Department of Treasury and Finance
*2013‑14 Annual Report*

# Information available on request

Financial Reporting Direction 22E provides for the information listed below to be retained by the Accountable Officer and to be made available on request subject to the provisions of the Freedom of Information Act 1982.

Information available on request:

* a statement that declarations of pecuniary interests have been duly completed by all relevant officers;
* details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary;
* details of publications produced by the entity about the entity, and how these can be obtained;
* details of changes in prices, fees, charges, rates and levies charged by the entity;
* details of any major external reviews carried out on the entity;
* details of major research and development activities undertaken by the entity;
* details of overseas visits undertaken including a summary of the objectives and outcomes of each visit;
* details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and its services;
* details of assessments and measures undertaken to improve the occupational health and safety of employees;
* a general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes;
* a list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved; and
* details of all consultancies and contractors including consultants/contractors engaged, services provided and expenditure committed to for each engagement.

To ensure the Department is meeting its accountability and compliance requirements some of the additional information has been included in the Annual Report where relevant.

Requests for additional information may be made by telephone (03 9651 0909) or in writing to the following address:

Director
Corporate Services
Department of Treasury and Finance
GPO Box 4379
Melbourne, Victoria, 3001

Or by email to:
information@dtf.vic.gov.au for the attention of the Director, Corporate Services.

# 2013‑15 additional Annual Report information for DTF

## A statement that declarations of pecuniary interests have been duly completed by all relevant officers

Declarations of pecuniary interests have been duly completed by all relevant officers of the Department.

## Details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary

No shares are held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary.

## Details of publications produced by the entity about the entity and the places where they can be obtained

|  |  |  |
| --- | --- | --- |
| Publication | Date produced | Availability |
| *DTF Annual Report 2012‑13* | October 2013 | Via [www.dtf.vic.gov.au](http://www.dtf.vic.gov.au) or by phoning (03) 9651 0909 |

## Details of changes in prices, fees, charges, rates and levies charged by the entity

|  |  |  |
| --- | --- | --- |
| Major changes in prices, fees, charges, rates and levies | Conducted by | Purpose |
| Nil | n/a | n/a |

## Details of any major external reviews carried out on the entity

| Major external reviews | Conducted by | Purpose | Completed |
| --- | --- | --- | --- |
| Implementation of the Government Risk Management Framework | Victorian Auditor‑General’s Office | To examine how well the Department of Treasury and Finance and the Victorian Managed Insurance Authority have acquitted their responsibilities for managing the Framework and providing support and guidance. | 30 October 2013 |
| WoVG Information Security Management Framework | Victorian Auditor‑General’s Office | To examine 11 public sector agencies to assess whether information security policy and standards have been appropriately implemented across whole of Victorian Government (WoVG) agencies and whether systems are capable of resisting cyber attacks and protecting public sector information in a hostile environment. | 27 November 2013 |
| Managing Victoria’s Native Forest Timber Resources | Victorian Auditor‑General’s Office | To examine whether DEPI and VicForests are managing native forest timber resources on public land productively and sustainably and whether DEPI and DTF are fulfilling their oversight and advisory roles adequately. | 11 December 2013 |
| Managing Consultants and Contractors | Victorian Auditor‑General’s Office | To examine how effectively selected government departments are managing advisory engagements that help them inform government decisions, oversight arrangements applying to these procurement processes, and outcomes and monitoring of consultancy savings targets set by government. | 11 June 2014 |
| Impact of Increased Scrutiny of High Value High Risk Projects | Victorian Auditor‑General’s Office | To assess the effectiveness of the high‑value high‑risk process in improving project business cases and procurements. | 26 June 2014 |

## Details of any major research and development activities undertaken by the entity

There was no major research or development activity carried out by the entity during the 2013‑14 financial year.

