

**Department of Science, Information  
Technology, Innovation and the Arts  
Annual Report  
2011–2012**

***Disclosure of additional information***

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## **Mandatory Reporting Requirements**

### **Information systems and recordkeeping**

The department is committed to the sound recordkeeping practices that underpin good corporate governance. Records management within the department is governed by the requirements of the *Public Records Act 2002*, as well as other whole-of-government policies and standards, including *Information Standard 40: Recordkeeping* and *Information Standard 31: Retention and Disposal of Public Records*.

With the formation of the new department, DSITIA will be reviewing the current state and developing an information and records management framework including:

- recordkeeping policy
- core Business Retention and Disposal Schedule
- business classification scheme
- disaster preparedness and business continuity planning
- document and records management system model/approach.

Within DSITIA, Queensland Shared Services has been undertaking a significant information and records management program to review and implement strategies, policies and procedures for managing client agency and corporate information and records. This program is putting in place new and improved compliant processes and reducing the costs associated with managing information and records in a complex, high volume shared services environment.

### **Consultancies**

| <b>Consultancies</b>                     |                     |
|--|---------------------|
| Consultants - Management                 | \$33,000.00         |
| Consultants - Human resources management | \$57,771.00         |
| Consultants - Communications             | -                   |
| Consultants - Finance/accounting         | -                   |
| Consultants - Professional/technical     | \$365,291.19        |
| <b>Total</b>                             | <b>\$456,062.19</b> |

### **Overseas travel**

The table below details overseas travel for departmental employees between 3 April 2012 and 30 June 2012.

| <b>Name of officer/<br/>member and<br/>position</b>   | <b>Destination</b>          | <b>Reason for travel</b>  | <b>Agency<br/>cost</b> | <b>Contribution<br/>from other<br/>agencies or<br/>sources</b> |
|---|-----------------------------|---|------------------------|--|
| Stewart MacIntyre,<br>Director, Science<br>Engagement | United States of<br>America | To participate at the annual BIO convention in Boston. Attendance provides the opportunity to strategically position Queensland as a globally competitive hub in life sciences, and to support ministerial attendance on the trade mission. | \$8,388.57             |  |
| Tamlyn O'Connor,<br>Senior Project<br>Officer         | United States of<br>America | To participate at the annual BIO convention in Boston. Attendance provides the opportunity to strategically position Queensland as a globally competitive hub in life sciences, and to support ministerial attendance on the trade mission. | \$7,106.78             |  |

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## Waste management

The department supports the government's vision of a low-waste Queensland and the goals of *Queensland's Waste Reduction and Recycling Strategy 2010–2020* of reducing waste and optimising recovery and recycling.

The department is currently developing its Waste Management Plan to encourage a greater awareness of waste management practices in office environments.

All offices across the department have in place simple but effective measures such as the recycling of toner cartridges, the use of recycling bins, minimising the use of non-recycled paper and encouraging double-sided printing.

## Recycling Policy

The department was not responsible for any construction or demolition building or civil infrastructure projects completed during the 2011–2012 year, and reporting as required under the Recycling Policy is not applicable.

## Carbon emissions

The Queensland Government has previously established minimum greenhouse gas emissions reporting requirements for departments covering their main greenhouse gas emitting business activities; namely those linked to vehicle use, electricity consumption, and air travel. These activities are sources of both direct and indirect greenhouse gas emissions, which are reported as carbon dioxide equivalent emissions.

It is noted that due to data collection limitations in previous years, the reporting period had been the 12-month period from 1 April of the preceding year to 31 March of the year in which the annual report was prepared. To enable a transition for the reporting period to a standard financial year, as a once-off exercise this annual report (i.e. for the 2011–12 financial year) will additionally outline the emissions data for the preceding three month period of 1 April 2011–30 June 2011. For clarity the data for the two periods is presented in each section of the table below as two adjacent figures; namely data for the 12-month period 1 July 2011–30 June 2012, followed by data for the three-month period 1 April 2011–30 June 2011 (shown in brackets).

Reporting of greenhouse gas emissions by departments is limited due to the complexity of the operational boundaries within the public sector, especially in situations where internal government shared service providers are used. While the best available data has been used, in some instances estimates have had to be reported due to the shortcomings of data collection processes or systems. For example, in those government-owned office buildings where there are multiple government agency tenants and the electricity usage cannot be solely attributed to any one particular agency, the electricity usage by the tenant agencies may be distributed proportionally based on the floor area they occupy.

Importantly, any comparison of emission levels with those of previous periods must first ensure that all the relevant parameters are identical and emissions information have not been affected by changes such as: changes in the configuration and make-up of the department's building portfolio, changes to building functionality and/or occupancy levels, or changes to the emissions conversion factors used (which may vary from year to year as published in Schedule 1 of the National Greenhouse and Energy Reporting (Measurement) Determination).

