



Our Department

The Department of Premier and Cabinet (DPAC) is a central agency of the Tasmanian Government. The Department provides a broad range of services to Cabinet, other members of Parliament, Government agencies and the community.

The Department works closely with the public sector, the community, local government, the Australian Government and other state and territory governments. The Department also provides administrative support to the Tasmanian Community Fund which is separately accountable and reports directly to Parliament.

OUR VISION

Leading by example in a respected and valued State Service.

OUR PURPOSE

Improving the lives of Tasmanians by leading and supporting the State Service to deliver the Government's priorities.

OUR ROLE

We work in partnership with the communities we serve and the agencies we lead to:

- provide public policy services;
- deliver Government information and services;
- manage intergovernmental relations;
- lead and coordinate whole-of-government initiatives;
- support the machinery of Government;
- administer statutory responsibilities; and
- support the Tasmanian State Service.

OUR VALUES



Excellence

We strive for excellence at all times.



Customer focus

Our customers are at the centre of what we do and how we do it.



Working together

We support and respect one another and work with others to achieve results.



Being professional

We act with integrity and are accountable and transparent.

OUR STRATEGIC PRIORITIES

During 2018-19, we worked on the following priorities for the Government and the Tasmanian community:

1. State Service workforce

Improve the Tasmanian State Service Employment Framework to reflect the changing nature of our work, increase capability, and build a safe, diverse and inclusive workforce.

2. Emergency and recovery

Build community resilience to natural disasters and other emergencies. Prepare for and lead coordinated State Government recovery efforts following emergencies. Work with other jurisdictions on a coordinated approach to counter-terrorism.

3. Local government governance

Promote good governance across the local government sector. Increase the use of data in performance management, and support local councils to investigate reform opportunities that will improve service delivery.

4. ICT investment and cyber security protection

Lead a strategic, whole-of-government approach that drives future investment and addresses cyber security and other emerging ICT risks.

5. Service delivery

Provide a range of services to the Premier, Ministers, Tasmanian Government agencies, non-government organisations and the Tasmanian community.

6. Policy and programs

Develop policy, provide advice and deliver programs to the Premier, Ministers, Tasmanian Government agencies, non-government organisations and the Tasmanian community.

OUR ORGANISATIONAL PRIORITIES

We recognise that to achieve our vision, effectively undertake our role, and deliver our work priorities, we require systems, processes and employee engagement that are organisationally efficient and effective, and that meet the needs of both internal and external stakeholders.

1. Building stronger relationships

Consciously build collaborative relationships within and outside DPAC to deliver better results.

2. Valuing our people

Recruit, support and develop people with the right skills to meet our current and future needs.

3. Focusing on results

Organise DPAC around the results to be delivered.

4. Integrating policy and services

Improve service delivery and policy development by connecting the two formally and informally.

5. Simplifying systems and processes

Simplify our systems and processes, and improve services.

