any other costs directly attributable to bringing the asset to a working condition for its intended use, and the costs of dismantling and removing the items and restoring the site on which they are located. Purchased software that is integral to the functionality of the related equipment is capitalised as part of that equipment.

When parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Fair value is based on the highest and best use of the asset. Unless there is an explicit Government policy to the contrary, the highest and best use of an asset is the current purpose for which the asset is being used or build occupied.

(ii) Subsequent costs

The cost of replacing part of an item of plant, equipment and any leasehold improvement is recognised in the carrying amount of the item if it is probable that the future economic benefits embodied within the part will flow to the Department and its costs can be measured reliably. The carrying amount of the replaced part is derecognised. The costs of day to day servicing of plant, equipment and leasehold improvements are recognised in profit or loss as incurred.

(iii) Asset recognition threshold

The asset capitalisation threshold adopted by the Department for all classes of assets is \$10,000, with the exception of assets held by Digital Strategy & Services. For business purposes, Digital Strategy & Services have adopted a recognition threshold of \$1,000. Items purchased that are valued at less than the asset capitalisation threshold of their class of asset are charged to the Statement of Comprehensive Income in the year of purchase (other than where they form part of a group of similar items which are material in total).

(iv) Revaluations

Assets are grouped on the basis of having a similar nature or function in the operations of the Department.

The Department's Heritage Assets (furniture) are revalued on a three yearly basis and are reported at fair value.

a) Carrying amount

	2020 \$'000	2019 \$'000
Leasehold improvements		
At fair value	1,787	1,926
Less: Accumulated amortisation	(936)	(867)
	852	1,059
Work in progress (at cost)	27	-
Total	879	1,059
Plant, equipment and vehicles		
At cost	50	52
Less: Accumulated depreciation	(50)	(51)
	-	-
Computer hardware		
At cost	1,731	1,770
Less: Accumulated depreciation	(1,629)	(1,584)
	101	186
Heritage and cultural assets		
At fair value	-	30
Total	-	30
Total Property, plant and equipment	980	1,275

In July 2019 two heritage bookcases valued at \$30,000 were transferred to the Department of Treasury and Finance.

b) Reconciliation of movements

Reconciliations of the carrying amounts of each class of plant, equipment and leasehold improvements at the beginning and end of the current and previous financial year are set out below. Carrying value means the net amount after deducting accumulated depreciation and accumulated impairment losses.

2020	Level 2				Plant and equipment \$'000	Computer hardware \$'000	Leasehold improvements \$'000	Total \$'000
	Level 2 Buildings \$'000	Level 3 Buildings \$'000	Level 2 Land \$'000	Heritage furniture \$'000				
Carrying value at 1 July	-	-	-	30	-	186	1,059	1,275
Additions	-	-	-	-	-	-	38	38
Disposals	-	-	-	(30)	-	-	(45)	(75)
Net additions (disposals) through restructuring	-	-	-	-	-	-	-	-
Work in Progress	-	-	-	-	-	-	27	27
Depreciation	-	-	-	-	-	(85)	(201)	(286)
Carrying value at 30 June	-	-	-	-	-	101	879	980

2019	Level 2	Level 3	Level 2	Level 2	Plant and	Computer	Leasehold	Total
	Buildings	Buildings	Land	Heritage	equipment	hardware	improvements	
	\$'000	\$'000 s	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying value at 1 July	2,224	26,081	3,120	55	304	327	1,094	33,205
Additions	-	-	-	-	-	-	179	179
Disposals	-	-	-	-	-	-	-	-
Net additions (disposals) through restructuring	(2,224)	(26,081)	(3,120)	(25)	(304)	(35)	(13)	(31,805)
Work in Progress	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	(106)	(201)	(304)
Carrying value at 30 June	-	-	-	30	-	186	1,059	1,275

Transfers between categories

There have been no transfers between Levels 1, 2 and 3 during the reporting period.

Valuation Techniques, inputs and processes

Level 2 Valuation Techniques and Inputs for Heritage and cultural assets

Valuation Technique: Heritage and cultural assets were considered specialised assets by the valuers and were measured using the sales comparison approach of market value, which considers the sales of similar or substitute properties and related market data and establishes a value estimate by processes involving comparison. In general, an item being valued is compared with sales of similar items that have been transacted in the open market. Listings and offerings may also be considered.

Inputs: In determining the value of heritage and cultural assets regard was given to the age and condition of the assets, to specifically comparable sales or sales information and in other cases the valuers own knowledge of the market. Also consideration was given to recent sales and sales of works by artists with similar standing in mind.

Transfers in and out of a fair value level are recognised on the date of the event or change in circumstances that caused the transfer.

There were no changes in valuation techniques during 2018-19.

7.3 Right-of-use-assets

From 1 July 2019, AASB 16 requires the Department to recognise a right-of-use asset, where it has control of the underlying asset over the lease term. A right-of-use asset is measured at the present value of initial lease liability, adjusted by any lease payments made at or before the commencement date and lease incentives, any initial direct costs incurred, and estimated costs of dismantling and removing the asset or restoring the site. Right-of-use assets includes assets in respect of leases previously treated as operating leases under AASB 117, and therefore not recognised on the Statement of Financial Position.

The Department has elected not to recognise right-of-use assets and lease liabilities arising from short-term leases, rental arrangements for which Finance-General has substantive substitution rights over the assets and leases for which the underlying asset is of low-value. Substantive substitution rights relate primarily to office accommodation. An asset is considered low-value when it is expected to cost less than \$10 000.

Right-of-use assets are depreciated over the shorter of the assets useful life and the term of the lease. Where the Department obtains ownership of the underlying leased asset or if the cost of the right-of-use asset reflects that the Department will exercise a purchase option, the Department depreciates the right-of-use asset over its useful life.

Under AASB16 the Department of Treasury and Finance is the head lessee and have the responsibilities and obligations to the lessor. Treasurer's Instruction FC-19 Leases, released on the 20 July 2020, and removed Motor Vehicle leases from being reported as Lease liabilities.

2020	Buildings	Plant and	Total
	\$'000	Equipment	\$'000
		\$'000	\$'000
Carrying value at 1 July	3,205	15	3,220
Depreciation and amortisation	(487)	(4)	(491)
Carrying value at 30 June	2,718	11	2,729

7.4 Intangibles

An intangible asset is recognised where:

- it is probable that an expected future benefit attributable to the asset will flow to the Department; and
- the cost of the asset can be reliably measured.

Intangible assets held by the Department are valued at fair value less any subsequent accumulated amortisation and any subsequent accumulated impairment losses where an active market exists. Where no active market exists, intangibles are valued at cost less any accumulated amortisation and any accumulated impairment losses.

a) Carrying Amount

	2020 \$'000	2019 \$'000
Intangible assets		
At cost - software	2,493	3,421
Less: Accumulated amortisation	(2,114)	(2,819)
Total	379	602

b) Reconciliation of movements (including fair value levels)

	2020 \$'000	2019 \$'000
Carrying amount at 1 July	602	861
Additions - Other	28	-
Disposals and assets classified as held for sale	-	(10)
Depreciation / amortisation expense	(251)	(249)
Carrying amount at 30 June	379	602

Intangible assets for the Department are not revalued due to software having a limited useful life. See Note 7.2.

7.5 Other non-financial assets

Prepayments are recognised when they occur and are measured at the nominal amount. Lease make-good is recognised at amortised cost.

a) Carrying amount

	2020 \$'000	2019 \$'000
Other current assets		
Prepayments	2,271	1,379
Total	2,271	1,379
Other non-current assets		
Lease make good	-	513
Less: Accumulated depreciation	-	(239)
Total	-	274
Recovered within 12 months	2,271	1,379
Recovered in more than 12 months	-	274
Total Other non-financial assets	2,271	1,653

b) Reconciliation of movements

	Prepayments \$'000	Lease makegood \$'000	Total \$'000
2020			
Carrying amount at start of year	1,379	274	1,153
Additions	1,771	-	2,271
Settlements	(879)	(274)	(1,153)
Depreciation expense	-	-	-
Carrying amount at 30 June	2,271	-	2,271
2019			
Carrying amount at start of year	1,296	325	1,622
Additions	1,379	-	879
Disposals	(1,296)	-	(1,296)
Depreciation expense	-	(51)	(51)
Carrying amount at 30 June	1,379	274	1,153

NOTE 8 Liabilities

Liabilities are recognised in the Statement of Financial Position when it is probable that an outflow of resources embodying economic benefits will result from the settlement of a present obligation and the amount at which the settlement will take place can be measured reliably.

8.1 Payables

Payables, including goods received and services incurred but not yet invoiced, are recognised at amortised cost, which due to the short settlement period, equates to face value, when the Department becomes obliged to make future payments as a result of a purchase of assets or services.

	2020 \$'000	2019 \$'000
Creditors	149	-
Accrued Expenses	1,824	615
Total	1,974	615
Settled within 12 Months	1,974	615
Settled in more than 12 Months	-	-
Total	1,974	615

Settlement is usually made within 14 days.

8.2 Lease liabilities

On 1 July 2019, a lease liability is measured at the present value of the lease payments that are not paid at that date. The discount rate used to calculate the present value of the lease liability is the rate implicit in the lease. Where the implicit rate is not known and cannot be determined the Tascorp indicative lending rate including the relevant administration margin is used.

The Department has elected not to recognise right-of-use assets and lease liabilities arising from short-term leases, rental arrangements for which Finance-General has substantive substitution rights over the assets and leases for which the underlying asset is of low-value. Substantive substitution rights relate primarily to office accommodation. An asset is considered low-value when it is expected to cost less than \$10 000.

The Department has entered into the following leasing arrangements:

Class of right-of-use asset	Details of leasing arrangements
Plant and equipment	Photocopier Bizhub C659 – Lease ends June 2023
Buildings	3/90 Clarence Street, Bellerive – Lease ends June 2030
	2 Willis Street, Launceston – Lease ends June 2022
	10A Marlborough Street, Longford - Lease ends June 2026
	9 Gordon Street, Sorell – Lease ends April 2022
	331 Main Road, Glenorchy – Lease ends June 2022
	134 Nelson Street, Smithton – Lease ends March 2022
	Covehill Shopping Centre, Bridgewater – Lease ends June 2026
	Shop 86, Channel Court Kingston – Lease ends June 2026
	1A & 1B 33 Cole Street, Sorell – Lease ends June 2026
	62 Main Road, Moonah – Lease ends June 2026
	4 Terry Street, Glenorchy – Lease ends June 2023
	46 Bligh Street, Rosny – Lease ends June 2023
	17 Vicary Street, Triabunna – Lease ends September 2031
	Shop 96, Channel Court Shopping Centre, Kingston – Lease ends June 2026
	112C Hobart Road, Kings Meadows – Lease ends June 2030
	1 Skinner Drive, Huonville – Lease ends June 2023
	9 - 13 Driffield Street, Queenstown – Lease ends June 2023
8 Emu Bay Road, Deloraine – Lease ends June 2024	
15A Wilson Street, Burnie – Lease ends June 2030	
184 Collins Street, Hobart – Lease ends June 2030	
65 Cecilia Street, St Helens – Lease ends August 2021	

	2020 \$'000
Current	
Lease Liabilities - Buildings	470
Lease Liabilities - Plant and equipment	4
Lease Liabilities - Current	474
Non-current	
Lease Liabilities - Buildings	2,271
Lease Liabilities - Plant and equipment	7
Lease Liabilities - Non Current	2,279
Total	2,753

The following amounts are recognised in the Statement of Comprehensive Income:

	2020 \$'000
Interest on lease liabilities included in note 5.5	46
Lease expenses included in note 5.3:	
Leased Vehicles	467
Properties - Treasury	4,667
Equipment Rental/Leasing	19
Short term leases	265
Lease of low-value assets	25
Net expenses from leasing activities	5,490

8.3 Provisions

Key estimate and judgement

A provision arises if, as a result of a past event, the Department has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a rate that reflects current market assessments of the time value of money and the risks specific to the liability. Any right to reimbursement relating to some or all of the provision is recognised as an asset when it is virtually certain that the reimbursement will be received.

