
Communication

We communicate with openness, accountability and transparency

We pride ourselves on being open and transparent with all our stakeholders, clients and employees. Over the years we have continually improved our communications and regularly assess our performance by seeking feedback from clients, employees and other stakeholders such as suppliers.

Award-winning annual report

We adopt a policy of full and open reporting about our performance throughout our annual report.

This report includes information of what Parliamentarians and our audit clients think about our services, particularly in the years we conduct our satisfaction surveys, and on whether public sector bodies have accepted and acted upon our audit recommendations.

We detail our performance be it strong or poor.

As recognition for our own efforts in annual reporting, we received a bronze award from the Australasian Reporting Awards.



David Strong and Rachael Daniels with the Award.

Freedom of information

We are committed to ensuring our administrative information is available to the public. The *Freedom of Information Act 1991* (FOI) gives the public, the media and members of Parliament the right to access information we hold, unless the information is exempt from release. Information relating to financial and performance audits conducted and reports to Parliament are exempt as they are classified as internal working information.

There were no requests under the FOI Act during the year.

Protecting privacy

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

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

Speeches and publications

Some of our more important speeches and publications are listed below:

Speeches		
Date	Topic and Where	Who
Aug 07	CPA/Searson Buck – “ <i>UTAS Jobs – Public Sector Perspective</i> ”	Ric De Santi
Oct 07	Tasmanian Training Consortium – “ <i>Introduction to the Public Sector – Role of the Auditor-General</i> ”	Ric De Santi
Oct 07	Institute of Internal Auditors – “ <i>Performance Audit of Elective Surgery</i> ”	Geoff Driscoll
Mar 08	IRR Conference – “ <i>Successful governance in the public sector</i> ”	Mike Blake
Apr 08	Regional Working Group on Environmental Auditing – “ <i>A Tasmanian perspective on INTOSAI’s Eleventh Working Group Meeting on Environmental Auditing</i> ”	Geoff Driscoll
May 08	NIA Conference – “ <i>Contemporary issues and future challenges in Public Sector Audit, Financial and Non-financial Reporting and Governance</i> ”	Mike Blake
Jun 08	Corporate Planners Working Group – “ <i>Public sector performance indicators</i> ”	Geoff Driscoll
Date	Publications	
Oct 07	Annual Report	
Oct 07	Special Report No. 69 – Public building security	
Nov 07	Special Report No. 70 – Procurement in government departments and Payment of accounts in government departments	
Nov 07	Auditor-General’s Report No. 2 of 2007 – Government departments and public bodies 2006-07	
Nov 07	Special Report No. 71 – Property in police possession and Control of assets: Portable and attractive items	
Apr 08	Special Report No. 72 – Public sector performance information	
Jun 08	Special Report No. 73 – Timeliness in the Magistrates Court	
Jun 08	Special Report No. 74 – Follow up of performance audits April – October 2005	
Jun 08	Auditor-General’s Report No. 1 of 2008 – Local government authorities, Superannuation funds and Other public bodies 2006-07	
Jun 08	Strategic Plan 2008-11 “Making A Difference”	
Jun 08	Annual Business Plan 2008-09	

All of the publications on the previous page can be accessed and/or downloaded from the Office’s web site www.audit.tas.gov.au.

Public interest disclosure

The *Public Interest Disclosures Act 2002* came into effect on 1 January 2004. Its purpose is to encourage and facilitate disclosures about the improper conduct of public officers or public bodies.

We are committed to the aims and objectives of the Act. We also recognise the value of transparency and accountability in our administrative and management practices. We support the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

We do not tolerate improper conduct by our staff, or taking of reprisals against those who come forward to disclose such conduct. We will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. We will also afford natural justice to any person who is the subject of a disclosure.

During 2007-08 we received no Public Interest Disclosure reports.

Parliamentary presentations, PAC meetings and client seminars

In line with our aim to be open and transparent during the year we conducted presentations to Parliamentarians when we table a report in Parliament. These presentations allow the Parliamentarians to receive an initial briefing on our report before they receive a copy. These sessions continue to be well attended and the feedback has been encouraging.

Annually the financial audit services unit conducts a client seminar in which the Office staff present information on topical subjects such as developments in accounting and auditing standards, common issues found during audits and our perspective on issues being raised in the public sector. These seminars are well attended and the feedback has been encouraging.

