

## Additional information available on request

In compliance with the requirements of the Standing Directions of the Minister for Finance, details of the items listed below have been retained and are available to the relevant Ministers, Members of Parliament and the public on request (subject to the provisions of the *Freedom of Information Act 1982*).

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

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<b>a) A statement that declarations of pecuniary interests have been duly completed by all relevant officers of the department</b> .....	<b>2</b>
<b>b) Details of shares held by senior officers as nominee or held beneficially in a statutory authority or subsidiary</b> .....	<b>2</b>
<b>c) Details of publications produced by the department about the activities of the department and where they can be obtained</b> .....	<b>2</b>
<b>d) Details of changes in prices, fees, charges, rates and levies charged by the department for its services, including services that are administered</b> .....	<b>2</b>
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The information is available on request from the DELWP Customer Contact Centre on 136186, via email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au) or on the internet at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au).

**a) A statement that declarations of pecuniary interests have been duly completed by all relevant officers of the department**

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

**b) Details of shares held by senior officers 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.

**c) Details of publications produced by the department about the activities of the department and where they can be obtained**

Publication	Date produced	Availability
Department of Environment, Land, Water and Planning Annual Report 2018-19	October 2019	Available online ( <a href="http://www.delwp.vic.gov.au">www.delwp.vic.gov.au</a> and <a href="http://www.data.vic.gov.au">www.data.vic.gov.au</a> ) or from our Customer Contact Centre on 136186

**d) Details of changes in prices, fees, charges, rates and levies charged by the department for its services, including services that are administered**

Details of fees and charges are available on the department’s website at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au).

**e) Details of any major external reviews carried out in respect of the operation of the department**

Major external reviews	Conducted by	Purpose	Released
Managing the Municipal and Industrial Landfill Levy	Auditor-General	Assessment of, and insights into, whether the landfill levy system is being managed transparently and is meeting its intended legislative objectives.	25 July 2018
Local Government Insurance Risks	Auditor-General	Examined whether councils have been prudently managing insurable risks and procuring insurance that represents value for money.	25 July 2018
Follow up of Oversight and Accountability of Committees of Management	Auditor-General	Follow up audit on report tabled in February 2014.	5 September 2018
Managing the Environmental Impacts of Domestic Wastewater	Auditor-General	Examined whether the environmental and public health impacts of domestic wastewater are being effectively managed.	19 September 2018

Major external reviews	Conducted by	Purpose	Released
Delivering Local Government Services	Auditor-General	Assessed whether selected councils effectively plan for and deliver cost efficient frontline services that meet community needs.	19 September 2018
State Purchase Contracts	Auditor-General	Assessed whether government agencies realise financial and other benefits through their use of state purchase contracts.	20 September 2018
Results of 2017-18 Audits: Local Government	Auditor-General	Report on the results of financial audits of the entities within the local government sector, and observations, for the year ended 30 June 2018.	19 December 2018
Compliance with the Asset Management Accountability Framework (AMAF)	Auditor-General	Whether departments have sound approaches to implement the AMAF and the assurance processes in place to support reliable attestations.	23 May 2019
Reporting on Local Government Performance	Auditor-General	Assessed if the Local Government Performance Reporting Framework communicates performance information that is relevant, timely, accurate and easy to understand for councils and the community.	23 May 2019
Security of Water Infrastructure Control Systems	Auditor-General	To determine whether infrastructure control systems used to operate, manage and monitor water infrastructure are secure.	29 May 2019
Recovering and Reprocessing Resources from Waste	Auditor-General	Examined whether responsible agencies are maximising the recovery and reprocessing of resources from Victoria's waste streams.	6 June 2019
Melbourne Metro Tunnel Project-Phase 1: Early Works	Auditor-General	To determine whether the planning processes and early works of the Melbourne Metro Tunnel Project have adequately prepared the project for the main tunnel and station works.	6 June 2019

**f) Details of any major research and development activities undertaken by the department that are not otherwise covered either in the report of operations or in a document which contains the financial statement and report of operations**

Major research and development	Conducted by	Purpose
Aged and Disability Transition Project	Mach 2 Consulting	Research on the transition impacts of the National Disability Insurance Scheme on Victorian local government.
Customer and Stakeholder Intelligence Research 2018-19	Reputation Institute	DELWP regularly conducts Customer and Stakeholder Intelligence (CSI) research to measure reputation, satisfaction and the health of the relationship between the department and its stakeholders and customers. Determining the reputation and satisfaction levels offered by our combined services, policies and programs will assist DELWP's Senior Executive Team to focus on what our customers and stakeholders value, measure delivery against our core Victorian Government priorities and provide the department with clear directions and actions that reflect what the community wants and needs.