## Details of overseas visits undertaken including a summary of the objectives and outcomes of each visit

| Officer | Destination | Objectives | Outcomes |
| --- | --- | --- | --- |
| Acting Deputy Secretary, Commercial | Tokyo | To participate in the 4th Australia‑Japan Public Private Infrastructure Policy Dialogue. | Promoted investment opportunities in Victorian infrastructure projects. Highlighting why the Victorian infrastructure market is attractive, detailing the types of projects and investment opportunities available. |
| Assistant Director, Portfolio Analysis | London | To participate in the Ernst and Young UK Commissioning and Contestability Forum. | Exchange of ideas regarding designing and implementing new and different market and service delivery models in relation to contestability, commissioning and marketing management within the public services. The Forum provided an opportunity for the Department of Treasury and Finance to further its focus on commissioning policy and its applicability in reforming the delivery of Victoria’s public services. |

## Details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and the services it provides

|  |  |  |
| --- | --- | --- |
| Activity | Purpose | Cost |
| Nil | n/a | n/a |

## Details of assessments and measures undertaken to improve the occupational health and safety of employees

The Department has published details of assessments and measures undertaken to improve the occupational health and safety of employees in Appendix 3 of the *2013‑14 Annual Report*.

## General statement on industrial relations within the entity and details of any time lost through industrial accidents and disputes

The Department has published a general statement on industrial relations in Appendix 2 of the *2013‑14 Annual Report*.

## List of major committees sponsored by the entity, the purpose of each committee and the extent to which the purposes have been achieved