Under AASB16 Treasury is the head lessee and have the responsibilities and obligations to the lessor. Under AASB16 the lease make-good is reported within Treasury's accounts and therefore, has been derecognised from the Department of Premier and Cabinets financial statements.

a) Carrying amount

	2020 \$'000	2019 \$'000
Operating lease make-good provisions	-	659
Total	-	659
Settled within 12 Months	-	-
Settled in more than 12 Months	-	659
Total	-	659

b) Reconciliation of movements in provisions

	Lease make-good		Total Provisions	
	2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
Balance at 1 July	659	602	659	602
Reversals	(659)	-	(659)	-
Changes in discounting	-	58	-	58
Balance at 30 June	-	659	-	659

8.4 Employee benefits

Key estimate and judgement

Liabilities for wages and salaries and recreation leave are recognised when the employee becomes entitled to receive a benefit. Those liabilities expected to be realised within 12 months are measured as the amount expected to be paid. Other employee entitlements are measured as the present value of the benefit at 30 June, where the impact of discounting is material, and at the amount expected to be paid if discounting is not material.

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date.

	2020 \$'000	2019 \$'000
Accrued salaries	985	479
Recreational Leave	4,885	4,427
Long Service Leave	8,725	8,817
Other - Provision for SSALS ¹	23	-
Total	14,618	13,722
Settled within 12 Months	13,499	12,466
Settled in more than 12 Months	1,120	1,257
Total	14,618	13,722

Note:

1. State Service Accumulated Leave Scheme (SSALS)

8.5 Other liabilities

Other liabilities are recognised in the Statement of Financial Position when it is probable that the outflow of resources embodying economic benefits will result from the settlement of a present obligation and the amount at which the settlement will take place can be measured reliably.

Other liabilities consist of employee benefits on costs, revenue received in advance, appropriation carried forward from current year under Section 8A(2) carry forward in the *Financial Management Act 2016* and a lease incentive liability.

	2020 \$'000	2019 \$'000
Revenue received in advance	898	660
Total	898	660
Settled within 12 Months	898	660
Settled in more than 12 Months	-	-
Total	898	660

NOTE 9 Commitments and Contingencies

9.1 Schedule of commitments

	2020 \$'000	2019 \$'000
By Type		
Operating lease commitments		
Operating leases	7,946	9,554
Total operating lease commitments	7,946	9,554
Other Rental commitments		
Rent for Crown owned properties	3,611	3,149
Rent for Crown leased properties	25,554	29,825
total other rental commitments	29,165	32,974
By maturity		
Operating lease commitments		
One year or less	2,666	3,085
From one to five years	4,405	5,147
More than five years	875	1,322
Total operating lease commitments	7,946	9,554
Other rental commitments		
One year or less	3,743	3,985
From one to five years	14,972	15,939
More than five years	10,450	13,049
Total other rental commitments	29,165	32,973

Operating Lease Commitments

In 2018-19 the Department entered into operating lease agreements for buildings and office equipment, where the lessors effectively retained all the risks and benefits incidental to ownership of the items leased. Equal instalments of lease payments were charged to the Statement of Comprehensive Income over the lease term, as this was representative of the pattern of benefits to be derived from the leased property.

From 2019-20, leases are recognised as right of use assets and lease liabilities in the Statement of Financial Position, excluding short term leases and leases for which the underlying asset is of low value, which are recognised as an expense in the Statement of Comprehensive Income.

Photocopiers

- Lease payments are determined at time of lease agreement and are paid quarterly.
- Lease terms are for four or five years with no change to the lease rate.

Motor Vehicles

- The Government Motor Vehicle fleet is administered by Lease Plan.
- Lease payments vary according to the type of vehicle.
- Generally all lease terms are for a period of three years or 60,000 kilometres, whichever occurs first.

Properties

- Commercial property lease payments are generally payable monthly in advance in accordance with the terms and conditions of the lease.
- Lease terms vary and generally will contain a provision for an extension of lease for a further term/s.
- Leases contain provision for rent reviews and the rate is adjusted in accordance with the terms and conditions outlined in the lease document. Generally, rent is reviewed to market, CPI or fixed increase.
- Lease agreements do not contain provision for purchase on cessation.
- Lease agreements have been reviewed for make good provisions. (Note 8.3)

Water Coolers

- Lease payments are determined at time of lease agreement and are paid yearly in advance.
- Lease terms are for one year with no change to the lease rate.

Other Rental Commitments

- Rental assessments for Crown Owned properties and subsequent rental payments were previously set by the Valuer-General but in more recent years have been the subject of CPI movement.
- Rental payments for Crown leased properties administered by the Department of Treasury and Finance are made annually.

9.2 Contingent assets and liabilities

Contingent assets and liabilities are not recognised in the Statement of Financial Position due to uncertainty regarding the amount or timing of the underlying claim or obligation.

a) Quantifiable contingencies

A quantifiable contingent asset is any possible asset that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity.

A quantifiable contingent liability is any possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity; or any present obligation that arises from past events but is not recognised because it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation. To the extent that any quantifiable contingencies are insured, details provided below are recorded net.

The Department has a contingent liability of \$130,000 for litigation claims based on advice received from Crown. The estimate of the liability is based on the best information that is to hand within Crown Law. It remains an estimate as so many factors can impact on the course of such matters may take.

	2020 \$'000	2019 \$'000
Quantifiable contingent liabilities		
Potential make good on lease	109	109
Litigation claim	130	-
Total quantifiable contingent liabilities	239	109
Quantifiable contingent assets		
Lease hold improvement – make good	122	78
Total quantifiable contingent assets	122	78

NOTE 10 Reserves

10.1 Reserves

	Land \$'000	Buildings \$'000	Heritage and cultural assets \$'000	Total \$'000
2020				
Asset revaluation reserve				
Balance at the beginning of financial year	-	-	10	10
Revaluation increments/ (decrements)	-	-	-	-
Transfers to accumulated reserves			(10)	(10)
Balance at end of financial year	-	-	-	-
2019				
Asset revaluation reserve				
Balance at the beginning of financial year	398	2,892	10	3,300
Revaluation increments/ (decrements)	-	-	-	-
Transfers to accumulated reserves	(398)	(2,892)	-	(3,290)
Balance at end of financial year	-	-	10	10

Nature and purpose of reserves

Asset Revaluation Reserve

The Asset Revaluation Reserve is used to record increments and decrements on the revaluation of Buildings, Land and Heritage assets (furniture), as described in Note 7.2.

10.2 Administrative Restructuring

Net assets relinquished are designated as distributions to owners. Net assets transferred are initially recognised at the amounts at which they were recognised by the transferring department immediately prior to the transfer.

As a result of a restructuring of administrative arrangements, the Department relinquished its responsibility for Communities, Sport and Recreation, Silverdome and Family Violence Action Plan on 1 July 2018.

In respect of activities relinquished, the Department transferred the following assets and liabilities to Department of Communities Tasmania:

	2020 \$'000	2019 \$'000
Net assets relinquished on restructure		
Financial assets		
Cash and deposits	-	1 048
Receivables	-	75
Non-financial assets		
Land	-	3 120
Buildings	-	28 305
Plant, equipment and leasehold improvements	-	379
Other non-financial assets	-	6
Total assets relinquished	-	32 933
Financial Liabilities		
Payables	-	(680)
Non-financial liabilities		
Employee benefits	-	(1 786)
Other non-financial liabilities	-	(18)
Total liabilities relinquished	-	(2 484)
Net assets (liabilities) relinquished on restructure	-	30 449
Net contribution by the Government as owner during the period	-	-

Prior year comparatives have not been adjusted or realigned to reflect the restructure.

NOTE 11 Cash Flow Reconciliation

Cash means notes, coins, any deposits held at call with a bank or financial institution, as well as funds held in the Special Purpose Accounts, being short term of three months or less and highly liquid. Deposits are recognised at amortised cost, being their face value.

11.1 Cash and deposits

Cash and cash equivalents includes the balance of the Special Purpose Accounts held by the Department, and other cash held, excluding those accounts which are administered or held in a trustee capacity or agency arrangement.

	2020 \$'000	2019 \$'000
Special Deposits and Trust Fund balance		
S520 Department of Premier and Cabinet Operating Account	11,920	-
T520 Department of Premier and Cabinet – Operating Account	-	2,960
T631 DSS Operating Account	-	4,936
T816 Department of Premier and Cabinet Service Tasmania Account	-	1,202
Total	11,920	9,098
Other cash held		
Petty Cash	-	3
Service Tasmania Shop Cash Floats	70	67
Total	70	70
Cash equivalents	-	-
Total Cash and cash equivalents	11,991	9,168

As required under the *Financial Management Act 2016* DPAC has consolidated the Special Deposits and Trust Funds into a single operating account.

The funds held in S520 as at 30 June 2020 are primarily for projects yet to commence or commenced but not completed for which specific Commonwealth or State funds were allocated.

11.2 Reconciliation of net result to net cash from operating activities

	2020 \$'000	2019 \$'000
Net result	(462)	(1,526)
Other (gain)/loss on non-financial assets	(341)	10
Depreciation and amortisation	1,024	607
Interest on unwinding of lease make-good discount	-	58
Decrease (increase) in Receivables	1,329	4,538
Decrease (Increase) in Tax assets	(132)	851
Decrease (Increase) in Accrued revenue	360	326
Decrease (Increase) in Prepayments	(873)	(83)
Increase (Decrease) in Employee Benefits	896	(1,141)
Increase (Decrease) in Creditors	149	(697)
Increase (Decrease) in Accrued Expenses	1,209	(2,212)
Increase (Decrease) in Other Liabilities	238	(894)
Prepayment directly to liability for lease liability	14	-
Administrative Restructure – Change in Assets	-	(82)
Administrative Restructure – Change in Liabilities	-	2,484
Net cash provided (used) by operating activities	3,412	2,238

11.3 Acquittal of capital investment and special capital investment funds

The Department received Capital Appropriation funding and revenues from the Economic and Social Infrastructure Fund to fund specific projects.

Cash outflows relating to these projects are listed below by category.

Budget information refers to original estimates as disclosed in the 2019-20 Budget Papers and is not subject to audit.

a) Project expenditure

	2020 Budget \$'000	2020 Actual \$'000	2019 Actual \$'000
Capital Investment Program			
Service Tasmania Shop Funding	250	208	500
Total	250	208	500
Total Project Expenditure	250	208	500

b) Classification of cash flows

The project expenditure above is reflected in the Statement of Cash Flows as follows.

	2020 Actual \$'000	2019 Actual \$'000
Cash Outflows		
Supplies and Consumables	47	-
Payments for acquisition of Assets	161	500
Total Cash Outflows	208	500

11.4 Financing facilities

DSS formerly Telecommunications Management Division (TMD) had a Westpac operating bank account with an overdraft facility limit of \$500,000. This facility ceased to exist from 1 July 2019.

	2020 Actual \$'000	2019 Actual \$'000
Westpac TMD Operating account		
Amount unused	-	500
Total	-	500
Total Financing Facilities	-	500

11.5 Reconciliation of liabilities arising from financing activities

Liabilities arising from financing activities are liabilities for which cash flows were, or future cash flows will be, classified in the Statement of Cash Flows as cash flows from financing activities.