The following table outlines the emissions relating to the DSITIA for the twelve-month period 1 July 2011–30 June 2012, and the preceding three-month period 1 April 2011–30 June 2011 (shown in brackets). Carbon emissions associated with the operations of DSITIA during the 2011–12 year have been calculated by determining DSITIA's share of former Department of Environment and Resource Management, former Department of Employment Economic Development and Innovation and former Department of Public Works emissions. More detail of the methodology adopted for specific emission sources is set out in the explanatory notes below.

## Greenhouse gas emissions

| Activity  | Greenhouse gas emissions in tonnes of CO <sub>2</sub> -e |                 |                       | Notes |
|---|--|-----------------|-----------------------|-------|
|   | GROSS Emissions  | LESS offsets    | NET emissions         |       |
| Fuel Consumption                                  |  |                 |                       |       |
| • QFleet leased and department-owned vehicles     | 1814.73 (514.86)   | 457.71 (234.74) | 1356.44 (280.13)      | 1     |
| • Hired vehicles                                  | 56.99 (15.91)  | 29.49 (15.53)   | 27.51(0.38)           | 2     |
| Electricity consumption                           |  |                 |                       |       |
| • Government-owned buildings                      | 28,267.73 (10,441.41)                                    | 0 (0)           | 28,267.73 (10,441.41) | 3     |
| • Leased privately-owned buildings                | 2,708 (674)  | 0 (0)           | 2,708 (674)           | 4     |
| Air travel  |  |                 |                       |       |
| • Domestic air travel on commercial airlines      | 486.50 (138.01)  | 317.54 (107.83) | 138.01 (0)            | 5     |
| • International air travel on commercial airlines | 26.67 (8.86)   | 16.11 (8.86)    | 10.56 (0)             | 5     |

Figures in brackets are the emissions calculated for the three-month period 1 April–30 June in 2011, which falls outside the 12-month reporting period of 2011-12.

Other figures are the emissions calculated for the period 1 July 2011 to 30 June 2012.

### Explanatory notes:

- These emissions are those attributable to fuel usage in government vehicles, including vehicles owned by this department, as well as any it leases from QFleet. The Queensland Government Chief Procurement Office has provided departments with available fuel procurement data to enable the calculation of their emissions. All emissions reported represent four primary fuel types: unleaded petrol, diesel, liquefied petroleum gas (LPG) and E10. The emissions offsets relate to the national Greenhouse Friendly™ certified carbon offsets purchased for those government vehicles that did not comply with the minimum Greenhouse Vehicle Guide (GVG) ratings. Vehicle emissions offsetting undertaken by this department since 1 July 2010 relates to the Queensland Government's commitment to offset 50 per cent of vehicle emissions from 2010.

DSITIA's fuel related emissions have been extrapolated from former Department of Environment and Resource Management (DERM) data using a two-stage methodology. Firstly, financial data was used to determine the allocation of expenditure on fuel to various business groups within the former DERM. It was determined that a significant proportion of the former DERM fuel was consumed by the former Queensland Parks and Wildlife Service and these emissions were attributed solely to Department of National Parks, Recreation, Sport and Racing. Finally, the remainder of former DERM emissions were allocated to DSITIA and other new departments created from the former DERM proportionate to the redistribution of full time equivalent (FTE) staff. In addition, fuel emissions from the former Department of Employment Economic Development and Innovation (DEEDI) and Department of Housing and Public Works (DHPW) were allocated to DSITIA based on the redistribution of FTE staff.

- The hire car vehicle emissions figures are attributable to Avis Australia vehicles booked under the standing offer arrangement for vehicle hire managed by the Queensland Government Chief Procurement Office (QGCPO). The emissions have been calculated by Avis Australia. The emission offsets figure relates to purchased national Greenhouse Friendly™ certified carbon offsets.

Hire vehicle related emissions of the former DERM were allocated to DSITIA and other new departments created from the former DERM, DEEDI and sections of DHPW proportionate to the redistribution of FTE staff. Emission offsets have been attributed to new departments in the same proportion as emissions. As of December 2011 the whole-of-government commitment to offset emissions associated with vehicle emissions ceased.

- Emissions related to electricity consumption in government-owned buildings are calculated based on available building-related electricity consumption records. The emissions reported are limited to those linked to the electricity consumed by this department in buildings it owns, or in space it leases within other government buildings. Incomplete electricity consumption records have been apportioned and/or extrapolated where necessary. For example, in those government office buildings that do not have separate electricity sub-metering for departmental

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tenants, the electricity consumption and associated emissions have been apportioned 45 per cent to the landlord, and 55 per cent to the tenants – in line with historical benchmarking. Emissions have been calculated by converting relevant electricity consumption using the Scope 2 conversion factor of 0.88 kg CO<sub>2</sub>-e/kWh as published in the *National Greenhouse and Energy Reporting (Measurement) Amendment Determination 2011 (No. 1)*.