**g) Details of overseas visits undertaken including a summary of the objectives and outcomes of each visit**

Title of officer	Countries visited	Objectives	Outcomes
Secretary	Singapore, England, Scotland	To represent the Premier of Victoria at the Water Leaders' Summit (WLS) in Singapore, and to explore United Kingdom (UK) energy sector developments.	Through attendance at the WLS, the Secretary promoted liveability sector export opportunities in South East Asia for Victorian businesses, and strengthened information sharing relationships between Victoria and Singapore.  The Secretary visited cutting edge UK businesses in the electric vehicle and alternative energy sectors, and positioned Victoria as a suitable location for industry development and investment.
Director, Resilient Cities and Towns	Singapore	To attend and present at the International Water Week conference as part of a Victorian trade delegation alongside nine companies, mainly from the urban design sector.	Delegation participants benefitted from promotional opportunities and business matching networking activities.

Title of officer	Countries visited	Objectives	Outcomes
Executive Director, Climate Change	United States of America	To attend the Global Climate Action Summit co-chaired by the United Nations (UN) Secretary-General's Special Envoy for Cities and Climate Change in San Francisco, on invitation of the Governor of California on behalf of the Under2 Coalition.	Participation in the Summit strengthened the Victorian Government's commitment to ambitious climate change action at the sub-national and global level and demonstrated leadership as members of the Under2 Coalition. It provided an opportunity to meet representatives from other countries and strengthen the existing relations formed through the signing of the declaration. It also provided an opportunity to effectively promote and showcase Victoria's climate change policy agenda in a global forum. The active participation in knowledge sharing provided valuable insight into best-practice climate change policy from other progressive and ambitious sub-national and local governments.
Assistant Chief Fire Officer	United States of America	To oversee Australian and New Zealand staff during wildfire deployment in Boise, Idaho.	To ensure the safety of staff and contribute to the international response to the wildfires.
Senior Ecologist	Kyrgyzstan	To present the findings of scientific work that has been completed in Mongolia at a symposium in Bishkek, Kyrgyzstan. The symposium was entitled "Finding Common Ground Across Rangelands of Central Asia" and was part of the 2018-19 Conservation Asia Conference.	Arthur Rylah Institute (ARI) presented a paper at the Conservation Asia Conference requested by its non-government organisation collaborators and sponsors, the Wildlife Conservation Society. ARI was able to expose its new approach to ecosystem condition metrics to an audience of prospective users, establish new connections with other researchers working on rangeland and grassland conservation across central Asia and Europe, as well as maintain existing connections with researchers, rangeland managers and traditional herding communities.

Title of officer	Countries visited	Objectives	Outcomes
Program Director - International, Local Infrastructure	Timor-Leste	To complete a return visit by Victorian experts as a follow-up activity under the Gender Equity Fellowship Program, delivered by the Victorian Government through Commonwealth Department of Foreign Affairs and Trade funding in March 2018. The follow-up activity allowed two experts (one each from DELWP and the Department of Education and Training) to meet with 16 Timorese public servants to support their ongoing work in support of gender equality within Timorese government institutions and public service delivery.	<p>Activities included in-country mentoring and supporting an engagement session with key government and non-government stakeholders. The travel also allowed continuation of a broad range of proposed activities under the partnership between the Governments of Timor-Leste and Victoria.</p> <p>The trip resulted in a highly successful stakeholder engagement session, reaching beyond the approximately 50 direct participants through local media in both print and news television. Broader site visits and meetings also informed a range of activities including support for master planning of a new cemetery in Dili municipality, development of training programs in waste management and municipal administration, and a prospective partnership with the Government of Timor-Leste's Human Capability Development Fund. The travel also supported improved connection with key staff from the Australian Embassy in Dili, and new relationships with government contacts supporting Timor-Leste programs in Darwin and Northern Territory.</p>
Deputy Secretary, Water and Catchments	China and Singapore	To lead a trade mission in China and meet water officials in Singapore.	Knowledge exchange through attending seminars and business matching.
Senior Manager, Liveability Victoria International (LVI)	China and Singapore	As above.	As above.