GOVERNANCE

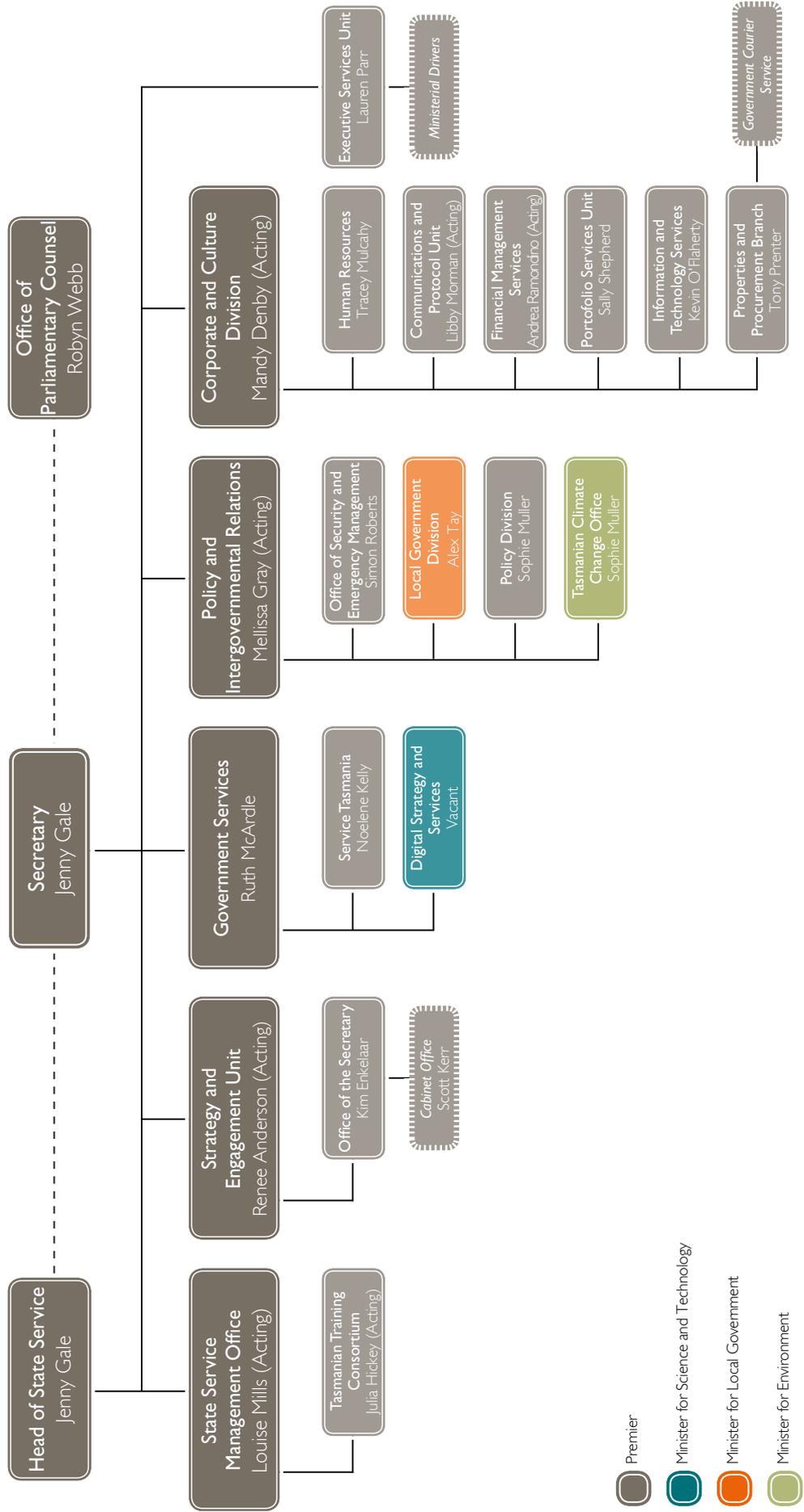
The Department is led by the Agency Executive Committee which provides advice to the Secretary. Its focus is on strategic matters and monitoring financial and organisational performance, risk and compliance standards. The Secretary chairs the Committee which meets weekly.

The DPAC Leadership Group is chaired by the Secretary and meets monthly or as required throughout the year. Areas of discussion for this Group include key agency matters, budget, organisational development and emerging issues for Government. The Secretary, together with other Agency Executive Committee members and division heads are members of this Group.

The Divisional structure of the Department is aligned to the outputs and services provided and the responsibilities of the Portfolio Ministers.

The relationship between the Ministers, Outputs and Divisions is shown in the organisational chart on page 8 and in the Output Structure table on page 9.

The Department holds monies in a trustee capacity on behalf of the Tasmanian Community Fund.