	Borrowings \$'000	Lease Liabilities \$'000	Total \$'000
2020			
Balance as at 1 July 2019	-	-	-
Acquisitions/New Leases	-	3,243	3,243
Changes from financing cash flows:			
Cash Repayments	-	(490)	(490)
Balance as at 30 June 2020	-	2,753	2,753
2019			
Balance as at 1 July 2018	339	-	339
Changes from financing cash flows:			
Cash Repayments	(339)	-	(339)
Balance as at 30 June 2019	-	-	-

NOTE 12 Financial Instruments

12.1 Risk exposures

a) Risk management policies

The Department has exposure to the following risks from its use of financial instruments:

1. credit risk;
2. liquidity risk; and
3. market risk.

The Accountable Authority has overall responsibility for the establishment and oversight of the Department's risk management framework. Risk management policies are established to identify and analyse risks faced by the Department, to set appropriate risk limits and controls, and to monitor risks and adherence to limits.

b) Credit risk exposures

Credit risk is the risk of financial loss to the Department if a customer or counterparty to a financial instrument fails to meet their contractual obligations.

Financial Instrument	Accounting and strategic policies (including recognition criteria, measurement basis and credit quality of instrument)	Nature of underlying instrument (including significant terms and conditions affecting the amount. Timing and certainty of cash flows)
Financial Assets		
Receivables	The Department has a debt management policy with processes surrounding the raising of debts payable to the Department and the management of outstanding debts. The Department does not have a significant exposure to credit risk as departmental receivables are mainly from other government entities. The Department does not consider a need to have a provision for impairment.	General terms of trade are 30 days.
Cash and Deposits	Cash and deposits are recognised at face value.	Cash includes notes, coins, deposits held at call with a financial institution and funds held in the Special Purpose account and Trust Fund account.

The Department's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Statement of Financial Position, net of any allowances for losses.

The Department does not have any significant exposure to credit risk.

Expected credit loss analysis of receivables

The simplified approach to measuring expected credit losses is applied, which uses a lifetime expected loss allowance for all trade receivables.

The expected loss rates are based on historical observed loss rates adjusted for forward looking factors that will have an impact on the ability to settle the receivables. The loss allowance for trade debtors as at 30 June 2019 and 1 July 2018 (adoption of AASB9) are as follows.

Expected credit loss analysis of receivables as at 30 June 2020

	Not past due \$'000	Past due 1-30 days \$'000	Past due 31-60 days \$'000	Past due 61-90 days \$'000	Past due 91+days \$'000	Total \$'000
Expected credit loss rate (A)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total gross carrying amount (B)	3,215	306	40	-	17	3,578
Expected credit loss (AxB)	-	-	-	-	-	-

Expected credit loss analysis of receivables as at 30 June 2019

	Not past due \$'000	Past due 1-30 days \$'000	Past due 31-60 days \$'000	Past due 61-90 days \$'000	Past due 91+days \$'000	Total \$'000
Expected credit loss rate (A)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total gross carrying amount (B)	4,535	534	22	(2)	46	5,136
Expected credit loss (AxB)	-	-	-	-	-	-

c) Liquidity risk

Liquidity risk is the risk that the Department will not be able to meet its financial obligations as they fall due. The Department's approach to managing liquidity is to ensure that it will always have sufficient liquidity to meet its liabilities when they fall due. The Department does not have any significant exposure to liquidity risk.

The Department has policies in place to manage liabilities as they fall due. The Department's budget policy enables the identification of issues and initiatives that have a budgetary impact and where appropriate to seek adequate funding to meet commitments as they arise.

The following tables detail the undiscounted cash flows payable by the Department by remaining contractual maturity for its financial liabilities. It should be noted that as these are undiscounted, totals may not reconcile to the carrying amounts presented in the Statement of Financial Position.

Financial Instrument	Accounting and strategic policies (including recognition criteria and measurement basis)	Nature of underlying instrument (including significant terms and conditions affecting the amount, timing and certainty of cash flows)
Financial liabilities		
Payables	Payables, including goods received and services incurred but not yet invoiced, are recognised at amortised cost, which due to the short settlement period, equates to face value, when the Department becomes obliged to make future payments as a result of a purchase of assets or services.	Settlement is usually made within 30 days.
Lease Liabilities	The lease liabilities are measured at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate of DPAC's incremental borrowing rate.	Payments are made on a monthly basis.

Maturity analysis for financial liabilities

The following tables detail the undiscounted cash flows payable by the Department by remaining contractual maturity for its financial liabilities. It should be noted that as these are undiscounted, totals may not reconcile to the carrying amounts presented in the Statement of Financial Position:

	1 Year \$'000	2 Years \$'000	3 Years \$'000	4 Years \$'000	5 Years \$'000	>5 Years \$'000	Undiscounted Total \$'000	Carrying Amount \$'000
2020								
Financial liabilities								
Payables	1,974	-	-	-	-	-	1,974	1,974
Lease liabilities	520	520	511	412	333	1,178	3,474	2,753
Total	2,494	520	511	412	333	1,178	5,448	4,727
2019								
Financial liabilities								
Payables	615	-	-	-	-	-	615	615
Lease liabilities	-	-	-	-	-	-	-	-
Total	615	-	-	-	-	-	615	615

d) Market risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. The primary market risk that the Department is exposed to is interest rate risk.

The Department manages accounts under the *Public Account Act 1986* and in accordance with the *Financial Management Act 2016*, including the Treasurer's Instructions.

The Department does not have any significant exposure to interest rate risk.

Sensitivity Analysis of the Department's Exposure to possible Changes in Interest Rates.

The Department has performed a sensitivity analysis relating to its exposure to interest rate risk as at balance date.

- The Department operates a collection account and an expenditure account. No interest is applied to these accounts.
- Receivables are mainly from other government entities with credit terms of 30 days. Interest is not applied to other agencies on overdue amounts.
- The Department's accounts payable policy and procedures is to pay accounts within 30 days unless other trading terms have been agreed. This is deemed to provide no interest rate risk to the Department.
- The Department has financial leases for buildings and plant and equipment.

As at 30 June 2020, the Department had interest bearing financial instruments and exposure to changes in interest rates.

A change in the variable rate of 100 basis points would not have an effect on the Department's profit and loss or equity.

Sensitivity Analysis of the Department's Exposure to Possible changes in Interest Rates

	Statement of Comprehensive Income		Equity	
	100 basis points increase	100 basis points decrease	100 basis points increase	100 basis points decrease
30 June 2020				
No impact	-	-	-	-
Net Sensitivity	-	-	-	-
30 June 2019				
Loan from Treasury	(2)	2	(2)	2
Net sensitivity	(2)	2	(2)	2

12.2 Categories of financial assets and liabilities

AASB 9 Carrying amount

	2020 \$'000	2019 \$'000
Financial assets		
Amortised cost	3,578	5,136
Total	3,578	5,136
Financial liabilities		
Financial liabilities measured at amortised cost	4,727	615
Total	4,727	615

12.3 Comparison between carrying amount and net fair value of financial assets and liabilities

	Carrying Amount 2020 \$'000	Net Fair Value 2020 \$'000	Carrying Amount 2019 \$'000	Net Fair Value 2019 \$'000
Financial assets				
Petty cash	70	70	70	70
Cash in Special Deposits and Trust Fund	11,920	11,920	9,098	9,098
Receivables	3,578	3,578	5,136	5,136
Total financial assets	15,568	15,568	14,304	14,304
Financial liabilities (recognised)				
Payables	1,974	1,974	615	615
Lease Liabilities	2,753	2,753	-	-
Total financial liabilities (recognised)	4,727	4,727	615	615

12.4 Net fair values of financial assets and liabilities

	Net Fair Value Level 1 \$'000	Net Fair Value Level 2 \$'000	Net Fair Value Level 3 \$'000	Net Fair Value Total \$'000
2020				
Financial assets				
Petty cash	70	-	-	70
Cash in Special Deposits and Trust Fund	11,920	-	-	11,920
Receivables	3,578	-	-	3,578
Total financial assets	15,568	-	-	15,568
Financial liabilities				
Payables	1,953	-	-	1,953
Lease Liabilities	2,753	-	-	2,753
Total financial liabilities (recognised)	4,727	-	-	4,727
	Net Fair Value Level 1 \$'000	Net Fair Value Level 2 \$'000	Net Fair Value Level 3 \$'000	Net Fair Value Total \$'000
2019				
Financial assets				
Petty cash	70	-	-	70
Cash in Special Deposits and Trust Fund	9,098	-	-	9,098
Receivables	5,136	-	-	5,136
Total financial assets	14,304	-	-	14,304
Financial liabilities				
Payables	615	-	-	615
Interest bearing liabilities	-	-	-	-
Total financial liabilities (recognised)	615	-	-	615

The recognised fair values of financial assets and financial liabilities are classified according to the fair value hierarchy that reflects the significance of the inputs used in making these measurements. The Department uses various methods in estimating the fair value of a financial instrument. The methods comprise:

- Level 1 the fair value is calculated using quoted prices in active markets.
- Level 2 the fair value is estimated using inputs other than quoted prices include in Level 1 that are observable for the asset or liability, either directly (as prices) or indirectly (derived from prices).
- Level 3 the fair value is estimated using inputs for the asset or liability that are not based on observable market data.

NOTE 13 Transactions and Balances Relating to a Trustee or Agency Arrangement

Transactions relating to activities undertaken by the Department in a trust or fiduciary (agency) capacity do not form part of the Department's activities. Trustee and agency arrangements, and transactions/balances relating to those activities, are neither controlled nor administered.

Fees, commissions earned and expenses incurred in the course of rendering services as a trustee or through an agency arrangement are recognised as controlled transactions.

As the Department performs only a custodial role in respect of these monies, and because the monies cannot be used for achievement of the Department's objectives, transactions and balances relating to a trustee arrangement are not recognised as departmental revenues, expenses, assets or liabilities in these Financial Statements.

Account/Activity	Opening Balance \$'000	Net Transactions during 2019-2020 \$'000	Closing Balance \$'000
S523 Brand Tasmania	6	5	11

NOTE 14 Events Occurring After Balance Date

The Department of Premier and Cabinet have not aware of any events occurring after the balance date, which would have a material effect on the Financial Statements.

NOTE 15 Significant Accounting Policies and Judgements

15.1 Objectives and funding

The Department of Premier and Cabinet (the Department) provides a broad range of services to Cabinet, other Members of Parliament, the Governor of Tasmania, Government agencies and the community. The Department works closely with the public sector, the community, local government, the Australian Government and other state and territory governments.

The Department is a central agency of the Tasmanian Government. The Ministers whom the Department supports as of 30 June 2020 are the Premier, the Minister for Local Government, the Minister for Science and Technology, the Minister for Environment and the Minister for Strategic Growth.

The Department also provided administrative support to the Local Government Board.

The Department plays an important role in whole-of-government policy co-ordination, issues management, inter-governmental relations, information technology and telecommunications, public sector management, and coordination of government services through Service Tasmania.

The Department delivers a range of outputs to support the activities of other public sector organisations. These services encompass state service management, project management, information resource management, inter-agency human resource management and across government telecommunication and computing services.

The Department is a Tasmanian Government not-for-profit entity funded through a mixture of Parliamentary appropriations and retained revenues. It provides the following services on a fee-for-service basis:

- training; and
- telecommunications and computing.

The Financial Statements encompass all funds through which the Department controls resources to carry out its functions.

15.2 Basis of accounting

The Financial Statements are a general purpose financial report and have been prepared in accordance with:

- Australian Accounting Standards and interpretations issued by the Australian Accounting Standards Board; and
- The Treasurer's Instructions issued under the provisions of the *Financial Management Audit 2016*.

The Financial Statements were signed by the Secretary on 28 September 2020.

Compliance with the Australian Accounting Standards (AAS) may not result in compliance with International Financial Reporting Standards (IFRS), as the AAS includes requirements and options available to not-for-profit organisations that are inconsistent with IFRS. The Department is considered to be not-for-profit and has adopted some accounting policies under AAS that do not comply with IFRS.