Title of officer	Countries visited	Objectives	Outcomes
Deputy Secretary, Forest, Fire and Regions	China	The Deputy Secretary was nominated to participate in the Australian New Zealand School of Government (ANZSOG) 2018 China Reciprocal Program (CRP). This nomination was endorsed by the Victorian Secretaries Board. The CRP provided an opportunity for senior public officials to gain a deeper understanding of China, gather information and consider key contemporary issues such as the environment, industry and social policy.	<p>Greater knowledge of the protocols and customs of Chinese government and business. A better understanding of what the Chinese Government sees as its challenges and opportunities, both domestically and internationally, in the short, medium and long term.</p> <p>A greater appreciation of the approach the Chinese Government is taking to manage a growing middle class and improve the liveability of its cities and towns - through innovative approaches to environmental management, citizen engagement, public open space, community safety, transport infrastructure, water sensitive design and communications.</p>
Senior Project Officer, Liveability Victoria international	India	Under the Victorian Public Service (VPS) Asia Capabilities program, the purpose of the assignment was to build capabilities and in-market intelligence for LVI on opportunities for liveability-focussed projects and partnerships aligned with actions to be delivered in the Victorian Government's India Strategy.	Relationship building efforts contributed to a joint work plan between LVI, Global Victoria and the Victorian Government Trade and Investment Office, Bangalore for the remaining financial year. Since then, LVI delivered an inbound delegation from India (December 2018); an India export panel and networking event in Melbourne (March 2019); and a business mission to India (May 2019).
Senior Manager, Integrated Water Management	Japan	To present a conference paper at the International Water Association World Water Congress and Exhibition 2018, held from 16-21 September 2018 in Tokyo, Japan.	<p>The IWA World Water Congress and Exhibition brought together over 5,500 water, environment and related professionals from more than 100 countries and offered new insights into how pioneering science, technological innovation and leading practices are shaping major transformations in water management.</p> <p>The Congress provided an excellent opportunity for DELWP to present on Victoria's innovative approaches to Integrated Water Management. Examples of Victorian Government water initiatives discussed included Water for Victoria, the Integrated Water Management Framework for Victoria, and the establishment and operation of Integrated Water Management Forums across Victoria.</p>

Title of officer	Countries visited	Objectives	Outcomes
Commissioner for Environmental Sustainability	United States of America	To attend the International Conference on Sustainable Development (ICSD) at Columbia University, New York from 26-28 September, 2018 and present a paper titled "State of the Environment (SoE) Reporting framed by the UN Sustainable Development Goals (SDGs)."	The opportunity to present at this internationally recognised conference in September in New York provided a platform for the Commissioner, the Head of Science and Research and Monash Sustainable Development Institute colleagues to showcase the thought and practice leadership of Victoria. The translation of learnings enabled and enhanced the development of the work of the Office of the Commissioner for Environmental Sustainability including the 2018 Victorian State of the Environment Report which aligns indicators with the SDG targets.
Head of Science and Research, Commissioner for Environmental Sustainability	United States of America	As above.	As above.
Principal Advisor - Transport Projects	Spain	To chair a meeting of the Technical Committee (TC) E2: Environmental Considerations in Road Projects and Operations of the Permanent International Association of Road Congress (PIARC - World Road Association).	The PIARC TC E2 is focussed on air quality and traffic noise. These issues are increasingly becoming problematic in urban areas. The development of networks with international organisations, together with a review of international initiatives plus any new research undertaken to support the committee work, will contribute to the department's understanding of world's best practice that can be applied to environmental assessments of major transport projects.