Emissions for DSITIA have been extrapolated from former agency emissions using a two-stage process. Firstly, emissions related to former DERM, DEEDI and DHPW-owned sites with an annual electricity consumption of greater than 100 MWh were attributed directly to the new owning entity, for example, emissions from the Mt Coot-tha Herbarium were attributed to DSITIA. Secondly, the remainder of the DSITIA emissions have been extrapolated based upon a redistribution of the emissions of the former DERM, DEEDI, Department of Premier and Cabinet (DPC) and DHPW in line with the redistribution of FTE staff.

4. Emissions related to electricity consumption in leased privately-owned buildings are based on available building-related electricity consumption records (Note: the data provided will not include emissions where the occupant of the private-owned building pays an electricity retailer directly). The emissions reported are limited to those linked to the electricity consumed by this department in space leased within buildings other than government-owned (i.e. in privately-owned buildings). Electricity usage has been calculated or estimated using actual electricity records or lease charges received from landlords. Incomplete electricity consumption records have been apportioned and/or extrapolated where necessary. Leased building-related emissions for DSITIA have been extrapolated by taking the former DERM, DEEDI and Department of Communities, Child Safety and Disability Services emissions and allocating them to DSITIA in line with the redistribution of FTE staff.
5. Air travel includes all flights recorded by the Queensland Government Chief Procurement Office (QGCPPO), specifically:
  - international air travel on commercial airlines
  - domestic air travel on commercial airlines.

These emissions are calculated by QGCPPO using the kilometres flown from data provided by the relevant commercial airline and applying a methodology based on International Civil Aviation Organisation criteria. This methodology uses an averaged consumption of fuel per passenger for flights, which can then be converted into tonnes of CO<sub>2</sub>.

The emission offsets figure for air travel relates to purchased national Greenhouse Friendly™ certified carbon offsets. Air travel related emissions for DSITIA have been extrapolated by taking the former DERM, DEEDI, DPC and DHPW emissions and allocating them to DSITIA in line with the redistribution of FTE staff.

## Initiatives for women

The department is committed to contributing to the Queensland Government's vision for women in Queensland. The department actively encourages work policies that promote the balance of work and family responsibilities, such as flexible working hours and leave arrangements, telecommuting, and job share arrangements.

The department's Human Resources Directorate arranged for 12 participants to undertake the two Springboard Career Development programs delivered in 2011–12. The program was aimed at women from AO2 (administrative officer) to AO5 levels (or equivalent).

As at 30 June 2012, there were 2093.14 (FTE) women working in the department. Of these, 620 were at AO6 to AO8 (or equivalent), and 50 women in senior officer (SO) and senior executive service (SES) positions.

## Carers (Recognition) Act 2008

- All new employees undertake the department's induction which includes information on the department's Disability Services Plan and the relevant legislation including the *Carers (Recognition) Act 2008*. The department recognises the importance of carers.

Smart Service Queensland, within the department, administers the Carer Business Discount Card scheme and the Companion Card program on behalf of the Department of Communities. The Carer Business Discount Card provides eligible carers with discounts from participating businesses in recognition of their contribution to the people they care for and the community. Carers were consulted in the development of this scheme and Smart Service Queensland continues to actively recruit businesses across Queensland to support carers through voluntary participation in the scheme. The Companion Card program supports people with a disability to have the same

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opportunities for participation and recreation as other community members. It promotes fair ticketing for people with a disability who need the significant assistance of a companion to attend activities and venues in their communities.

Supporting initiatives include the following:

- A Child Care Referral Service is available to assist employees to locate and secure child care anywhere in Australia.
- An Aged Care Referral Service is available to assist employees who have the responsibility of caring for their elderly relatives. The referral service provides staff with advice, information and appropriate referrals.
- A range of flexible work options are available in the department, including telecommuting. The department also participated in a whole-of-government flexible work practices program.
- Employees have the option to request extra leave through the Purchased Leave Policy.

### **Aboriginal and Torres Strait Islander matters (The Queensland Government Reconciliation Action Plan 2009–2012)**

Through the implementation of the Aboriginal and Torres Strait Islander Employment and Development Strategy, the department sponsors students on the Education to Employment scheme, cadets through the Indigenous Cadetship Support program, employees on the Indigenous Advancement program and a graduate through the Indigenous Graduate program. The department currently has four students on the Education to Employment scheme and is sponsoring one scholarship holder in the Indigenous Scholarship program.

### **Queensland Multicultural Policy – Queensland Multicultural Action Plan: 2011–14**

Due to the department being established in April 2012, business areas in DSITIA continued to adhere with and participate in multicultural strategies from their prior department. These included a number of strategies to increase the representation of, and career development for, existing and potential employees from culturally and linguistically diverse backgrounds in the Queensland Government.