The Financial Statements have been prepared on an accrual basis and, except where stated, are in accordance with the historical cost convention. The accounting policies are generally consistent with the previous year except for those changes outlined in Note 15.5.

The Financial Statements have been prepared on the basis that the Department is a going concern. The continued existence of the Department in its present form, undertaking its current activities, is dependent on Government policy and on continuing appropriations by Parliament for the Department's administration and activities.

The Department has made no assumptions concerning the future that may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

15.3 Reporting entity

The Financial Statements include all the controlled activities of the Department. The Financial Statements consolidate material transactions and balances of the Department and entities included in its output groups. Material transactions and balances between the Department and such entities have been eliminated.

15.4 Functional and presentation currency

These Financial Statements are presented in Australian dollars, which is the Department's functional currency.

15.5 Changes in accounting policies

a) Impact of new and revised Accounting Standards

In the current year, the Department has adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board that are relevant to its operations and effective for the current annual reporting period. These include:

- AASB 15 Revenue from Contracts with Customers – This Standard establishes principles that require an entity to apply to report useful information to users of financial statements about the nature, amount, timing, and uncertainty of revenue and cash flows arising from a contract with a customer.

AASB 15 supersedes AASB 111 Construction Contracts, AASB 118 Revenue and related Interpretations and it applies, with limited exceptions, to all revenue arising from contracts with customers. AASB 15 establishes a five-step model to account for revenue arising from contracts with customers and requires that revenue be recognised at an amount that reflects the consideration to which an entity expects to be entitled in exchange for transferring goods or services to a customer.

The Standard requires the Department to exercise judgement, taking into consideration all of the relevant facts and circumstances when applying each step of the model to contracts with their customers. The Standard also specifies the accounting for the incremental costs of obtaining a contract and the costs directly related to fulfilling a contract. In addition, the Standard requires relevant disclosures.

The Department has adopted AASB 15 retrospectively with the cumulative effect of applying the Standard recognised from 1 July 2019 by adopting the transitional practical expedient permitted by the Standard.

There was no effect of all of the modifications that occurred before 1 July 2018.

- o identifying the satisfied and unsatisfied performance obligations
- o determining the transaction price
- o allocating the transaction price to the satisfied and unsatisfied performance obligations.

There is no impact on the financial statements on adoption of the standard.

- AASB 16 Leases – This Standard introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities. The standard results in most of the Department's operating leases being brought onto the Statement of Financial Position and additional note disclosures. The calculation of the lease liability takes into account appropriate discount rates, assumptions about the lease term, and required lease payments. A corresponding right to use asset is recognised, which is amortised over the term of the lease. Operating lease costs are no longer shown. In the Statement of Comprehensive Income, impact of leases is through amortisation and interest charges. In the Statement of Cash Flows, lease payments is shown as cash flows from financing activities instead of operating activities. The Department has adopted AASB 16 retrospectively with the cumulative effect of applying the standard recognised from 1 July 2019 by adopting the transitional practical expedient permitted by the Standard.

The Department elected to use the practical expedient to expense lease payments for lease contracts that, at their commencement date, have a lease term of 12 months or less and do not contain a purchase option (short-term leases), and lease contracts for which the underlying asset is valued at \$10 000 or under when new (low value assets).

In applying AASB 16 for the first time, the Department has used the following practical expedients permitted by the standard:

- o not reassess whether a contract is, or contains, a lease at 1 July 2019, for those contracts previously assessed under AASB 117 and Interpretation 4;
- o applying a single discount rate to a portfolio of leases with reasonably similar characteristics;
- o relying on its previous assessment on whether leases are onerous immediately before the date of initial application as an alternative to performing an impairment review;
- o not recognise a lease liability and right-of-use-asset for short-term leases that end within 12 months of the date of initial application;

- o excluding the initial direct costs from the measurement of the right-of-use asset at the date of initial application; and
- o using hindsight in determining the lease term where the contract contained options to extend or terminate the lease.

The effect of adopting AASB 16 on the Statement of Financial Position is as follows:

1 July 2019	\$'000
Assets	
Right-of-Use Assets	3,253
Liabilities	
Lease Liabilities	3,253
Equity	
Accumulated Funds	-

Reconciliation of operating lease commitments as at 30 June 2019 to lease liabilities on 1 July 2019:

	\$'000
Operating lease commitments as at 30 June 2019 (ex GST)	9,554
Reconciliation:	
Less:	
Property leases recognised by Treasury	(5,790)
Commitments relating to low value leases	(76)
Commitments relating to short term leases	(250)
Commitments relating to low value and short term leases	(9)
Equipment Leases not as operating leases	(436)
Add/(less)	
Discounting of operating lease commitments	260
Lease liabilities as at 1 July 2019	3,253

Each property's weighted average incremental borrowing rate was individually calculated based over the term of the lease.

- AASB 1058 Income of Not-for-Profit Entities - This Standard establishes principles for not-for-profit entities that applies to transactions where the consideration to acquire an asset is significantly less than fair value, principally to enable a not-for-profit entity to further its objectives, and the receipt of volunteer services.

The timing of income recognition under AASB 1058 depends on whether a transaction gives rise to a liability or other performance obligation, or a contribution by owners, related to an asset (such as cash or another asset) received. If the transaction is a transfer of a financial asset to enable the Department to acquire or construct a recognisable non-financial asset to be controlled by the Department (i.e. an in-substance acquisition of a non-financial asset), the Department recognises a liability for the excess of the fair value of the transfer over any related amounts recognised. The Department will recognise income as it satisfies its obligations under the transfer, similarly to income recognition in relation to performance obligations under AASB 15 as discussed above.

Revenue recognition for the Department's appropriations, taxes, royalties and most grants and contributions will not change under AASB 1058, as compared to AASB 1004. Revenue will continue to be recognised when the Department gains control of the asset (e.g. cash or receivable) in most instances.

Under AASB 1058, the Department will continue to recognise volunteer services only when the services would have been purchased if they had not been donated, and the fair value of the services can be measured reliably. This treatment is the same as in prior years.

The Department has adopted AASB 1058 retrospectively with the cumulative effect of applying the Standard recognised from 1 July 2019 by adopting the transitional practical expedient permitted by the Standard. The Department has

also adopted the transitional practical expedient as permitted by the Standard, whereby existing assets acquired for consideration significantly less than fair value principally to enable the entity to further its objectives, remain recorded at cost and are not restated to their fair value.

The Department has not acquired assets for less than fair value.

There is no impact on the financial statements on adoption of the standard.

b) Impact of new and revised Accounting Standards yet to be applied

The following applicable Standards have been issued by the AASB and are yet to be applied:

- *AASB 1059 Service Concession Arrangements: Grantors* – The objective of this Standard is to prescribe the accounting for a service concession arrangement by a grantor that is a public sector entity. This Standard applies on or after 1 January 2020. The impact of this standard is enhanced disclosure in relation to service concession arrangements for grantors that are public sector entities. It is not anticipated that there will be any material financial impact.

15.6 Foreign currency

Transactions denominated in a foreign currency are converted at the exchange rate at the date of the transaction. Foreign currency receivables and payables are translated at the exchange rates current as at balance date.

15.7 Comparative figures

Comparative figures have been adjusted to reflect any changes in accounting policy or the adoption of new standards. There have not been any changes to comparative figures.

15.8 Rounding

All amounts in the Financial Statements have been rounded to the nearest thousand dollars unless otherwise stated. As a consequence, rounded figures may not add to totals. Amounts less than \$500 are rounded to zero and are indicated by the symbol "...".

15.9 Departmental taxation

The Department is exempt from all forms of taxation except Fringe Benefits Tax and the Goods and Services Tax (GST).

15.10 Goods and services tax

Revenue, expenses and assets are recognised net of the amount of Goods and Services Tax, except where the GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST. The net amount recoverable or payable to the ATO is recognised as an asset or liability within the Statement of Financial Position.

In the Statement of Cash Flows, the GST component of cash flows arising from operating, investing or financing activities which is recoverable from, or payable to, the Australian Tax Office is, in accordance with the Australian Accounting Standards, classified as operating cash flows.

Appendix B:

Legislation administered

Legislation administered by DPAC in 2019-20 is listed below. All legislation, including any amending Acts, is available at the Tasmanian Legislation website www.legislation.tas.gov.au.

PREMIER

Administrative Arrangements Act 1990
Administrative Arrangements (Miscellaneous Amendments) Act 1990
Anglican Church of Australia (All Saints Church) Act 1989
Anglican Church of Australia Constitution Act 1973
Anglican Church of Australia (Stanley Parsonage) Act 1984
Australia Acts (Request) Act 1985
Australia Acts (Request) Act 1999
Brand Tasmania Act 2018
Baptist Union Incorporation Act 1902
Churches of Christ, Scientist, Incorporation Act 1980
Churches of Christ Tasmania Act 1978
Church of England (Rectory of St. James the Apostle) Act 1980
Coastal and Other Waters (Application of State Laws) Act 1982
Constitution Act 1934
Constitutional Powers (Coastal Waters) Act 1979
Constitution (Doubts Removal) Act 2009
Constitution (State Employees) Act 1944
Constitution (Validation of Taxing Acts) Act 1991
COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020
COVID-19 Disease Emergency (Miscellaneous Provisions) Act (No.2) 2020
Daylight Saving Act 2007
Glebe Lands Act 1865
Governor of Tasmania Act 1982 except in so far as it relates to the superannuation entitlements of the Governor (see Department of Treasury and Finance under the Minister for Finance)
Hobart Hebrew Congregation Act 1958
Jim Bacon Foundation (Winding-up) Act 2013
Legislation Publication Act 1996
National Broadband Network (Tasmania) Act 2010
Parliamentary (Disclosure of Interests) Act 1996
Parliamentary Privilege Acts 1858, 1885, 1898 and 1957
Parliamentary Salaries, Superannuation and Allowances Act 2012 except in so far as it relates to the superannuation entitlements of members of Parliament (see Department of Treasury and Finance under the Minister for Finance)

Parliament House Act 1962
Police Service Act 2003 in so far as it relates to matters relating to the appointment to, and employment in, the office of Commissioner of Police (otherwise see Department of Police, Fire and Emergency Management under the Minister for Police, Fire and Emergency Management)
Presbyterian Church Acts 1896 and 1908
Presbyterian Church of Australia Acts 1901 and 1971
Public Accounts Committee Act 1970
Public Works Committee Act 1914 except in so far as it relates to the conditions precedent to commencing public works (see Department of Treasury and Finance under the Minister for Finance)
Roman Catholic Church Property Act 1932
Standard Time Act 1895
State Coastal Policy Validation Act 2003
State Policies and Projects Act 1993 except Part 4 and the making of regulations under section 46, in so far as those regulations relate to Part 4 (see Department of Justice under the Minister for Planning)
State Policies and Projects (Validation of Actions) Act 2001
State Service Act 2000
State Service (Savings and Transitional Provisions) Act 2000
Statutory Authorities Act 1962
Subordinate Legislation Committee Act 1969
Succession to the Crown (Request) Act 2013
Tasmanian Early Years Foundation (Winding-up) Act 2016
Tsuneichi Fujii Fellowship Trust (Winding-up) Act 2008
Uniting Church in Australia Act 1977

MINISTER FOR CLIMATE CHANGE

Climate Change (State Action) Act 2008

MINISTER FOR LOCAL GOVERNMENT

Burial and Cremation Act 2019
Dog Control Act 2000
Local Government Act 1993
Local Government (Savings and Transitional) Act 1993
Ockerby Gardens Helipad Act 1999

Appendix C:

