

Submission to the Premier and Ministers



Hon Will Hodgman MP
Premier



Hon Guy Barnett MP
Minister for Veterans' Affairs



Hon Jacquie Petrusma MP
Minister for Disability Services and
Community Development
Minister for Aboriginal Affairs
Minister for Women
Minister for Sport and Recreation



Hon Peter Gutwein MP
Minister for Local
Government



Hon Michael Ferguson MP
Minister for Science and Technology



Hon Elise Archer MP
Minister for Environment

Dear Premier and Ministers

In accordance with the requirements of Section 36 of the *State Service Act 2000* and Section 27 of the *Financial Management and Audit Act 1990*, 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 2018.

Yours sincerely

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

Jenny Gale
Secretary
Department of Premier and Cabinet
4 October 2018

Our Year in Review

Developed a Cybersecurity Strategy and Roadmap

Introduced Work Health, Safety and Wellbeing Programs: Mindfulness and Ritualize Tasmania

DPAC's new Workforce Diversity and Inclusion Action Plan 2017-18

Supported GovHack to provide more open data, sponsor prizes and judge winning entries

Launched Phase I of iLearn - DPAC's new Learning Management System

TasALERT Translation Project highly commended at the 2017 Resilient Australia Awards

'Healthy Tasmania' roundtable – health and wellbeing at work

Began phase two of DPAC's refreshed values by embedding the values into everyday work

Continued to coordinate the implementation of Safe Homes, Safe Families with 22 of the 23 actions rolled out

Provided support to the Premier at a Special Meeting of COAG on Counter-Terrorism and represented Tasmania at COAG

Worked with sport and recreation organisations and a range of community organisations to provide opportunities for a diverse range of people to participate in sport and recreation

Led progress towards the implementation of the White Ribbon Program across the State Service

Empower Integration and Automation Program

Continued to support councils' feasibility studies into potential voluntary amalgamations and service sharing opportunities

Coordinated the temporary deployment of staff to support Tasmania's emergency response agencies on four occasions

Assisted with the development of the Tasmanian Government's response to the Independent Review into the Tasmanian Floods of June and July 2016

Implemented the Government's funding commitments to upgrade community and sporting facilities and support program delivery across the State following the State election

Assisted the Government to deliver three significant pieces of local government legislation

Launched the updated Good Governance Guide and participated in education activities to support elected members and senior council staff



Implemented the Networking Tasmania (NT) III – Core Services Agreement

Supported the development of a Northern Sporting Facilities Strategy

Supported athlete availability and preparation for Commonwealth Games 2018

Delivered club governance forums to 109 members of community clubs and sporting organisations in the South, North and North West of Tasmania

Supported the appointment of the new Ministry, portfolios and Administrative Arrangements

Undertook the Infrastructure-as-a-Service Project

Worked with key partners to deliver improved and increased Service Tasmania online services

Reviewed and updated Guidelines on the Caretaker Conventions

Led the four year, \$4.1 million Jobs Action Package

Launched the Public Submissions Publication Policy

Celebrated 20 Years of Service Tasmania

Hosted two official visits from: His Excellency, Michael D Higgins, the President of Ireland and His Royal Highness, The Prince Edward, Earl of Wessex KG GCVO

Worked on a new concept for digital services called the Digital Services Engine

Began to develop a whole-of-government Project Management Framework

Reviewed the Aboriginal and Dual Naming Policy

Assisted the Government to deliver the *Parliamentary (Disclosure of Interests) Amendment Act 2017* and associated Regulations

Delivered the Australia Day Program for 2017-18

Continued to progress the Brand Tasmania Project

Introduced the Business Resource Efficiency Program

Developed the Constitution Amendment (House of Assembly Electoral Boundaries) Bill 2018

Supported the Housing Summit hosted by the Premier

Continued to lead the Tasmanian transition to the full National Disability Insurance Scheme

Secretary's report



I have greatly enjoyed the challenges and rewards of the role of the Department of Premier and Cabinet (DPAC)'s Secretary since joining the team late last year, and I'm excited to be continuing to work alongside such a dedicated and astute workforce. In my previous role as Department of Education Secretary, I had the pleasure of working closely with DPAC on many successful whole-of-government projects.

My respect for DPAC's staff has continued to grow as I have immersed myself in the day-to-day work of the Department and its varied role as both a central agency supporting the State Service and delivering programs directly to the Tasmanian community. I want to thank everyone for welcoming me so warmly into the DPAC family and I acknowledge the professionalism, passion and depth of talent of our people.

After nearly four years as Secretary, in November 2017, Greg Johannes decided to leave the Tasmanian State Service. I'd like to acknowledge Greg's contribution to the achievements of the Department for that period.

The first quarter of 2018 was an extremely busy one for DPAC with a State election held on 3 March. DPAC played a central role in preparing for the incoming government with planning beginning approximately 12 months in advance. This included providing advice to staff; preparing for transition corporate activities; monitoring election promises for all political parties; updating and providing advice on caretaker conventions; and other statutory and legislative requirements. It was a massive collaborative effort to ensure appropriate services during the Caretaker period and a smooth transition of government and services after the election. We have continued to assist with significant departmental restructures announced following the election.

DPAC also celebrated a major milestone in 2018 with 20 years of Service Tasmania. Events were held in every shop around the State and staff were presented with a commemorative pin to acknowledge their role in the exceptional delivery of service to the community. Three major projects to upgrade Service Centres in Devonport, Launceston and Hobart were undertaken, new services were added and improvements made to Service Tasmania

online, and operational performance was the focus of continued development of the Government Contact Centre.

Emergency management and the subsequent recovery from emergencies has seen a significant body of work delivered over the past 12 months. This has included assisting with the development of the Tasmanian Government's response to the Independent Review into the *Tasmanian Floods of June and July 2016*, the development and implementation of new whole-of-government recovery arrangements, and leading a project on Disaster Planning and Recovery for Tasmanian businesses. DPAC is now the central agency responsible for recovery and with the processes and governance set in place the Tasmanian Government is more prepared than ever to respond to future recovery efforts.

Some of our other key achievements throughout the year included:

- The launch of the updated Good Governance Guide and education activities to support elected local government members and senior council staff.
- Drafting 99 Bills and 181 Subordinate Instruments.
- Hosting major official visits from the President of Ireland, His Excellency, Michael D Higgins, and His Royal Highness, the Prince Edward, Earl of Wessex.
- Delivery of the *Workforce Diversity and Inclusion Action Plan 2017-18* for DPAC.
- Supporting athlete availability and preparation for the Commonwealth Games.
- Supporting the Housing Summit hosted by the Premier.
- Release of the *Accessible Island: Tasmania's Disability Framework for Action 2018-2021*.



- Continuing the collaborative work with the University of Tasmania as part of our ten-year partnership agreement.
- Leading progress of the White Ribbon Program across Government.
- Leading the roll out of 22 of the 23 actions of *Safe Homes, Safe Families* as well as receiving national recognition for our work on family violence by winning the Prime Minister's Award for Excellence in Collaboration (IPAA Awards).

This Annual Report contains many more examples of the quality work our people have delivered over the last 12 months. I'm proud to be a part of this collaborative and inclusive team who exemplify our DPAC values of excellence, customer focus, working together and professionalism.

I'm keen to explore how we work in DPAC, with each other and across the State Service and beyond. This means thinking about how we might be able to continue to improve our services and advice, while also ensuring that DPAC offers a diverse and rewarding work environment for its staff. I look forward to doing this in partnership across the State Service.

Jenny Gale

Secretary

Department of Premier and Cabinet



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