MINISTERIAL RESPONSIBILITIES AND OUTPUT GROUP STRUCTURE

As at 30 June 2019 the Ministerial and Output Group Structure was as follows:

Output group / Output	Responsible Minister	Responsible Department Division/Unit
1. Support for executive decision-making		
1.1 Strategic policy and advice	Will Hodgman MP Premier	Policy Division
1.2 Climate Change	Elise Archer MP Minister for Environment	Tasmanian Climate Change Office
2. Government processes and services		
2.1 Management of Executive Government processes	Will Hodgman MP Premier	Office of the Secretary
2.2 Principal and subordinate legislation	Will Hodgman MP Premier	Office of Parliamentary Counsel
2.3 Tasmanian Government courier	Will Hodgman MP Premier	Corporate and Culture Division
2.4 Corporate support to Ministerial and Parliamentary offices and Office of the Governor	Will Hodgman MP Premier	Corporate and Culture Division
3. Electronic services for Government agencies and the community		
3.1 Information, technology and digital services strategy and policy development	Michael Ferguson MP Minister for Science and Technology	Digital Strategy and Services
3.2 Management and ongoing development of Service Tasmania	Will Hodgman MP Premier	Service Tasmania
3.3 Delivery of IT Services	Michael Ferguson MP Minister for Science and Technology	Digital Strategy and Services
4. State Service management		
4.1 State Service employment and management	Will Hodgman MP Premier	State Service Management Office
5. Security and emergency management		
5.1 Security and emergency management	Will Hodgman MP Premier	Office of Security and Emergency Management
6. Local government		
6.1 Local government	Peter Gutwein MP Minister for Local Government	Local Government Division

The Department also supports the Parliamentary Secretary to the Premier, the Hon Mark Shelton MP.



Our Divisions

CORPORATE AND CULTURE DIVISION

Communications and Protocol Unit

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 providing financial support services and reporting to the Department's Executive, monitoring and reporting on the Department's financial position, preparing financial statements; developing and implementing financial policy; coordinating the Department's budget; maintaining and developing the Department's financial management information system; financial analysis of revenue and

expenditure streams of the Department; and managing the Department's debtor and creditor processes.

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 is responsible for provision of advice on all human resource issues; HR policies and guidelines; work health and safety and wellbeing; and payroll services.

Human Resources partners with managers to recruit and retain highly-qualified diverse staff; facilitate positive employee relations; develop and enhance employee skills, performance and job satisfaction. The Human Resources team creates and implements 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.

Portfolio Services Unit

About Us

The Portfolio Services Unit:

- manages and coordinates major Parliamentary processes for the Department;
- facilitates the effective flow of information and material to and from the Secretary and Deputy Secretaries; and
- provides support to the Department's divisions and units with the preparation of material for the Secretary, Deputy Secretaries, the Premier and other Ministers supported by the Department.

Properties and Procurement Branch

About Us

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

The Properties and Procurement Branch oversees the Department's building leases and rental arrangements, capital improvements, office fit outs and refurbishments. It also manages 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.

It provides high-level procurement, contracting and grants management advisory services; coordinates the efficient supply of goods and services to business units and divisions; coordinates security procedures for the Department; and manages the Courier Service.

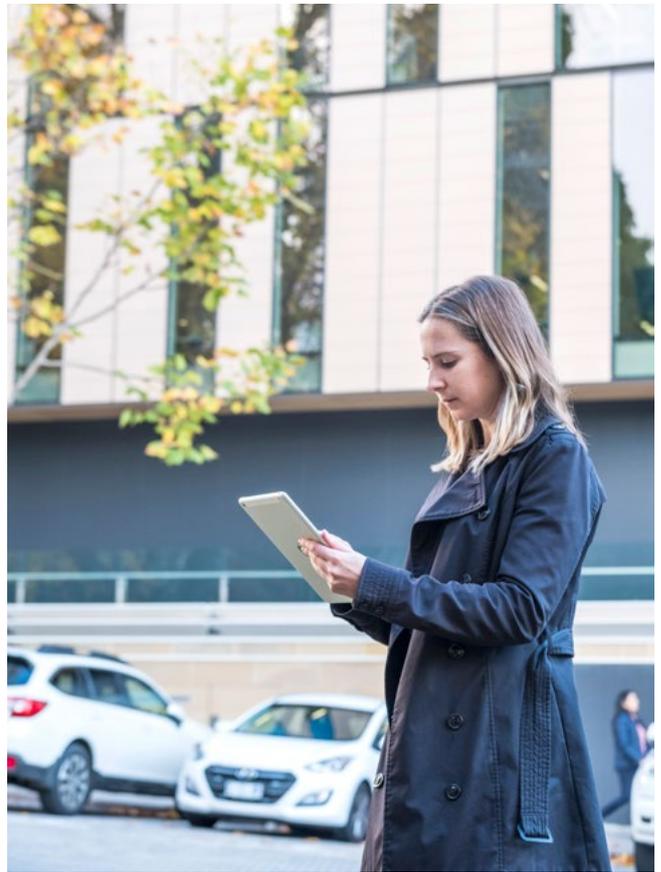
The Properties and Procurement Branch also manages the Department's insurable interests through the Tasmanian Risk Management Fund.