Recipients of Grants and Government Contributions

Office of Security and Emergency Management Grants – recipients

Organisation	\$	Purpose
Maydena Community Association Inc	1,477	To provide Bushfire Ready Neighbourhood training and resources to assist with community communications during natural disasters.
Rosebery Golf Club	3,000	To install promotional signage and purchase irrigation equipment to assist with maintaining the greens.
Geeveston Archives & History Society	3,000	To produce promotional materials and historical self guided walking maps to encourage visitors to spend more time in the local area.
Local Government Association of Tasmania	6,000	To deliver a municipal forum and develop video case studies to share the experiences and lessons learned from the extreme weather event of May 2018.
Trial Harbour Progress Association Inc	8,540	To improve a firebreak at Trial Harbour.
Kate Hill Wines Pty Ltd	9,500	For a joint venture marketing project with Home Hill Wines to highlight local food and beverage businesses, events and other points of interest in the region.
Far South Tasmania Inc	9,514	To acquire equipment to support local community groups to run public events.
Huon Valley Council	12,000	To create an augmented reality replica of the Arve Giant, previously one of the world's tallest trees, which was lost in the 2018-19 bushfires.
Tasman Council	12,250	To upgrade the Jackson Park toilets (2013 Red Cross Bushfire Appeal funding).
Primary Industries Parks Water & Environment	14,289	Operating reimbursement for a project to update the coastal erosion hazard map.
Railtrack Riders Pty Ltd	15,000	To purchase equipment to expand current employment and Work for the Dole opportunities and expand operations to include the manufacture of speciality components for export.
Huon Districts Pony & Riding Club Inc	17,389	To purchase agricultural equipment to maintain the premises for use as an animal excavation area in the case of a natural disaster.
The Wooden Boat Centre	30,000	To upgrade the Centre's facilities and promote visitor attractions/experiences to increase visitation to the Centre and the Huon Valley area.
Lady Jane Franklin Heritage Park Pty Ltd	38,174	For the restoration of the former St John's heritage church and cemetery and the installation of a self-guided interpretative trail through the grounds.
Pagan Produce Pty Ltd	43,989	To purchase equipment to extend processing abilities, allowing the business to undertake processing that is usually outsourced interstate.
Huon Valley Council	44,184	To enhance the entrance to the Dover township to increase the appeal of Dover as the gateway to the Far South and to encourage visitors to stop in the area.
Police Fire & Emergency	44,878	To conduct a campaign to improve the public's awareness and understanding of the role of the State Emergency Service and when to call the 132 500 number for assistance (instalment 2).
Derwent Valley Council	52,234	To provide disability access and accessible facilities in the New Norfolk Sports Centre.
Maydena Community Association Inc	64,000	To transform the former Maydena pool site into a community recreation hub.
West Coast Council	68,000	To provide additional equipment such as shelter, lighting and signage for use in the event of a natural disaster.
Police & Emergency Services	75,000	To conduct a campaign to improve the public's awareness and understanding of the role of the State Emergency Service and when to call the 132 500 number for assistance (instalment 1)
Central Highlands Council	80,000	To develop a community meeting space/picnic area at Bronte Park.
Dunalley Golf Club Inc	152,023	For the construction of tennis courts (2013 Red Cross Bushfire Appeal funding).
Tourism Tasmania	300,000	For the "Love Autumn in the South" tourism campaign following the 2018-19 bushfires.
TOTAL	1,104,440	

Premier's Discretionary Fund – Recipients

Organisation	\$	Purpose
Rotary Club of Hobart Inc	120	Towards the cost of Festival
Barker, Samuel	150	Towards cost to purchase uniforms and tournament
Tasmanian Orchid Society Inc	150	Towards the cost of events
UN Youth Tasmania	150	Towards the cost of intrastate travel
Wells, Cassy	150	Towards the cost of fundraising event
Aird, PW & KJ	175	Towards the cost of interstate travel
Alexander, Wanda	175	Towards the cost of interstate travel
Brockman, Rebecca (OBO Mia Thorpe)	175	Towards the cost of interstate travel
Harris, Rebecca	175	Towards the cost of interstate travel
Hobbs, Rebecca (OBO Brittney Cooper)	175	Towards the cost of interstate travel
Leslie, Jo-anne L	175	Towards the cost of interstate travel
Maundrill, Dale & Vanessa	175	Towards the cost of interstate travel
Payne, Carla	175	Towards the cost of interstate travel
Sarah Blegg (OBO Jasmine Quill)	175	Towards the cost of interstate travel
Sherston, Katy	175	Towards the cost of interstate travel
Sly, Georgia	175	Towards the cost of interstate travel
Smith, Amy	175	Towards the cost of travel
Stevenson, Sharon	175	Towards the cost of interstate travel
Van Camp, Quinten & van den Broek, Will	175	Towards the cost of interstate travel
Welsh, Kaleem	175	Towards the cost of interstate travel
Whelan, Nigel	175	Towards the cost of interstate travel
Rotary Club of Tasman Peninsula	180	Towards cost of fuel for volunteers delivering meals
Northern Tasmanian Football Association	211	Towards the cost of trophies
Alex Gadomski Fellowship	250	Towards the cost of fundraising
Loppy, Cecilia C	250	Towards the cost of a book launch
Redwater Creek Steam & Heritage Society	250	Towards the cost of Steamfest 2020
Southern Storm Football Club Inc	250	Towards the cost of trophy night event
Southern Student Leaders Conference	250	Towards the cost of hosting an event
Spring Bay Clay Target Club	260	Towards cost of a battery powered security camera
Caro, Carol (OBO Flynn)	300	Towards the cost of overseas travel
Synergy Cheer & Dance	300	Towards the cost of interstate travel
Wilson, Michael	300	Towards the cost of overseas travel
Huon District Lions Christmas Parade	328	Towards the cost of event
North Esk Croquet Club	349	Towards cost of sign
Atkinson, Tina (OBO Miley and Maxim)	350	Towards the cost of interstate travel
Doyle, Martin & Ellie	350	Towards the cost of interstate travel
Lions Club of Penguin	350	Towards cost of Op-Shop operations
Break O'Day Stitchers Association	370	Towards the cost of craft materials
Break O'Day Stitchers Club	370	Towards cost of wadding for quilts
ConocoPhillips Science Experience	380	Towards the cost of sponsorship
Deloraine Football Club	400	Towards cost of COVID-19 prepar-edness
Deloraine Junior Basketball Club	400	Towards cost of COVID-19 prepar-edness
Evandale Football Club	400	Towards cost of COVID-19 safety preparedness
New Norfolk Football Club	400	Towards cost of COVID-19 prepar-edness
Rosny College	400	Towards Premier's BA Hortle Award
Okines Community Centre	460	Towards cost of a retaining wall
Oatlands Ex Services and Community Club	469	Towards cost of a water cooler

Organisation	\$	Purpose
Art Farm Birchs Bay	500	Towards the cost of Premiers Prize
Avoca Museum and Information Centre	500	Towards cost of a computer and scanner
Clifton Beach Surf Life Saving Club Inc	500	Towards the cost of interstate travel
Deloraine House	500	Towards cost of hot water system
Derwent Valley Community House	500	Towards cost of food, refrigerator and freezer
East Coast Field Archery Club	500	Towards cost of a practice range and safety equipment
East Coast Motorcross Club	500	Towards rent payments and track maintenance
Free2B Girls	500	Towards setting up a fuel fund for volunteers
Ingenuity	500	Towards the cost of interstate travel
Kanangra Club	500	Towards cost of COVID-19 safety for volunteers
Kenna, Peter (OBO U13 boys futsal team)	500	Towards the cost of team travel
Kokoda 2020 Trekkers	500	Towards the cost of fundraising for Medical Research
Longford Rotary Club	500	Towards cost of ingredients for meals for the community
Melanoma Tasmania	500	Towards the cost of event
Primrose Sands RSL	500	Towards cost of outdoor picnic ta-bles
Reed, Tim	500	Towards cost of interstate travel
Rosny College	500	Towards the cost of a prize
Rotary Club of Tasman Peninsula	500	Towards cost of shrubs for communi-ty units' gardens
St Andrew Society Hobart Inc	500	Towards the costs of the Richmond Highland Gathering 2019
St Helens Marine Rescue	500	Towards cost of purchasing sanitising and cleaning products
St Helens Neighbourhood House	500	Towards cost of Covid-19 prepared-ness
St Marys / St Helens Tip Shop	500	Towards costs of purchasing sanitising products
St Marys Sports Centre	500	Towards costs of operating expenses
Tamar Canoe Club Inc	500	Towards the cost of travel
Tasmanian Aviation Historical Society	500	Towards the cost of promotional items for an event
Tasmanian Axeman's Association	500	Towards the cost of running an event
Tasmanian Bus and Coach Society	500	Towards the cost of equipment hire
Tasmanian Junior Beekeepers	500	Towards the cost of interstate travel
Channel Churches Care	539	Towards cost of a freezer
French, John and Karen (OBO Matthew and Amber French)	600	Towards the cost of interstate travel
South East United Football Club	600	Towards cost of soccer balls and equipment
Wynyard Gymnastics Club	680	Towards cost of gymnast wall bars
Hickey, Sue (on behalf of Lovell, R)	700	Towards cost of purchase a camera
McLeod, Nick & Susan	700	Towards the cost of interstate travel
Deloraine Primary School	750	Towards the cost of recycling bins
Dunalley Tasman Neighbourhood House	750	Towards cost of producing frozen meals
Dunalley Tasman Neighbourhood House	750	Towards cost of ingredients for meals for the community
East Coast Branch of Vietnam Veterans	750	Towards the cost of workshops
Cressy Cricket Club	800	Towards cost of utility bills
Hobart Uniting Churches (Nobucks program)	800	Towards the cost of equipment
Older Persons Electronic Network	800	Towards operating costs
Poatina Golf Club	800	Towards cost of an EFTPOS system
Spring Bay Suicide Prevention Network	800	Towards cost of two personal medi-cal alarms
Ulverstone Secondary College	800	Towards the cost of event
Rascal Robot Art Space	848	Towards cost of hygiene and personal protective equipment
St Helens RSL Club	865	Towards cost of a hot water service
Burnie Orchid Society	869	Towards the cost of an event
St Helens Sea Scout Group	871	Towards cost of building projects and operating expenses

Organisation	\$	Purpose
Pete's Community Shed	887	Towards cost of basic items for workshed projects
Mt Pleasant Football and Cricket Clubs	900	Towards cost of a barbecue
Margate Christian Church	978	Towards cost of a refrigerator
Bhutanese Nepali Kirtan Mandali	1,000	Towards the cost of a festival
Central Coast Girl Guides	1,000	Towards cost of purchasing equip-ment
Chopra, Raj (OBO Intercultural Sports League)	1,000	Towards the cost of 2019-20 com-petition
City of Devonport Lions Club	1,000	Towards the cost of an event
East Coast Regional Tourism Association	1,000	Towards scholarship program and Awards event
Eccles, Timothy (OBO Jai Eccles)	1,000	Towards the cost of travel
George, Graeme (OBO Charlie Sebastian and Kiara Mills)	1,000	Towards the cost of interstate travel
Green, Bridget	1,000	Towards the cost of community gar-den
Huntington's Disease of Tasmania	1,000	Towards the cost of an event
Lade, William (OBO North East Thunder Football)	1,000	Towards the cost of team interstate travel
Medea Park Residential Care Centre	1,000	Towards the cost of equipment
Outside the Box	1,000	Towards the cost of printing book
Rubicon Grove Auxiliary	1,000	Towards cost of a pool table
St Helens Neighbourhood House	1,000	Towards cost of completing a wheel-chair access
Tasmanian Nepalese Cricket Association	1,000	Towards the cost of running an event
Tassie Flying Paws Dog Club Inc	1,000	Towards the cost of championships
TasWriters Board	1,000	Towards the cost of an award
TYGA FM	1,000	Towards the cost of relocating a transmission tower
Van Diemens Street Rod Club (2020 Deloraine Street Car Show)	1,000	Towards the cost of an event
Sheffield Bowls Club	1,050	Towards cost of maintenance and operating expenses
Deloraine House	1,084	Towards the cost of painting swim-ming pool lanes
Helping Hand Association Inc	1,100	Towards cost of tables and chairs
Huon Agricultural Society	1,150	Towards the cost of interstate travel
Campania Football Club	1,200	Towards cost of purchasing 12 foot-balls
Longford Netball Club	1,200	Towards cost of 20 netball dresses
Reid, Rachel	1,200	Towards the cost of overseas travel
Cretan Association of Tasmania	1,250	Towards the cost of uniforms
Irishtown Football Club	1,300	Towards cost of player tops and footballs
Railton Bowls Club	1,350	Towards cost of playing jacks and scoreboards
Dodges Ferry Football Club	1,399	Towards cost of a clothes washer-dryer unit
Bucaan Community House	1,500	Towards cost of providing meals to the community
Evandale Village Fair	1,500	Towards the cost of running the event
Kingborough Community Missions	1,500	Towards the cost of food aid pro-gram
Longford Cricket Club	1,500	Towards the cost of equipment
South Arm Peninsula Residents Association	1,500	Towards cost of stackable chairs and hot water system
The Tasmanian Arboretum Inc	1,500	Towards operating costs
Ulverstone District Cricket Club	1,500	Towards cost of refrigerator security door
Ulverstone Football Club	1,500	Towards cost of rubber matting for gym
Out of the Shadows into the Light Suicide	1,564	Towards the cost of installation of lamp post for Burnie Park
Launceston United Soccer Club	1,600	Towards cost of barrier fencing, bar-rier cones and speed signs
Rotary Club of Ulverstone West	1,600	Towards cost of Expo event costs and advertising
Clarendon Vale Neighbourhood Centre	1,649	Towards cost of a cooktop
Bracknell Football Club	1,700	Towards cost of two EFTPOS pay-ment systems