Title of officer	Countries visited	Objectives	Outcomes
Deputy Secretary, Local Infrastructure	Timor-Leste	To progress a range of activities within the long-standing partnership between the Governments of Victoria and Timor-Leste. The primary purpose of travel was to represent the Victorian Government in opening a conference facility and water system at Balibo Fort, funded through Victorian Government grants to the Balibo House Trust.	The official openings of Victorian Government funded projects at Balibo Fort were successful, with strong participation and interest from community members and Government of Timor-Leste representatives alike. The travel also allowed engagement with senior representatives of the newly formed eighth Constitutional Government of Timor-Leste to progress activity within the longstanding government-to-government relationship. Through a number of targeted meetings, Victorian representatives presented the recently finalised Victorian Government Timor-Leste Program 2018-21, and discussed opportunities for partnership programs across a range of portfolios.
Program Director - International, Local Infrastructure	Timor-Leste	As above.	As above.
Forest Management and Rooding Officer	Laos and Vietnam	To participate in the University of Melbourne Graduate Subject- Forests in the Asia Pacific Region (FRST90030) as part of the Victorian Foresters' Association Travel Award. The DELWP attendee was invited as a guest during the study tour through Laos and Vietnam.	<p>The formal intended learning outcomes for the subject was to develop an advanced understanding of the forest ecosystems of South East Asia and their role in human development, forest management and governance systems for different parts of the Asia Pacific region, and develop an understanding of current issues and future trends in forest policy and management in the region.</p> <p>The attendee experienced the relationship that the people of South East Asia have with the forest and exposure to the reality of forestry in a developing country and the complex relationship and obligations we as consumers of its products have.</p> <p>The tour included discussions and exposure to a broad range of issues of a developing country in such an industry, from occupational health and safety to environmental management, all of which are applicable in the role as a Forest Management and Rooding Officer.</p>

Title of officer	Countries visited	Objectives	Outcomes
Program Director - International, Local Infrastructure	Timor-Leste	The travel’s primary objective was to progress a range of proposed activities under the long-standing partnership between the Governments of Victoria and Timor-Leste, relevant to municipal administration and decentralisation, labour mobility, tourism development, biodiversity, libraries, community infrastructure, health, education, and commemoration of key events from 1999. The travel also aimed to open new relationships with key stakeholders given structural changes within the Government of Timor-Leste, and to consolidate existing relationships.	The travel allowed staff to gather information required to progress proposals to the degree of detail necessary for funding decisions. Importantly, the travel also allowed engagement with key partners of the potential projects, to build foundations for delivery. More broadly, it also enabled more nuanced understanding of local social, political, and economic conditions, which will be used to inform program design and processes.
Program Manager - Timor-Leste, Local Infrastructure	Timor-Leste	As above.	As above.
Deputy Secretary, Planning	China	Visit to Nanjing, Kunshan and Chengdu to strengthen Victorian Government ties with Jiangsu and Sichuan Provinces and to exchange knowledge with growing cities on liveability and sustainability initiatives.	<p>Promoting the long-standing sister-state relationship with Jiangsu Province through urban planning knowledge exchange.</p> <p>The visit positioned Victoria’s strengths in liveability through China’s Sponge City Program by promoting involvement of a range of innovative water management and urban development business sectors in demonstration projects in Kunshan, and knowledge exchange opportunities with DELWP.</p> <p>Meetings leveraged Victoria’s liveability leadership from Jiangsu Province into the fast-growing urban development area of Chengdu to target future collaboration and promotion of liveability trade services.</p> <p>DELWP attendance positioned Victoria for future exchange initiatives focusing on urban renewal involving innovation parks, large scale precinct development and major city greening to sustain liveability that are directly transferrable to priority precincts such as Fishermans Bend and Arden.</p>