| Committee | Purpose | Extent of purpose achieved |
| --- | --- | --- |
| Audit and Risk Committee | To assist the Board and the Secretary in fulfilling their responsibilities by reviewing the systems of internal controls which management has established, the audit process, and the financial information that will be provided to Parliament and others. The Audit and Risk Committee has three external members, including the Chair. | The Committee met seven times in 2013‑14.The Audit and Risk Committee assesses its performance annually against the Audit and Risk Charter. During 2013‑14, the assessment rated that the Committee had fully undertaken its responsibilities contained in the Audit and Risk Charter. |
| Balance Sheet Management Committee | The Balance Sheet Management Committee provides oversight of the State’s key financial balance sheet and financial market risks. These risks relate to the State’s investments, borrowings, superannuation and insurance claims liabilities, as well as exposures to interest rate, foreign exchange and commodity price volatility and liquidity position.  | The Committee met once in 2013‑14.The Committee was established in June 2014 to provide oversight of the State’s key financial balance sheet and financial market risks. Previously these risks were monitored by the Risk Governance Committee. |
| Budget and Financial Policy Committee | The Budget and Financial Policy Committee provides overall direction and oversight relating to the State’s fiscal position, budget policy and strategy. | The Committee met 27 times in 2013‑14.The Committee periodically reviews key inputs that inform the State’s budget position and identifies emerging issues and their potential impacts on the achievement of budgeted outcomes. |
| DTF Social Committee | The DTF Social Committee provides opportunities for DTF staff to socialise and network in informal settings to help DTF staff feel a sense of common identity and reinforce a constructive corporate culture. | The Committee met 12 times in 2013‑14. In addition, the Committee communicates and makes decisions out of session as required. |
| Finance and Strategy Committee | The Finance and Strategy Committee coordinates, monitors, and provides oversight of the Department’s financial performance and strategic planning. | The Committee met seven times in 2013‑14.In March 2014, DTF reviewed its governance structure. The Finance and Strategy Committee ended and its operations transferred to the DTF Board. |
| High Value High Risk Committee | The High Value High Risk Committee provides assurance to the Treasury and Finance Board that the Department is effectively fulfilling its roles in:* monitoring and advising on asset investment and major project performance; and
* implementing the high‑value high‑risk (HVHR) project assurance framework.
 | The Committee met nine times in 2013‑14.The Committee reviews business cases, procurement documents, and contracts to assess the degree to which they satisfy the HVHR standards and requirements.DTF has responded to the Victorian Auditor‑General’s Office recommendations in their report *Impact of Increased Scrutiny of High Value High Risk Projects*, which found that the HVHR process has ‘made a difference to the quality of the business cases and procurements underpinning government’s infrastructure investments’. |
| Internal Procurement Unit | On 1 July 2013 DTF established an Internal Procurement Unit (IPU) as it commenced operating under a new procurement framework, consistent with new requirements introduced by the Victorian Government Purchasing Board (VGPB) in February 2013.The IPU is a critical element of the framework, providing:* strategic oversight to procurement activities within DTF and its agencies – the State Revenue Office, the Victorian Competition and Efficiency Commission and the Essential Services Commission;
* assurance that the organisation has sufficient procurement capability, systems and processes to undertake procurement activity necessary in delivering business outcomes; and
* assurance to the Department’s Chief Procurement Officer, and in turn to the Department’s Accountable Officer, that DTF procurement activities comply with VGPB supply policies and any other requirements as stated in the *Financial Management Act 1994*.
 | During 2013‑14 the IPU met 11 times, giving consideration to strategic issues relating to overall procurement, departmental and VGPB procurement policies, procedures and initiatives and significant individual procurement activities. |
| Knowledge Management Committee | The Knowledge Management Committee advises and makes recommendations to the Board on appropriate knowledge management strategies designed to enhance access to and sharing of business‑critical information and knowledge. | The Committee met 10 times in 2013‑14.The effectiveness of the Committee was assessed via self‑assessment against the Committee’s terms of reference and annual work plan. |
| Occupational Health and Safety Committee | Provides a consultative point and provides advice and support to the Treasury and Finance Board on matters which may impact on the safety and wellbeing of the Department’s employees and their working environment. | The Committee met four times in 2013‑14.The Committee’s functions adhered to its terms of reference and annual work plan. |