Organisation	\$	Purpose
Ulverstone Basketball Club	1,790	Towards cost of a heating/cooling unit
Strike it Out	1,798	Towards cost of two refrigerators/freezers
Kingborough Community Missions	1,800	Towards cost of food aid program
Latrobe Federal Band	1,800	Towards cost of percussion instruments
Toosey Aged Care Home	1,800	Towards cost of a defibrillator
Tamar Valley Business Association	1,900	Towards cost of promoting small business and festivals
Mount Stuart Scout Group	1,906	Towards cost of personal location beacons and gazebos
Sorell Cricket Club	1,920	Towards cost of 30 cricket balls
A Paw Up	2,000	Towards cost of animal food, bedding and dog handler training
Break O'Day Triathlon Committee	2,000	Towards the cost of an event
Bridport Innovations Inc	2,000	Towards the cost of Scallop Fiesta
Greek Orthodox Community	2,000	Towards purchase of heat pump and installation
Harveydale Rodeo Committee	2,000	Towards the cost of upgrading grand stand seating
Lenah Valley RSL Sub Branch Inc	2,000	Towards cost of upgrading female toilets
Men's Shed South Arm Peninsula	2,000	Towards cost of shed construction
Mr Ajit Ramadas (Diwali Festival 2019)	2,000	Towards the cost of an event
Northern Tasmanian Football Association	2,000	Towards the cost of sponsoring the Women's 2020 roster
Rotary Club of Tamar Sunrise	2,000	Towards the cost of running an event
Self Help Workplace	2,000	Towards cost of timber dust extraction bins
Young Leaders of Tasmania Ltd	2,050	Towards the cost of exhibit
Kingston Neighbourhood House	2,077	Towards cost of an oven and cook-top
Campbelltown Golf Club	2,138	Towards cost of a CCTV system
Great Lake Community Centre	2,198	Towards the cost of purchase two BBQ's
Rokeby Neighbourhood Centre Inc	2,243	Towards the cost of new kitchen appliances
Bracknell Primary School Assoc.	2,250	Towards the cost of furniture
Huntingtons Tasmania	2,310	Towards cost of development of a strategic plan
Ringarooma Community Hub	2,356	Towards the cost of wood heater
Maritime Museum of Tasmania	2,395	Towards the cost to purchase a defibrillator
Bracknell Boys and Girls Community Club	2,400	Towards cost of a defibrillator
Cradle Coast Outrigger Canoe Club	2,500	Towards cost of canoe covers
Hobart Vintage Machinery Society Inc	2,500	Towards the cost of equipment
Penguin Bowls Club	2,500	Towards the cost of an event
Claremont Girl Guides	2,650	Towards cost of defibrillator
Launceston Baseball League	2,750	Towards the cost of storage container
Camp Banksia	2,845	Towards the cost to purchase a defibrillator
Port Esperance Sailing Club	2,860	Towards cost of PFD lifejackets
A Paw Up	2,900	Towards the cost of insurance fees
St Helens Sailing Squadron	2,950	Towards the cost of a new roller door
Glenorchy Rodman Bowls Club	3,000	Towards cost of cash register POS system
Launceston City Mission	3,000	Towards cost of IT equipment, police checks and volunteer uniforms
Penguin Surf Lifesaving Club	3,000	Towards cost of architectural plans
Riding for the Disabled Association Tasmania	3,000	Towards cost of feed and healthcare for horses
Sandy Bay Sailing Club	3,000	Towards the cost of defibrillator
Warrane Mornington Neighbourhood Centre	3,000	Towards the cost of a community garden
West Winds Community Centre	3,000	Towards the cost of upgrading facilities
Yolla Football Club	3,000	Towards cost of a commercial dishwasher
Tea Tree Community Association	3,190	Towards the cost of equipment
Huon Valley PCYC	3,267	Towards cost of LED lighting battens
Hawkins, Mick (OBO outdoor exercise group)	3,294	Towards the cost of a defibrillator

Organisation	\$	Purpose
East Devonport Bowling Sporting	3,380	Towards the cost of kitchen equip-ment
Yolla District High School Parents & Friends	3,410	Towards cost of purchase of a defib-rillator
Smithton Wellbeing Indoor Recreation and Leisure	3,421	Towards the cost of lifesaving training equipment
Carlton Park Surf Life Saving Club	3,500	Towards the cost of equipment
Uniting Tasmania	3,500	Towards the cost of food program
Working it Out	3,850	Towards cost of IT equipment and IT running costs
One Community Together - Grace Centre	4,046	Towards cost of IT equipment and hand sanitiser
George Town Bowls Club	4,489	Towards cost of a dishwashing ma-chine
Penguin Cricket Club	4,653	Towards the cost of fencing
Royal Agricultural Society of Tasmania	4,654	Towards cost of acoustic panels and insulation
Maydena RSL	4,900	Towards cost of cool room refrigera-tion
Circular Head Council	5,000	Towards the cost of transport
Colony 47	5,000	Towards the cost of event
Kim Schneiders - Interweave Arts	5,000	Towards cost of productions for art show
RANT Arts Ltd	5,000	Towards the cost of an arts prize
Sidmouth Community Centre Inc	5,000	Towards cost of renovations to toilet block
Clarence City Council	5,850	Towards the cost of an art project
Lark Distillery	7,474	Towards the cost of production of TV series
From the Shadows Inc	10,000	Towards cost of bronze statues
Mates4Mates	10,000	Towards the cost of new premises
Nugent Community & Sports Association	10,000	Towards the cost of repairs
Loaves and Fishes Tasmania	15,000	Towards the cost of delivering the Emergency Food Relief program
TOTAL	340,794	

Other Grants – Recipients

Organisation	\$	Purpose
University of Tasmania	13,541	Towards models of long-term regional development – year two funding
University of Tasmania	1,959	Towards models of long-term regional development – year two funding
Cancer Council Of Tasmania Inc	10,554	Deliver the Tasmanian component of the Australian Secondary Students Alcohol & Drug Survey
University of Tasmania Lton	13,541	Towards models of long-term regional development – year two funding
University of Tasmania Lton	1,959	Towards models of long-term regional development – year two funding
Cancer Council of Tasmania Inc	79,151	Deliver the Tasmanian component of the Australian Secondary Students Alcohol & Drug Survey
Tasman Council	11,055	Reimbursement for 2019 Elector Poll
TOTAL	131,759	

Premier’s Scholarship Fund – Recipients

Organisation	\$	Purpose
University of Tasmania	120,000	Towards the Premier's Education Inspiration Scholarship, which supports students in regional Tasmania at risk of leaving the education system to complete Years 11 and 12 and undergraduate university studies.
TOTAL	120,000	

Bushfire – Office of Security and Emergency Management – Recipients

Organisation	\$	Purpose
Huon Valley Council	10,000	For the provision of administrative support to the Huon Valley Affected Area Recovery Committee, following the 2018-19 bushfires
TOTAL	10,000	

Strategy and Engagement Grants – Recipients

Organisation	\$	Purpose
Hamlet Inc	30,000	Towards the delivery of Hamlet's Employability Program
Communities Tasmania	30,000	Towards the Loaves and Fishes' emergency food relief program during the COVID-19 pandemic
Hamlet Inc	40,000	Towards the delivery of Hamlet's Employability Program
Hamlet Inc	40,000	Towards the delivery of Hamlet's Employability Program
Workskills Inc	75,000	Towards the delivery of the Troublesmiths employment-focused social enterprise for young people
TasCOSS	170,000	Towards the continued delivery of the Employment Partnership-Jobs Action Package and related Strategic Growth projects
TOTAL	385,000	

Tasmanian Climate Change Office Grants – Recipients

Organisation	\$	Purpose
DPIPWE	2,500	Towards Tasmania's partner contribution for climate research strategy for Primary Industries (CRSPI), This is joint funding (50 percent) with DPIPWE
Ashgrove Cheese Pty Ltd	2,500	Towards electric vehicle charging station under the chargesmart grant program
Royal Tasmania Botanical Gardens	2,500	Towards electric vehicle charging station under the chargesmart grant program
Bennetts Petroleum Supplies Pty Ltd	3,500	Towards electric vehicle charging station under the chargesmart grant program
Energy ROI Pty Ltd	4,893	Towards electric vehicle charging station under the chargesmart grant program
Energy ROI Pty Ltd	4,893	Towards electric vehicle charging station under the chargesmart grant program
Hobart City Council	5,000	Towards electric vehicle charging station under the chargesmart grant program
Huon Valley Council	5,000	Towards electric vehicle charging station under the chargesmart grant program
Devonport City Council	5,000	Towards electric vehicle charging station under the chargesmart grant program
Evie Networks	9,200	Towards electric vehicle charging station under the chargesmart grant program
Bennetts Petroleum Supplies Pty Ltd	28,000	Towards electric vehicle charging station under the chargesmart grant program
Energy ROI Pty Ltd	39,144	Towards electric vehicle charging station under the chargesmart grant program
Evie Networks	40,000	Towards electric vehicle charging station under the chargesmart grant program
Electric Highway Tasmania Pty Ltd	107,500	Towards electric vehicle charging station under the chargesmart grant program
TOTAL	259,630	

AUSTRALIA DAY GRANTS PROGRAM

Australia Day Grants – recipients

Organisation	\$	Purpose
George Town Council	1,091	Australia Day Great Ideas Grant 2020
Flinders Council	2,473	Australia Day Great Ideas Grant 2020
Latrobe Council	2,986	Australia Day Great Ideas Grant 2020
Burnie City Council	3,736	Australia Day Great Ideas Grant 2020
Staley & Son	4,200	Towards purchasing of frames for Australia Day certificates
Reconciliation Council Of Tasmania	10,000	Consultation with Aboriginal communities for Australia Day Aboriginal Community Events
Reconciliation Council Of Tasmania	15,000	For Aboriginal community groups towards the delivery of Australia Day Aboriginal Community Events
TOTAL	39,486	

Appendix D: Right to Information (RTI) Statistics

NUMBER OF APPLICATIONS

	2018-19	2019-20
1. Number of applications for assessed disclosure received	22	22
2. Number of applications for assessed disclosure transferred or part transferred to another public authority	4 full transfers; 1 part transfer	2 full transfers; 2 part transfers
3. Number of applications for assessed disclosure accepted	15	17
4. Number of applications withdrawn by the applicant	2	1
5. Number of applications refused (sections 6, 9, 10, 11, 12, 17, 19 or 20)	1 (prior to acceptance)	2
6. Number of applications for assessed disclosure determined	17 ¹	19 ²

1 Of the 17 applications determined by DPAC, three were received in 2017-18.

2 Of the 19 applications determined by DPAC, three were received in 2018-19.

OUTCOME OF APPLICATIONS

	2018-19	2019-20
1. Number of determinations where the information applied for was provided in full	1	8
2. Number of determinations where the information applied for was provided in part with the balance refused or claimed as exempt	12	7
3. Number of determinations where all the information applied for was refused or claimed as exempt	1	2
4. Number of applications where the information applied for was not in the possession of the public authority or Minister	3	2
5. Number of applications where the information was not released as it was subject to an external party review under section 44	0	0

REASONS FOR REFUSAL

Number of times where the following sections were invoked as reasons for refusing an application for assessed disclosure.

