



Our Divisions

OFFICE OF THE SECRETARY

About Us

The Office of the Secretary provides overall strategic management of the Department and;

- ensures that comprehensive, timely and accurate services that support the machinery of Government are maintained;
- manages critical issues that are highly sensitive and may impact on the successful implementation of the Government's overall policy framework;
- provides executive support to the Secretary and Deputy Secretaries;
- manages critical issues related to the administration of Government;
- is primarily responsible for responding to Right to Information requests and appointments of Heads of Agencies;
- provides administrative support for Executive Government bodies such as Cabinet and the Executive Council; and
- acts as the primary link between the Department and the Office of the Premier.

COMMUNITIES, SPORT AND RECREATION

About Us

Communities, Sport and Recreation develops and supports the opportunity for all Tasmanians to participate in community life, sport and recreation. Our focus is on building organisational and individual capacity including the development of Tasmania's high performance athletes.

We deliver a number of whole-of-government programs aimed at increasing opportunities for participation and social inclusion, as well as programs to address participation barriers for specific population groups.

We also deliver a wide range of grants to build community capacity to meet the community, sport and recreation needs of Tasmanians and use our grants expertise to support achievement of Government health and wellbeing priorities.

A key role of CSR is to provide policy advice and lead whole-of-government policy initiatives to strengthen social and economic outcomes for population groups. The Division supports a number of peak bodies and advisory structures that act as a link between particular communities and Government, and ensure that Government policy takes into account the views of the Tasmanian community.

From the 1 July 2018 Communities, Sport and Recreation will become part of the newly formed Department of Communities Tasmania.

CORPORATE AND CULTURE DIVISION

The Corporate and Culture Division comprises the following branches and units:

- **Communications and Protocol**

About Us

The Communications and Protocol Unit provides specialist communications and protocol advice and services to a broad range of stakeholders, both internal to DPAC and across the Tasmanian Government, as well as the Tasmanian community, the diplomatic and consular corps, Australian Government and other national jurisdictions. We also manage the strategic programs in support of the priorities of the Department and Government.

- **Financial Management Services**

About Us

Financial Management Services delivers a range of financial and budget services that support the operations of the Department.

These services include managing, monitoring and reporting on the Department's financial position, including preparation of the financial statements; developing and implementing the financial policy; managing and coordinating the Department's budget; maintaining and developing the Department's financial management information system; managing the Department's debtor and creditor processes; and coordinating the Department's insurance.

- **Human Resources**

About Us

The Human Resources team provides a comprehensive HR management and advisory service to the Department as well as Ministerial and Parliamentary Support. The Human Resources team are responsible for payroll; HR policies and guidelines; occupational health and safety; and provision of advice on all human resource issues.

Human Resources partner with management to recruit and retain a highly qualified diverse staff, facilitate positive employee relations, train to enhance and develop employee skills, performance and job satisfaction. The Human Resources team create and implement programs and policies in collaboration with the State Service Management Office to increase organisational effectiveness.



- **Information and Technology Services**

About Us

Information and Technology Services provides support to the Department of Premier and Cabinet and Ministerial and Parliamentary Support including desktop, telephone, mobile computing and cloud services; corporate, business and web applications support; records and information management support; and network, security and infrastructure services.

- **Ministerial Support Unit**

About Us

The Ministerial Support Unit leads DPAC's ministerial support teams, providing specialist advice and services to a broad range of stakeholders both internal to the agency and across Government. Within the Unit are:

- the Ministerial Requests Team, which oversees much of the advice flow to and from the Premier and our Ministers' Offices;
- the Departmental Liaison Officers in the Premier's Office, who coordinate the Premier's correspondence; and
- the Ministerial Transport Service, which is the team of drivers who provide a statewide professional transport service to the Premier, Cabinet and other approved clients.



• Portfolio Services

About Us

Portfolio Services manages and coordinates major Parliamentary processes for the Department. These services also facilitate the effective flow of information and material to and from the Secretary and Deputy Secretaries and provide support to divisions and units with the preparation of information and material for the Secretary, Deputy Secretaries, the Premier, other Ministers supported by the Department, and the Parliamentary Secretary to the Premier.

• Properties and Procurement

About Us

Properties and Procurement manages works and services to the buildings that are occupied by the Department of Premier and Cabinet, and Ministerial and Regional Office staff.

Properties and Procurement oversee the Department's building leases and rental arrangements, capital improvements, office fit outs and refurbishments. They also manage the maintenance and repair of Departmental assets, including property maintenance and repairs, vehicle maintenance, general equipment maintenance and servicing, as well as contract cleaning and waste removal.

Properties and Procurement is responsible for the Department's vehicle fleet including cars provided under employment contracts, G-plated vehicles and parking arrangements.