During the year the Auditor-General meets with the Public Accounts Committee (PAC) to brief them on our audit plans and allows the both parties to interact and share information. The Public Accounts Committee was engaged in our process of developing our strategic and annual business plan.

Corporate Social Responsibility

Being a responsible corporate citizen is important to us

This section of our report is the first occasion where we have reported our social responsibilities. In doing so we have adopted the criteria applied by Global Reporting Initiative (www.globalreporting.org).

This section of our report shows our organisational performance against the minimum criteria and highlights areas for improvement.

Social

Workforce capacity and diversity

Our demographics match the broader Australian community in that we are an ageing workforce where the average age for a male is 46.1 years and female 37.9 years. The ratio of male to female employees has improved over the last five years. Over 90% of our employees are bachelor degree qualified and the average number of days for professional development has been 12.5 days in the last two years with the financial investment per FTE on average \$2 500. The performance of our employees is assessed biannually with an outcome being agreed professional development plans.

Workforce health and safety

During the year we continued our health and well being programme with the objective of ongoing support for the health and wellbeing of all employees. The programme included seminars, workshops, active participation and health assessments. We continued our influenza vaccination programme and encouraged employees to participate walking events conducted by the 10 000 Steps Organisation and the Corporate Global Challenge. These initiatives have seen a reduction in the number of days absenteeism due to sickness and work related injury. The number of reported minor incidents reduced and there was no time lost to injuries. Employees accessed our employee assistance program during the year when they required assistance with work related or personal issues. Our health and safety committee has 50/50 representation of management and staff.

Workforce and community committees and bodies

We encourage our employees to actively participate in all aspects of their work and professional lives. We have several committees where there is a cross section of staff representation and there are employees who hold positions on professional bodies. Representation on both internal and external committees is detailed in the Appendices of this report.

Community involvement and support

We participate in community fund raising events and adopted the Council Cancer as our major charity. Our major event is the Cancer Council's Relay for Life which occurs each year in February and is one where teams walk for 24 hours non-stop and raise money via sponsorship for cancer research. We raised in excess of \$3 000 for the relay.



Catherine De Santi walking in the Relay for Life.



Some of the Relayers at the end of the event.

Environmental

We are committed to recycling the consumables we used such as paper, printer cartridges and general waste. We use recycled paper for the reports we produce and we encourage staff to print on both sides of paper.

The following table provides details on our efforts in this regard:

	2004-05	2005-06	2006-07	2007-08
Printer copies – black	214 529	218 540	270 491	155 268
Printer copies – colour	N/m	47 337	98 801	292 358
Reams of paper purchased	N/m	366	438	450
Waste recycled – newspaper (litres)	N/m	N/m	N/m	1 320
Waste recycled – plastic, cans, etc (litres)	N/m	N/m	N/m	2 760
Paper shredded (kgs)	N/m	N/m	N/m	896
Total report production run (no. of copies)	4 200	3 850	4 550	3 850
Total report production run (no. of pages)	409 850	449 050	448 700	481 950

N/m = Not measured in that year

This table highlights that there is considerable room for improvement.

Economic

In 2007-08 we generated financial turnover of \$5.048m, an increase from \$4.793m on the previous financial year. This turnover enables us to pay the salaries for our workforce which is fed back into local, regional, state and national economies with flow on effects to other individuals and organisations.

Our clients are the Parliament and public sector entities and the revenue generated is from them. We received \$0.313m in direct financial assistance from the Government, \$0.301m in the previous year.

Suppliers

Our supply chain includes over 100 suppliers in a variety of industries and covers products such as computers, stationery supplies, vehicles and fuel, subcontractors and consultants and utilities. Our suppliers range from some of Australia's largest companies to small locally operated businesses, and in 2007-08 we purchased over \$1.783m in products and services.

What we will do next year

We will:

- record and measure the impact of our vehicle usage
- record and measure energy usage
- consider offsetting our carbon emissions
- increase our awareness of the impacts we make on the environment
- reduce our report production runs
- review our practices with respect to internal printing and photocopying
- review current and future accommodation for opportunities to reduce energy usage and
- review our suppliers' practices in relation to sustainability.



Certificate indicating the impact on carbon abatement of our staff participating in the Corporate Global Challenge 2008.