	2018-19	2019-20
s.5, s.11, s.17 Refusal where information requested was not within the scope of the Act (s.5 – Not official business; s.11 – available at Archives Office and s.17 – Deferred)	0	1
s.9, s.12 Refusal where information is otherwise available or will become otherwise available in the next 12 months	0	0
s.10, s.19 Refusal where resources of public authority unreasonably diverted	0	2
s.20 Refusal where application repeated, vexatious; or lacking in definition after negotiation	1	0

EXEMPTIONS

Number of times where the following sections were invoked as reasons for exempting information from disclosure

	2018-19	2019-20
s.25 Executive Council information	0	1
s.26 Cabinet information	1	2
s.27 Internal briefing information of a Minister	3	0
s.28 Information not relating to official business	3	0
s.29 Information affecting national or State security, defence or international relations	0	0
s.30 Information relating to the enforcement of the law	1	1
s.31 Legal professional privilege	3	0
s.32 Information relating to closed meetings of council	1	0
s.34 Information communicated by other jurisdictions	0	0
s.35 Internal deliberative information	2	4
s.36 Personal information of a person other than the applicant	11	7
s.37 Information relating to the business affairs of a third party	2	0
s.38 Information relating to the business affairs of a public authority	0	0
s.39 Information obtained in confidence	3	0
s.40 Information on procedures and criteria used in certain negotiations of public authority	2	1
s.41 Information likely to affect the State economy	0	0
s.42 Information likely to affect cultural, heritage and natural resources of the State	0	0

TIME TO MAKE DECISIONS

	2018-19	2019-20
Number of requests determined that took:		
1. 1 – 20 working days of the application being accepted	8	10
2. More than 20 working days of the application being accepted	9	9
Of the applications decided after 20 working days:		
2(a) More than 20 working days to decide that involved an extension negotiated under s.15(4)(a)	5	9
2(b) More than 20 working days to decide that involved an extension gained through an application to the Ombudsman under s.15(4)(b)	0	0
2(c) More than 20 working days to decide that involved consultation with a third party under s.15(5)	5 ³	5 ⁴

3 Of the five applications involving third party consultation, one also involved an extension negotiated under s. 15(4)(a).

4 The application involving third party consultation also involved an extension negotiated under s. 15(4)(a).

REVIEWS

Internal Reviews

	2018-19	2019-20
Number of internal reviews were requested in this financial year	2	1 ⁶
Number of internal reviews were determined in this financial year	2 ⁵	0
Number where the original decision upheld in full	1	0
Number where the original decision upheld in part	1	0
Number where the original decision reversed in full	0	0
Number resolved by other means	0	0

5 Of the two requests for internal review decided in 2018-19, one related to an application received in 2017-18.

6 The request for internal review received in 2019-20 but not determined.

External Reviews (reviews by the Ombudsman)

	2018-19	2019-20
Number of external reviews were requested in this financial year	2	0
Number of external reviews were determined in this financial year	2	0
Number where the original decision upheld in full	0	0
Number where the original decision upheld in part	0	0
Number where the original decision reversed in full	0	0
Number resolved by other means	2 ⁶	0

6 The Ombudsman determined he had no jurisdiction to undertake the external reviews.

Appendix E: Publications and websites

DEPARTMENTAL PUBLICATIONS

The following publications were produced by the various operating units of the Department of Premier and Cabinet during 2019-20 and are available from the DPAC website: www.dpac.tas.gov.au.

Or by contacting:

Corporate and Culture Division
 Level 6, 15 Murray Street
 Hobart Tasmania 7000
 Telephone: (03) 6270 5667
 Email: commsandprotocol@dpac.tas.gov.au

Title	Business Unit	Date
<i>Addendum to Cabinet Handbook - National Cabinet</i>	Office of the Secretary	April 2020
<i>Applying to Carry on a Regulated Business - Information Sheet (Crematorium)</i>	Local Government Division	December 2019
<i>Approved Reforms for the Local Government Legislative Framework Review</i>	Local Government Division	April 2020
<i>Becoming a Crematorium Manager - Information Sheet</i>	Local Government Division	December 2019
<i>Checklist for General Managers - Code of Conduct Complaints</i>	Local Government Division	February 2020
<i>Climate Action 21 Report Card 2019</i>	Tasmanian Climate Change Office	November 2019
<i>Common Scenarios - Workforce Absences during COVID-19</i>	State Service Management Office	April 2020
<i>Councillor Allowances Information sheet</i>	Local Government Division	August 2019
<i>COVIDSafe Workplaces in the TSS - A framework for Transitioning to the New Normal</i>	State Service Management Office	June 2020
<i>Department of Premier and Cabinet - Routine Disclosures</i>	Office of the Secretary	October 2019
<i>Department of Premier and Cabinet - Routine Disclosures</i>	Office of the Secretary	April 2020
<i>Department of Premier and Cabinet Annual Report 2018-19</i>	Office of the Secretary	October 2019
<i>Dog Control Amendment Act 2019 - Information Sheet</i>	Local Government Division	December 2019
<i>DPAC Strategic Plan 2019-22</i>	Strategy and Engagement Division	July 2019
<i>draft Tasmanian Disaster Resilience Strategy 2020-2025: Background and Supporting Information</i>	Office of Security and Emergency Management	August 2019
<i>Fact Sheet Amendments to the Local Government (General) Regulations 2015 - Council land information certificates</i>	Local Government Division	October 2019
<i>Gifts and Donations Register - Local Government (General) Regulations 2015 - Guideline</i>	Local Government Division	August 2019
<i>Head of the State Service Annual Report 2018-19</i>	State Service Management Office	October 2019
<i>Information Guide - Employment Arrangements, Workforce Management and Leave during COVID-19</i>	State Service Management Office	March 2020
<i>Key Councillor Offences Information sheet</i>	Local Government Division	March 2020
<i>Local Government Legislation Review Phase 2 - Adaptable Councils Fact Sheet</i>	Local Government Division	July 2019
<i>Local Government Legislation Review Phase 2 - Consideration of Other Issues Raised Fact Sheet</i>	Local Government Division	July 2019
<i>Local Government Legislation Review Phase 2 - Councils Connected to their Communities Fact Sheet</i>	Local Government Division	July 2019
<i>Local Government Legislation Review Phase 2 - Local Government Board Fact Sheet</i>	Local Government Division	July 2019
<i>Local Government Legislation Review Phase 2 - Out of Scope Issues Fact Sheet</i>	Local Government Division	July 2019
<i>Local Government Legislation Review Phase 2 - Overview of The Proposed Oversight and Intervention Framework Fact Sheet</i>	Local Government Division	July 2019
<i>Local Government Legislation Review Phase 2 - Reform Directions Paper</i>	Local Government Division	July 2019
<i>Local Government Legislation Review Phase 2 - Regional Councils Fact Sheet</i>	Local Government Division	July 2019

Title	Business Unit	Date
<i>Local Government Legislation Review Phase 2 - Representative and Democratic Councils Fact Sheet</i>	Local Government Division	July 2019
<i>Local Government Legislation Review Phase 2 - Responsible and Effective Councils Fact Sheet</i>	Local Government Division	July 2019
<i>Manager Essentials Program Toolkit</i>	State Service Management Office	August 2019
<i>Ministerial and Parliamentary Support - Routine Disclosures</i>	Office of the Secretary	October 2019
<i>Ministerial and Parliamentary Support - Routine Disclosures</i>	Office of the Secretary	April 2020
<i>Our Digital Future - Tasmanian Government Strategy for digital transformation</i>	Digital Strategy and Services	March 2020
<i>Recovery Partners Network Newsletter 1</i>	Office of Security and Emergency Management	December 2019
<i>Requirements for completing a Statutory Declaration</i>	Local Government Division	February 2020
<i>Review of Tasmania's Local Government Legislation Framework - Directions Paper</i>	Local Government Division	July 2019
<i>Review of Tasmania's Local Government Legislation Framework - Phase Two</i>	Local Government Division	July 2019
<i>Review of Tasmania's Local Government Legislation Framework Reform Directions Paper Phase Two</i>	Local Government Division	July 2019
<i>Review of Tasmania's State Service Consultation Paper</i>	Policy Division	February 2020
<i>Sale of Public Land Information Sheet</i>	Local Government Division	April 2020
<i>Staff Infosheet - Novel Coronavirus - Travel Restrictions</i>	State Service Management Office	March 2020
<i>Stay Warm and Save Money: A guide to reducing your energy bills</i>	Tasmanian Climate Change Office	December 2019
<i>Supporting Carers in the State Service: Carers Toolkit</i>	State Service Management Office	October 2019
<i>Tasmanian Climate Change Office Newsletters</i>	Tasmanian Climate Change Office	October 2019, December 2019
<i>Tasmanian Disaster Resilience Strategy</i>	Office of Security and Emergency Management	December 2019
<i>Tasmanian Government Cloud Policy</i>	Digital Strategy and Services	March 2020
<i>Tasmanian Government Cloud Policy - Risk Assessment Guide</i>	Digital Strategy and Services	March 2020
<i>Tasmanian Greenhouse Gas Emissions Report 2019</i>	Tasmanian Climate Change Office	July 2019
<i>Tasmanian Training Consortium Member Report 2019</i>	Tasmanian Training Consortium	September 2018
<i>Tasmania's Climate Change Action Plan - Consultation Paper 2020</i>	Tasmanian Climate Change Office	2020 (month tbc)
<i>Working Together in Recovery: a practical guide for the not-for-profit and public sectors</i>	Office of Security and Emergency Management	August 2019

WEBSITES

The following websites were hosted or maintained by DPAC in 2019-20:

Website Name	URL
eGovernment	www.egovernment.tas.gov.au
Tasmanian Government Communications	www.communications.tas.gov.au
DPAC public site	www.dpac.tas.gov.au
Premier's site	www.premier.tas.gov.au
Tasmanian Concessions Guide	www.concessions.tas.gov.au
Jobs: Careers with the Tasmanian Government	www.jobs.tas.gov.au
Emerging Community Leaders	www.emergingcommunityleaders.org
TMD public site	www.tmd.tas.gov.au
TasALERT	www.alert.tas.gov.au
Tasmanian Government Legislation	www.thelaw.tas.gov.au
Tasmanian Community Fund	www.tascomfund.org
Tasmanian Government Gazette online	www.gazette.tas.gov.au
Register of lobbyists	www.lobbyists.dpac.tas.gov.au/
The Training Consortium website	www.ttc.tas.gov.au
Centenary of ANZAC	www.centenaryofanzac.tas.gov.au
Tasmanian Climate Change Office	www.climatechange.tas.gov.au
Women in Tasmania	www.women.tas.gov.au
Companion Card	www.companioncard.dpac.tas.gov.au
Silverdome	www.silverdome.com.au
Get Moving Tasmania	www.getmoving.tas.gov.au
Multicultural Access Point	www.multicultural.tas.gov.au
Tasmanian Institute of Sport	www.tis.tas.gov.au
Service Tasmania	www.Service.tas.gov.au
Affordable Housing Initiatives	www.housing.tas.gov.au
Strong Families, Safe Kids	www.strongfamiliesafekids.tas.gov.au
Department of Communities Tasmania	www.communities.tas.gov.au
Tasmanian Government Radio Network	www.tasgrn.tas.gov.au
Brand Tasmania Corporate site	www.brandtasmania.com.au
Brand Tasmania Campaign site	www.tasmania.com.au
Our Digital Future	www.digital.tas.gov.au
Coronavirus information	www.coronavirus.tas.gov.au
Department of Premier and Cabinet intranet	-
Department of Communities Tasmania Intranet	-
Ministerial Intranet	-
Tasmanian Government Media Distribution Service	-

Appendix F: Procurement Statistics

DPAC ensures that its procurement activities are undertaken in accordance with the mandatory requirements of the Treasurer's Instructions relating to procurement, including that Tasmanian businesses are provided with every opportunity to compete for Agency business. It is DPAC's policy to support Tasmanian businesses whenever they offer best value for money for the Government.