DIGITAL STRATEGY AND SERVICES

About Us

Digital Strategy and Services (DSS) advises and supports the Tasmanian Government and its agencies to achieve priority objectives and core business outcomes through the provision of fit-for-purpose digital policy and technology solutions.

DSS works with client agencies to identify common needs and synergies, aggregate demand, consolidate capability, and recommend and provision digital and technology solutions.



EXECUTIVE SERVICES UNIT

About Us

The Executive Services Unit (ESU) provides specialist advice and services to a broad range of stakeholders both internal to the Agency and across Government. ESU reports directly to the Secretary, DPAC and is responsible for:

- providing executive support to the Secretary, DPAC;
- coordinating ministerial requests;
- coordinating the Premier's correspondence, which is handled by our Departmental Liaison Officers in the Premier's Office; and
- the Ministerial Transport Service, which is the team of drivers who provide a statewide professional transport service to the Premier, Cabinet members and other approved clients.



LOCAL GOVERNMENT DIVISION

About Us

The Local Government Division contributes to an efficient, effective and sustainable local government sector; and strategic outcomes between councils and the Tasmanian Government. The Division works to facilitate a well governed, responsive and sustainable local government sector; which acts in the best interests of Tasmanian ratepayers and residents.

The Local Government Division works with stakeholders to:

- provide expert policy advice on local government matters;
- administer and ensure the sector's compliance with relevant legislative and regulatory provisions;
- enhance local government performance through supporting good governance practices and ensuring transparent performance monitoring;
- deliver education and training;
- support the Local Government Board and Boards of Inquiry; and
- ensure regular contact between the Tasmanian Government and local government so that the sector's views inform key regulatory and policy decisions, including through supporting and Premier's Local Government Council (PLGC).

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; prepares relevant advice on legislative matters; and maintains the electronic database of Tasmanian Legislation.

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.

OFFICE OF SECURITY AND EMERGENCY MANAGEMENT

About Us

The Office of Security and Emergency Management provides policy advice on security and emergency management from a whole-of-government perspective. It works closely with emergency services, government agencies, local government, non-government organisations and the community to develop and implement strategies for emergency prevention, preparedness, response and recovery.

The Office contributes to national policy development through participation in intergovernmental forums and assists with the implementation of Council of Australian Governments reforms in the areas of natural disasters and counter terrorism.

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

About Us

The role of Service Tasmania is to make it easier for Tasmanian communities to transact everyday business with Government over the counter, by phone or online.

Service Tasmania works closely with Tasmanian Government agencies to deliver multiple Government services and information to people in all areas of the state. The Service Tasmania network also provides a range of services and information on behalf of some federal and local government organisations.

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 Tasmanian Training Consortium; development of management and leadership programs; and coordination of the TSS Scholarship Fund; and
- workforce reform: performance culture and governance arrangements.



STRATEGY AND ENGAGEMENT UNIT

About Us

The Strategy and Engagement Unit develops and implements key government priorities under a Strategic Growth framework, including jobs mapping, projections and planning for Tasmania's continued economic growth. It will target regional communities and key areas, such as young people and long-term unemployed, so that all Tasmanians can share in the benefits of a strong economy.

TASMANIAN CLIMATE CHANGE OFFICE

About Us

The Tasmanian Climate Change Office (TCCO) 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 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.