Properties and Procurement coordinate the efficient supply of good and services to Business Units and Divisions as well as coordinating security procedures for the Department and manage the Courier Service.

LOCAL GOVERNMENT DIVISION

About Us

The Local Government Division contributes to the wellbeing of local communities through promoting a sustainable and vibrant local government sector and supporting strong collaborative relationships between the State Government and local government.

It does this by developing and maintaining a policy and legislative framework for matters relevant to local government, contributing to the effectiveness of the Premier's Local Government Council, providing executive support to the Local Government Board, and ensuring regular contact between the State Government and local government at the local, regional and statewide level to explore opportunities and resolve issues.

OFFICE OF EGOVERNMENT

About Us

The Office of eGovernment is responsible for:

- leading the development of an ICT Strategy for Tasmanian Government;
- developing policies, standards and guidelines;
- supporting key ICT projects across the Tasmanian Government;
- supporting the governance of ICT; and
- building government statistical assets and capability through Stats Matter.



OFFICE OF PARLIAMENTARY COUNSEL

About Us

The Office of Parliamentary Counsel provides a legislative drafting service for new legislation and amendments to existing legislation as required by the Government's legislative program, preparation of relevant advice on legislative matters and maintains the electronic database of Tasmanian Legislation.

OFFICE OF SECURITY AND EMERGENCY MANAGEMENT

About Us

The Office of Security and Emergency Management supports whole-of-government strategies to prevent, prepare for, respond to, and recover from, emergencies arising from acts of terrorism, natural disasters and other emergencies.

The primary focus of the Office is to assist with the implementation of Council of Australia Government reforms in the areas of natural disasters and counter terrorism.

We work closely with Tasmania's emergency services, other government and non-government organisations, industry groups and the community, managing projects and providing policy advice to Government about prevention, preparedness, response and recovery arrangements for natural hazards and security-related threats.



POLICY DIVISION

About Us

The key role of the Policy Division is to assist the Government by providing impartial and high-quality advice to the Premier and Cabinet on matters of State and national significance.

The Policy Division leads work on issues of high importance to the Premier, especially issues that involve a number of Tasmanian Government agencies. It collaborates with all agencies to ensure that the Government receives considered, balanced and timely advice in areas such as economic, social and strategic policy; environment, resource and planning policy; law and justice; and intergovernmental relations.

SERVICE TASMANIA UNIT

About Us

Service Tasmania's responsibility is to provide a place for government services and transactions in Tasmania. Its aim is to make it easier for the Tasmanian community, especially in rural and regional areas, to do their everyday business with government either online, over the counter or over the phone.

Service Tasmania works closely with State Government agencies to help deliver transaction and information solutions for the communities it serves, as well as forming partnerships with Commonwealth and Local Government organisations to also deliver their services through the Service Tasmania network.



STATE SERVICE MANAGEMENT OFFICE

About Us

The key role of the State Service Management Office is to assist the Premier (as the employer) to balance the social, economic, cultural and political aims of Government through high-quality policy for State Service employment management and development.

To achieve this, the office comprises units that provide policy and services on:

- **workforce management and relations:** employment policy and programs; industrial relations; health, wellbeing and safety; and managing positions;
- **workforce development:** training, education and development delivered through The Training Consortium; development of management and leadership programs; and coordination of the TSS Scholarship Fund; and
- **workforce reform:** performance culture and governance arrangements.

TASMANIAN CLIMATE CHANGE OFFICE

About Us

The Tasmanian Climate Change Office coordinates the Tasmanian Government's climate change action in partnership with business, community and other levels of government. The TCCO has the responsibility of monitoring, analysing and reporting on Tasmania's greenhouse gas emissions.

The TCCO also provides advice to the Government on climate change matters – with a particular focus on: how Tasmania can capitalise on the opportunities from a changing climate and the development of a low-carbon economy; improve its capacity to prepare for and respond to the impacts of climate change; reduce greenhouse gas emissions; and contribute to national policy development.

The work of the TCCO is guided by the *Climate Change (State Action) Act 2008 (the Act)*. The Act provides for the Climate Change (Greenhouse Gas Emissions) Regulations 2012 which set the 1990 baseline and the method for measuring Tasmania's greenhouse gas emissions. There is a legislated requirement for the Act to be reviewed every four years. The first review was completed in 2012 and the second review was completed in 2016.

TMD

About Us

TMD develops and provides across-government communications and business solutions, including voice and data services, commodity business services, hosting and support, whole-of-government ICT contract management, and service support.

Through the delivery of excellent service, value for investment and compelling solutions, we strive to remain the preferred provider of whole-of-government ICT solutions in Tasmania.