Details of procurement activities undertaken by DPAC in 2019-20 and awarded contracts with a value of \$50,000 or over (excluding GST) are contained in the following tables:

- **Table 1** provides a summary of the level of participation by local businesses in all contracts and procurement processes with a value of \$50,000 or over (excluding GST).
- **Tables 2 and 3** provide detailed information on all contracts with a value of \$50,000 or over (excluding GST), listing consultancy contracts separately.
- **Table 4** provides a summary of contracts awarded and containing confidentiality provisions approved in accordance with of Treasurer's Instruction C-1: Disclosure and Confidentiality in Government Contracting.
- **Table 5** provides a summary of direct / limited engagements approved by the Secretary.

Approved direct / limited sourcing

Treasurer's Instruction PP-2 provides that a Head of Agency may approve direct / limited sourcing from contractors in certain circumstances. Contracts awarded in accordance with these provisions in 2019-20 are shown in Table 5.

Approved contract extensions

Treasurer's Instruction PP-6 provides that a Head of Agency may approve the extension of a contract for a period of no longer than one year in exceptional circumstances and despite there being no specific provision within the contract providing for such an extension. No approvals were granted in accordance with these provisions in 2019-20.

Procurement from businesses that provide employment to persons with disabilities

Treasurer's Instruction PP-2 provides that agencies may directly procure from a business that "predominately exists to provide the services of persons with a disability" without the need to conduct a full quotation or tender process. No contracts were awarded in accordance with these provisions in 2019-20.

Exemptions to disaggregate

Treasurer's Instruction PF-2 provides that a Head of Agency may approve an exemption from the requirement to disaggregate a procurement process. No exemptions were granted in accordance with these provisions in 2019-20.

Table 1: Summary of participation by local businesses

Contracts, tenders and / or quotation processes of \$50,000 or over (ex GST)	2019-20
Total number of contracts awarded	45
Total number of contracts awarded to Tasmanian businesses	29
Total value of contracts awarded (excluding options to extend)	\$9,370,985.47*
Total value of contracts awarded to Tasmanian businesses (excluding options to extend)	\$7,926,503.56*
Total number of tenders called and written quotation processes undertaken	5
Total number of bids and/or written quotations received	71
Total number of bids and/or written quotations received from Tasmanian businesses	42

*Includes Communications and Marketing Panel which was awarded for \$6,000,000 to a mix of Tasmanian (21) and interstate (7) businesses

Table 2: Contracts awarded in 2019-20 with a value of \$50,000 or over (exc GST) (excluding consultancy contracts)

Contractor	Location	Description	Period (incl. options to extend)	Total Value (\$) (inc. options)
Ignite Project Services Pty Ltd	Hobart, Tas	Office 365 Project Management Lead - Esther Murphy	08/07/2019 - until services delivered or maximum value reached	\$130,000
Day One Digital Ltd	Hobart, Tas	Office 365 Project Migration Technical Azure Expert - Nic Danger	01/07/2019 - 29/11/2019	\$116,565
GMC Advisors	Hobart, Tas	Senior Project Manager - Catherine Anderson	12/08/2019 - 31/12/2019	\$100,000
Day One Digital Ltd	Hobart, Tas	Office 365 Project Migration Technical Expert - Brendon Jessup	01/07/2019 - 29/11/2019	\$95,230
INTUIT Technologies Pty Ltd	Hobart, Tas	Dell hardware support renewal	01/12/2019 - 30/11/2020	\$63,693.40
5G Network Operations Pty Ltd	Melbourne, Vic	HP Hardware support renewal	01/11/2019 - 31/10/2020	\$56,302.17
FYB Pty Ltd	Melbourne, Vic	Content Management annual software license	01/11/2019 - 31/10/2020	\$70,756.74
Panel of preferred providers of marketing and communication services			25/11/2019 - 24/11/2022	\$8,000,000
Digital Ink Tasmania Pty Ltd	Hobart, Tas			
AT&M	Launceston, Tas			
Atomic 212°	Walsh Bay, NSW			
Before Creative Pty Ltd	Hobart, Tas			
Channel T Pty Ltd	South Melbourne, Vic			
Corporate Communications	Hobart, Tas			
Enterprise Marketing & Research Services Pty Ltd	Moonah, Tas			
First Foot Communication	Mt Nelson, Tas			
Font Public Relations Pty Ltd	Hobart, Tas			
For The People	Chippendale, NSW			
Futago Pty Ltd	Hobart, Tas			
Gray Matters	Hobart, Tas			
Hit Send	Hobart, Tas			
Ionata Pty Ltd	Hobart, Tas			
Ipsos Public Affairs Pty Ltd	Richmond, Vic			
Kingthing Marketing Pty Ltd	Launceston, Tas			
Leigh Arnold Communications	Hobart, Tas			
Metrix Consulting Pty Ltd	Perth, WA			
Mouse and Mind	Hobart, Tas			
Orima Research Pty Ltd	Melbourne, Vic			
Poco People	Hobart, Tas			
Red Jelly	Hobart, Tas			
Info Access Group Pty Ltd	Melbourne, Vic			
The Works	Melbourne, Vic			
The Write Solution	Dodges Ferry, Tas			
The20 Pty Ltd	Hobart, Tas			
Timmins Ray Public Relations	Hobart, Tas			
Voguish Design	Hobart, Tas			

Contractor	Location	Description	Period (incl. options to extend)	Total Value (\$) (inc. options)
Action Pty Ltd	Melbourne, Vic	Ingres Database licensing and support	01/05/2020 - 30/04/2021	\$191,206
Data#3 Limited*	Hobart, Tas	Microsoft Licensing Solution Provider (LSP) for Tasmanian Government Procuring Agencies	01/12/2019 - 31/08/2024	\$555,000
Envizi Australia Pty Ltd	Everleigh, NSW	Energy use and emissions monitoring and reporting software for Tasmanian Government agencies	22/10/2019 - 30/06/2025	\$453,440
Select Software Solutions Pty Ltd	Sydney, NSW	Billing and expense management system	01/09/2019 - 31/08/2024	\$720,000
Data#3 Limited	Hobart, Tas	Big Data F5 3900 Load Balancer Maintenance renewal	07/06/2020 - 06/06/2021	\$83,834.73
Winc Australia Pty Ltd	Hobart, Tas	Provision of managed print service	01/02/2020 - 31/01/2029	\$1,101,600
Squiz Australia Pty Ltd**	Sydney, NSW	Licences and support for Squiz Cloud platform	01/11/2019 - 31/10/2020	\$105,306

* Procurement activity was undertaken by DSS however the contract was transferred to Treasury during the year to be managed.

** 50 per cent of Total Value of this contract was recovered from the Department of Communities Tasmania.

Table 3: Consultancy contracts awarded in 2019-20 with a value of \$50,000 or over (exc GST)

Consultant	Location	Description	Period (incl. options to extend)	Total Value (\$) (inc. options)
IJ Watt Pty Ltd	Griffith, NSW	Independent review of the Tasmanian State Service	01/11/2019 - 31/12/2020	\$250,000
Virtual Information Technology	Hobart, Tas	Cybersecurity incident support services	17/04/2020 - 30/09/2020	\$249,000
Shearwater Solutions	Chatswood, NSW	Cybersecurity incident support services	05/06/2020 - 04/06/2021	\$249,000

Table 4: Contracts with confidentiality provisions executed in 2019-20

Contractor	Description	Date of approval
Action Pty Ltd	Ingres Database licensing and support	20/05/2020
Oracle	Extended support and patching	17/11/2019

Table 5: Direct / limited sourcing engagements with contracts executed in 2019-20

Contractor	Description	Date of approval
Action Pty Ltd	Ingres Database licensing and support for 12 months	20/05/2020
Select Software Solutions Pty Ltd	Billing and expense management system	29/04/2019
Squiz Australia Pty Ltd	Licences and support for Squiz Cloud platform	31/10/2019
IJ Watt Pty Ltd	Independent review of the Tasmanian State Service	7/10/2019

Contact Us

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Cabinet Office and Executive Council Secretariat	Level 4, Executive Building 15 Murray Street Hobart TAS 7000	6270 5669		Cabinet-Office@dpac.tas.gov.au
Corporate and Culture Division	Level 6, Executive Building 15 Murray Street Hobart TAS 7000	6232 7210		renee.watson@dpac.tas.gov.au
Digital Strategy and Services	Ground Floor, Kirksway House, 21 Kirksway Place Hobart TAS 7000	6166 3111	6233 7222	digital@dpac.tas.gov.au
Executive Services Unit, Office of the Secretary	Level 7, Executive Building 15 Murray Street Hobart TAS 7000	6232 7230		executiveservices@dpac.tas.gov.au
Local Government Division	Level 5, Executive Building 15 Murray Street Hobart TAS 7000	6232 7022		lgd@dpac.tas.gov.au
Office of Parliamentary Counsel	Level 4, Executive Building 15 Murray Street Hobart TAS 7000	6232 7270		OPC.Enquiries@dpac.tas.gov.au
Office of Security and Emergency Management	Level 1, 47 Liverpool Street Hobart TAS 7000	6232 7979		sem@dpac.tas.gov.au
Office of the Secretary	Level 7, Executive Building 15 Murray Street Hobart TAS 7000	6232 7230		secretary@dpac.tas.gov.au
Policy Division	Level 7, Executive Building 15 Murray Street Hobart TAS 7000	6232 7550		policy.admin@dpac.tas.gov.au
Service Tasmania	Level 7, 144 Macquarie Street Hobart TAS 7000	1300 135 513	6233 5669	sthel@dpac.tas.gov.au
State Service Management Office	Level 9, 144 Macquarie Street Hobart TAS 7000	6232 7040		ssmo@dpac.tas.gov.au
Tasmanian Climate Change Office	Level 7, Executive Building 15 Murray Street Hobart TAS 7000	6232 7173		climatechange@dpac.tas.gov.au
Tasmanian Government Courier – Hobart	Basement, Franklin Square Hobart TAS 7000	6232 7053	6173 0257	courierssouth.lync@dpac.tas.gov.au
Tasmanian Government Courier – Launceston	Ground Floor, 53 St John Street, Launceston TAS 7250	0457 704 829 or 0409 957 856	6173 0257	
Tasmanian Training Consortium	Level 9, 144 Macquarie Street Hobart TAS 7000	6232 7511	6233 6600	ttc@dpac.tas.gov.au
Strategy and Engagement Unit	Level 7, Executive Building 15 Murray Street Hobart TAS 7000	6232 7230	6223 5685	secretary@dpac.tas.gov.au



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