| Old Treasury Building Reserve Committee of Management | Management of the Old Treasury Building (OTB) Reserve is the responsibility of the Old Treasury Building Reserve Committee of Management. The Committee is appointed by the Assistant Treasurer as specified in the Old Treasury Building Reserve Regulations 1992 and operates under the terms and conditions for Committees of Management as specified in the *Crown Land (Reserves) Act 1978*. The Committee of Management is an incorporated body. The objectives of the Committee, as specified in regulation, can be summarised as to ensure a mix of public, cultural and promotional uses and public appreciation, preserve and maintain the building’s heritage values and contents and endeavour to achieve self‐funding through commercial uses and private sector support. | The Committee met four times in 2013‑14, and some specific achievements were: * Completion of two highly successful temporary exhibitions ‘Trams Moving Pictures’ and ‘Streets of Melbourne’ launched by the Arts Minister Heidi Victoria; the ‘Trams: Moving Pictures’ exhibition was extended to be included as part of the key Melbourne cultural event the Melbourne Festival;
* The new photographic display ‘Melbourne Panorama’ was installed in the Gold Vault in May with a grant from the Copland Foundation. The 1862 panorama is juxtaposed with a newly commissioned panorama of Melbourne, both taken from the roof of Parliament House. Successfully launched by the Arts Minister Heidi Victoria;
* Attendance numbers have continued to increase to 5  977 an increase of 20 per cent. Strong increase in Chinese visitation;
* Open House Melbourne – 5 565 visitors attended in July 2013 a record number for the OTB. OTB rated third in buildings visited during the weekend event (Twitter reach: 25 768);
* OTB hosted ‘Melbourne Beijing Green Preview’ sound and light show on the façade of the building and performances on the forecourt launched by The Hon. Ted Baillieu and the Chinese Consul participated in the AIDS2014 Cultural Program including ‘Paint the Town Red’ illumination program;
* Social media engagement with the OTB has continued to grow steadily. Followings continue to increase on Facebook, Twitter and YouTube. Tweet mention reaches through ABC radio and That’s Melbourne of more than 245 300. The monthly e‑news is outperforming similar publications in the industry; website visitation has increased to 26 117 unique visitors, a 32 per cent increase, with 22.2 per cent of visitors returning;
* Continued strengthening of the financial position of OTB.
 |
| People and Culture Committee | The People and Culture Committee provides high level monitoring and oversight of the Department’s people management and organisational strategies. | The Committee met 11 times in 2013‑14.The effectiveness of the Committee was assessed via self‑assessment against the Committee’s terms of reference and annual work plan. |
| Remuneration Committee | To manage DTF executive remuneration practice and procedures and ensure that DTF has sustainable staffing levels that are appropriate to DTF business needs. | The Committee met 19 times in 2013‑14. In addition, the Committee communicates and makes decisions out of session as required. |
| Risk Governance Committee | The Risk Governance Committee provides oversight of the development, operation and effectiveness of the Departments’ whole of government risk management frameworks related to the State’s financial and non‑financial risks. | The Committee met eight times in 2013‑14.In March 2014, DTF reviewed its governance structure. The Risk Governance Committee ended and its operations transferred to the Audit and Risk Committee, and the Balance Sheet Management Committee. In addition, DTF chairs the State Significant Risk Interdepartmental Committee, which has senior representation from all government departments and the Victorian Managed Insurance Authority. |
| Treasury Reserve Committee of Management | The Committee of Management is a body incorporated under the *Crown Land Reserves (Treasury Reserve) Act 1978* (Act) appointed to manage issues relating to the external areas of Treasury Reserve pursuant to its powers under the Act and the Crown Land (Reserves) Regulations 1999 (Regulations). These powers include but are not limited to granting leases under the Act; powers to set aside specified areas of the Reserve for parking and other uses; powers to issue permits for specified purposes; and powers to manage the safety and security of the Treasury Reserve. The Committee approves in principle works to be undertaken on the Reserve and relevant publications. The Committee operates in conjunction with, and uses the resources of, the Department regarding works to be undertaken on the Reserve. The Committee has been vacant for the past 12 months and its powers have been exercised by the Department. | Works continue to be undertaken on the Treasury Reserve by the Department in line with previous Committee of Management requirements and the powers outlined in the Act. |