Title of officer	Countries visited	Objectives	Outcomes
Project Manager, Geographic Names	United States of America	To present three papers to the UN Group of Experts on Geographic Names Conference. This was an opportunity for discussion and collaboration on place name related topics and to learn from experts in the field of place naming from around the world.	<p>Presentations showcased Victoria, DELWP and Geographic Names Victoria's work in the geospatial management of place names.</p> <p>The travel provided training and knowledge sharing opportunities for staff who will be able to articulate the importance of standardisation of place names across the Victorian government, community and countries.</p> <p>Presentations encouraged consideration of how to increase UN Pacific South West Division involvement at the UN, with possibility to see engagement and joint sponsorship of Timor-Leste to attend conference in 2021.</p> <p>Attendance at the conference Enabled UN resolutions and SDGs to be incorporated into the five-yearly review of the Naming rules for places in Victoria</p> <p>The travel also enabled an understanding of how other countries maintain geospatial information and assist in the delivery of DELWP's Core Spatial Data Services Strategy.</p>
Senior Manager, Liveability Victoria International	China	To participate in VPS international assignments program funded by the Department of Jobs, Precincts and Regions.	Site visits and meetings with government officials helped strengthen relationships and encourage knowledge transfer.
Senior Project Officer, Liveability Victoria international	India	LVI and Global Victoria (GV) developed and delivered the first liveability sector mission to India, to deliver on actions in the Victorian Government's India Strategy. The mission is shaping the Victoria-India export cohort in liveability services to India. LVI's role was to support mission delivery and businesses in their meetings, as well as to network and develop opportunities for LVI.	The visit expanded on the networks and relationships of the Victorian Government in India. The opportunity to attend business matched meetings (in-market) provided critical insight for LVI and GV on the nature of doing business in India. This strengthens the Victorian Government position to articulate the opportunities of partnerships in India to Victorian companies.

Title of officer	Countries visited	Objectives	Outcomes
Manager, Waste and Resource Recovery and Governance	Finland, Holland, France, England, Wales and Brussels	To travel to Europe to attend the World Circular Economy Forum (WCEF), and meet with international business and government leaders driving the global transition to a circular economy.	This provided an opportunity to effectively inform and discuss Victoria's circular economy policy agenda and actively participate in knowledge sharing with global leaders in circular economy, waste and resource recovery. Attendance at the WCEF also provided an opportunity to strengthen Victoria's relationships with other leading jurisdictions globally and open up opportunities for future collaboration.
Deputy Chief Fire Officer, Operational Improvement	United States of America	To finalise the Safe Systems Review for potential fire deployments to North America (including Canada). To re-establish contacts and relationships aimed at sharing knowledge about the operating environments, procedures and learnings for mutual safety benefits.	The purpose of the visit was to review and maintain safety assurance for FFM Vic and Australian personnel being deployed into North America, and relationship building to enable ongoing support from North America when FFM Vic exhausts its resources.
Process Improvement Team Leader	United States of America	As above.	As above.

### h) Details of major promotional, public relations and marketing activities undertaken by the department to develop community awareness of the services provided by the department

Activity	Description	Cost (excluding GST)
Landcare awareness and promotion	The Victorian Landcare Program is the State Government's major investment to support Landcare activity across the state and is delivered by DELWP and Victoria's 10 Catchment Management Authorities.	Total cost - \$109,583 (budget breakdown below)
	The Victorian Landcare and Catchment Management magazine (published three times a year - Issues 73, 74 and 75) is an important statewide communication vehicle for Landcare and environmental volunteer groups to share stories that illustrate best practice, learning and innovation, as well as raising awareness about Landcare and natural resource management issues. Content is contributed primarily by Landcare and conservation group members. However, contributed stories are also received from researchers, government and agency staff.	\$87,449

Activity	Description	Cost (excluding GST)
	The Victorian Landcare Gateway provides an easily accessible central point of information for members, stakeholders and community. It hosts the online version of the Victorian Landcare and Catchment Management magazine.	\$22,134

### **i) Details of assessment and measures undertaken to improve the occupational health and safety of employees, not otherwise detailed in the report of operations**

Details of initiatives undertaken to improve the health, safety and wellbeing of employees are included in the DELWP 2018-19 Annual Report, which is available at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au).

### **j) General statement on industrial relations within the department and details of time lost through industrial accidents and disputes, which are not otherwise detailed in the report of operations**

Information about industrial relations and time lost through industrial accidents and disputes are included in the DELWP 2018-19 Annual Report, which is available at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au).

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

Details of major committees sponsored by the department are included in the DELWP 2018-19 Annual Report, which is available at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au).

### **l) Details of all consultancies and contractors including:**

- i) consultants/contractors engaged**
- ii) services provided**
- iii) expenditure committed to for each engagement.**

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