## Details of all consultancies and contractors including, consultants/contractors engaged, services provided, and expenditure committed to for each engagement

The definition of consultancy was updated effective from 1 July 2013 in accordance with Financial Reporting Direction 22E *Standard Disclosures in the Report of Operations*. Consequently, disclosures on the 2013‑14 consultancy expenditure cannot be compared with previous year disclosures.

### Details of individual consultancies (valued at $10 000 or greater excluding GST)

| Consultant engaged | Purpose of consultancy | Total approved project fee (excl. GST) | Expenditure 2013‑14 (excl. GST) | Future expenditure (excl. GST) |
| --- | --- | --- | --- | --- |
| KPMG | Scoping study | 813 006 | 813 006 | – |
| PricewaterhouseCoopers | Professional services relating to commercial negotiations | 725 207 | 715 207 | 10 000 |
| Ernst and Young | Provision of commercial and financial advisory services | 539 720 | 539 720 | – |
| PricewaterhouseCoopers | Development of a preliminary business case for whole of government procurement optimisation | 247 993 | 247 993 | – |
| Flagstaff Partners Pty Ltd | Financial advisory services  | 195 000 | 195 000 | – |
| AECOM Australia Pty Ltd | Design and traffic modelling of level crossing removals | 192 081 | 192 081 | – |
| PricewaterhouseCoopers | Review of registration and licencing system | 115 695 | 115 695 | – |
| PricewaterhouseCoopers | Review, analysis and recommendation of Victorian asset management and accountability framework | 102 496 | 102 496 | – |
| KPMG | Commercial advice regarding public-private partnership procurement  | 100 000 | 100 000 | – |
| Lazard Pty Ltd | Investment banking advice for overarching roads projects strategy | 100 000 | 100 000 | – |
| Evan Peck | Developing a best practice framework for traditional contracting of infrastructure  | 71 523 | 71 523 | – |
| RixStewart Pty Ltd | Independent review of the public sector comparator for a prison project | 71 552 | 71 552 | – |
| Alco Consulting | Review of ticketing system | 59 400 | 59 400 | – |
| Deloitte Touche Tohmatsu | Review of ticketing system | 50 245 | 50 245 | – |
| PricewaterhouseCoopers | 2012‑13 supplier performance review for the whole of government real estate and facilities management contract | 40 695 | 40 695 | – |
| Deloitte Access Economics | Stakeholder feedback on Victorian Competition and Efficiency Commission inquiries | 36 364 | 36 364 | – |
| GHD Pty Ltd | Business case review  | 30 200 | 30 200 | – |
| Galaviz & Company LLC | Strategic advisory and economic analysis | 25 573 | 25 573 | – |
| Corporate Value Analytics Pty Ltd | Financial cost evaluation services in relation to request for tender for property services | 22 727 | 22 727 | – |
| NAVIRE | Alternative funding opportunities for infrastructure project | 18 182 | 18 182 | – |
| Evan Peck | Consulting in relation to infrastructure and building productivity framework in construction | 17 476 | 17 476 | – |
| Griffith University | Review of long‑term fiscal model | 13 500 | 13 500 | – |

### Details of individual consultancies (valued at less than $10 000)

|  |  |  |
| --- | --- | --- |
| Consultant engaged | Purpose of consultancy | Expenditure 2013‑14 (excl. GST) |
| KPMG | Review of Victorian Government Risk Management Framework | 6 930 |
| Ernst and Young | Commercial and financial advisory services | 6 141 |
| The One Umbrella | Professional services | 3 774 |
| Claire Thomas | Policy advice – Melbourne's Water Future: consultation draft strategy | 2 909 |
| O'Connor Marsden and Associates Pty Ltd | Probity advice in relation to rail upgrade project | 2 409 |

### Details of contractors

| Contractor engaged | Services provided | Expenditure 2013‑14 (excl. GST) |
| --- | --- | --- |
| Brookfield Johnson Controls Pty Ltd | Cleaning, waste removal, security and facilities management services for whole of Victorian Government | 10 454 012 |
| CenITex | IT services | 8 141 613 |
| Clicks Recruit (Australia) Pty Ltd | IT contractors | 4 455 213 |
| BJC (Sydney) | Facilities management services and building works for whole of Victorian Government | 3 848 194 |
| Hays Specialist Recruitment (Australia) Pty Ltd | Temporary agency staff and IT contractors | 2 325 434 |
| DTZ, a UGL Company (rental) | Real estate and facilities management services for whole of Victorian Government | 1 474 700 |
| PricewaterhouseCoopers | Commercial and financial advisory services | 1 128 447 |
| Department of Education and Early Childhood Development | Human resources/payroll services | 937 951 |
| Ross Human Directions Limited | IT contractors, temporary staff and database support | 490 672 |
| Finsbury Green Pty Ltd | Printing services | 581 757 |
| Randstad Pty Ltd | Temporary agency staff | 443 649 |
| Hudson Global Resources (Aust) Pty Ltd | Temporary agency staff | 363 604 |
| CBRE (P) Pty Ltd | Project management | 233 620 |
| Department of Transport, Planning and Local Infrastructure | Notification of acquisition vetting and auditing, and valuation services | 202 954 |
| Redshift Solutions Pty Ltd | IT services | 199 692 |
| VicRoads | Onsite service support | 194 759 |
| Grace Records Management (Australia) P/L | Records management services | 153 581 |
| Toll Transport Pty Ltd | DX services | 151 391 |
| Portland Group Pty Ltd | Category strategy pilot | 129 999 |
| Fifth Quadrant Pty Ltd | Customer service strategy | 126 045 |
| Cordial Creative Pty Ltd | Publication services | 96 755 |
| Computron Software Australia P/L | IT services | 90 512 |
| Maddocks | Legal services | 94 923 |
| Hoban Recruitment | Temporary agency staff | 92 703 |
| Sinclair Knight Merz | Facilities project management and advisory | 92 582 |
| Department of State Development Business and Innovation | Reception guard services | 85 419 |
| Thinc Projects Australia Pty Ltd | Project planning/management | 82 044 |
| e‑Centric Innovations Pty Ltd | System review | 77 200 |
| Urbis Valuations Pty Ltd | Valuation services | 72 727 |
| Victorian Government Solicitor's Office | Legal services | 65 853 |
| Alphawest Services Pty Ltd | IT services | 64 305 |
| The Macintosh Corporation | Recruitment services and temp staff | 62 198 |
| Acquis | Project management services | 60 388 |
| Hyperware Consulting Pty Ltd (Bibby Fin. Ser.) | IT services | 59 820 |
| Holding Redlich | Legal services | 59 815 |
| Davies Contractual Consulting Pty Ltd | Compliance review | 51 695 |
| Finxl Professional Services | Advisory services | 51 413 |
| Ferrier Hodgson | Valuation services | 49 784 |
| Department of Premier and Cabinet | Improvement initiatives | 40 476 |
| Aecom Australia Pty Ltd | Traffic modelling services | 39 968 |
| Peter Mitchem Consulting | Real estate and facilities management contract evaluation and implementation | 33 506 |
| Department of Justice | Provision of security services and records searches  | 31 790 |
| Wilson Security | Security services | 30 394 |
| Noble Systems Australia Pty Ltd | Software installation and support | 28 677 |
| FYB Pty Ltd | IT services | 28 091 |
| McDonnell‑Phillips Pty Ltd | Market research | 25 720 |
| Stevenson Hallifax Pty Ltd | Facilitation and preparation of upwards feedback session | 25 535 |
| Firecone Ventures Pty Ltd | Commercial and financial advisory services | 25 125 |
| L5 Consulting | Lean six framework development | 25 000 |
| Turner and Townsend Pty Ltd | Program implementation, management and evaluation | 24 084 |
| Webplace Pty Ltd | IT services | 23 501 |
| Ernst and Young | Commercial and financial advisory services | 22 858 |
| Jaguar Consulting Pty Ltd | Professional services | 22 425 |
| Protiviti Pty Limited | Asset review services | 22 182 |
| Deloitte Touche Tohmatsu | Tax advisory services | 22 020 |
| Keelie Reader  | Professional development | 21 750 |
| Department of Premier and Cabinet | Business continuity planning | 21 436 |
| Regent Recruitment Pty Ltd | Temporary agency staff | 18 951 |
| Beth Hewitt And Associates | Professional development | 18 235 |
| Alpheus Advisory Pty Ltd | Development of guidance materials  | 17 588 |
| SMS Consulting Group Limited | Database support and maintenance | 17 440 |
| Spark & Cannon | Transcription services | 15 459 |
| Tradeslot Pty Ltd | IT maintenance and support | 14 150 |
| Planit Test Management Solutions Pty Ltd | IT services | 12 281 |
| Bidenergy Pty Ltd | Training workshop | 10 000 |
| Magic Typewriter | Editing services | 9 460 |
| Frost Consulting Services Pty Ltd | Professional services | 5 500 |
| Recall Information Management Pty Ltd | Security services | 5 152 |
| Tom Wilkening | Professional development | 5 000 |
| DWS Advanced Business Solutions | IT services | 4 950 |
| Knowledge‑Able Pty Ltd | Project services | 4 950 |
| Equigroup P/L | IT services | 4 376 |
| JDS Australia Pty Ltd | Professional development | 4 200 |
| Nexa Group Pty Ltd | IT services and software support | 4 081 |
| BTLI Pty Ltd | Training workshop | 3 263 |
| UoM Commercial Ltd | Professional development | 3 250 |
| FM Consult | Professional development | 3 180 |
| Paradigme Pty Ltd | Facilitation services | 3 054 |
| Keen Science | Project management | 3 000 |
| AON Risk Services Australia Limited | Risk management services | 3 000 |
| Dimension Data Australia Pty Ltd | IT services | 2 576 |
| Napier & Blakeley Pty Ltd | Building audit services | 2 500 |
| Revolution it Pty Ltd | IT services | 1 875 |
| VITS Languagelink | Transcription services | 1 848 |
| Records Management Services Pty Ltd | Records management services | 1 765 |
| Editor's Mark | Publishing editing and proof reading | 1 540 |
| Batskos Holdings Pty Ltd | Professional development | 1 332 |
| Paessler AG | Software support | 1 305 |
| Quantum Technology P/L | Software support | 1 296 |
| Department of Treasury and Finance – Tasmania | Website development | 1 200 |
| Human Synergistics Aus P/L | Professional development | 1 177 |
| Frontier Software Pty Ltd | Printing services | 1 146 |
| ICG Pty Ltd | IT services | 577 |
| Blueboat | Document design works | 460 |