

1. A copy of all information relating to the positions allocated in DPAC that are required as part of their role to administer and support the Ministerial Transport Service, including salary and duty responsibility information.

An administrative assistant was appointed in April 2014 to provide administrative support to the Ministerial Transport Service (MTS) at General Salary Stream - Band 2. The salary including on-costs is \$60, 848.71 per annum. (A Statement of Duties is attached). 80% of this position is dedicated to providing administrative support to the MTS, the other 20% is dedicated to other clerical duties within DPAC.

The Manager Properties and Procurement has responsibility for the effective management and operation of the Ministerial Transport Service. However, his salary is funded from other sources and not funded from the Ministerial Transport Service budget.

2. A copy of all information relating to the number of drivers in the casual employment pool and the cost of those drivers per month, the number of hours worked per month since March 2014 to current

There are currently six casual ministerial drivers employed by the Department of Premier and Cabinet who provide ministerial transport services when a permanent driver is unavailable to perform ministerial driving duties.

These occasions may arise in circumstances where a permanent driver takes annual leave, is on rostered days off or has taken unplanned leave.

Casual drivers may also be called upon when permanent drivers are required to assist with "Official Dignitary Visits".

The casual driver pool was established in early 2015. The following table outlines the cost and hours worked by each casual driver since March 2014. Please note I have de-identified the names of drivers, and listed them in no particular order.

Name	Month	Total Hours	Cost
Driver One	May 2015	23.5	\$751.73
	June 2015	10.75	\$376.98
	July 2015	17.5	\$1,015.59
	August 2015	0	\$11.15
	September 2015	9	\$522.30
	November 2015	9.5	\$311.66
		76.75	\$3,333.28
Driver Two	May 2015	2.5	\$79.97
	June 2015	0.67	\$21.43
	September 2015	2.5	\$80.32
	October 2015	6	\$202.48
		11.67	\$384.20
Driver Three	May 2015	3.5	\$111.96
	June 2015	9	\$521.96

Name	Month	Total Hours	Cost
	July 2015	7	\$354.14
	September 2015	2.25	\$456.48
		21.75	\$1,060.34
Driver Four	May 2015	3	\$95.97
	June 2015	65.5	\$2,577.04
	July 2015	85.25	\$3,394.58
	August 2015	25.5	\$948.75
	September 2015	28.75	\$983.86
	October 2015	33.5	\$1,140.98
	November 2015	25	\$1,883.18
		266.5	\$11,024.36
Driver Five	June 2015	3	\$95.79
	July 2015	4	\$127.96
	September 2015	3.5	\$122.16
		10.5	\$346.09
Driver Six	March 2015	1.75	\$74.40
	April 2015	16	\$764.80
	May 2015	1	\$41.66
	August 2015	0.98	\$41.50
	October 2015	1.65	\$69.88
		21.4	\$992.24
	TOTALS	408.57	\$17,140.51

Administrative Assistant

Department of Premier and Cabinet

DIVISION	Corporate Services	POSITION NUMBER	TBA
BRANCH	Properties and Procurement	AWARD	Tasmanian State Service
SUPERVISOR	Facilities Coordinator	CLASSIFICATION	General Stream – Band 2
		CONDITIONS	Permanent, Full-time

OBJECTIVES

Provide an effective and efficient range of administrative services to the Properties and Procurement Branch ensuring compliance with Government policies, processes, and guidelines.

MAJOR DUTIES

1. Provide a range of administrative services to the Branch including undertaking word processing, preparing routine correspondence and general purchasing activities. Provide a reception service to the Division.
2. Assist in the procurement of the Department's communication devices, office equipment, furniture and supplies including liaising with the various suppliers in accordance with government procedures and contracts and take necessary follow up action.
3. Arrange and coordinate the repairs, maintenance and service agreements for office machines and equipment, including arranging the engagement of private contractors to undertake maintenance work within the Department.
4. Assist in the coordination and relocation of Departmental and Ministerial offices.
5. Assist with the Department's fleet management responsibilities and maintain the Department's asset management databases.
6. Undertake general finance reconciliation and processing of invoices.
7. Assist with the management of the Ministerial Transport Reservation Service.
8. Undertake other duties within this level and range of responsibilities which are within the employee's competence and skill level.

STATEMENT OF DUTIES

LEVEL OF RESPONSIBILITY

Responsible for providing an efficient and effective reception services and administrative support function, ensuring standards and work deadlines are met within the overall direction and guidance that is provided through policies, procedures, standards, templates and other requirements of the Department of Premier and Cabinet.

Decisions made are based on the exercise of judgement and initiative and will affect the provision of effective administrative and clerical support.

REPORTING STRUCTURE

The Administrative Assistant is responsible to the Facilities Coordinator who will provide instruction and guidance on work practices and processes.

SELECTION CRITERIA

1. Knowledge of, and experience with, office practices and procedures together with the capacity to undertake a wide range of administrative tasks.
2. Well-developed interpersonal and communication skills with the ability to prepare routine correspondence and provide a professional and effective client focused administrative and reception service.
3. Proficient computer and keyboard skills including experience in operating word processing, applications, electronic records management systems, and administrative databases.
4. Demonstrated ability to exercise initiative, judgement and discretion and capacity to organise and prioritise duties to meet specified timeframes and undertake tasks with a high level of accuracy.
5. Ability to work effectively as part of a team, develop cooperative relationships and be flexible in undertaking allocated duties.

WORKING ENVIRONMENT

DPAC Values

DPAC is a value-based organisation demonstrated by aligning our purpose, behaviour and work practices with values of the department. Our values are:

- Professional - we aim for excellence and act with integrity and impartiality.
- Accountable - we are focussed on achievement, open to questioning and responsible for our actions.
- Collaborative - we respect and value the expertise of others and seek to work in partnership.
- Forward looking - we plan so we can be responsive to future needs.
- Connected to the Community - we seek to understand and engage with the community and communities of interest.
- Supportive - we seek to provide a family friendly and flexible workplace that fosters mutual respect and open communication.

For more information about DPAC visit www.dpac.tas.gov.au

State Service Principles

Employees should familiarise themselves with the State Service Principles ([Employment Principles](#)) and must work to ensure the Principles are embedded into the culture of the Agency and that the Principles are applied to all Agency decision making and activities.

Code of Conduct

The State Service Code of Conduct ([The Code](#)) complements the State Service Principles and requires employees and officers to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the State Service.

Information Management

All employees are responsible and accountable to:

- Keep good records of the information produced, received or acquired.
- Make records to support what they do.
- Register documents in the Departments Records Management System; and
- Ensure all finals of documents are assigned as final in the Records Management System.

STATEMENT OF DUTIES

Work Health and Safety & Workplace Diversity

The Department is committed to high standards of performance in respect to work health and safety and managing diversity.

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

The position is located in a smoke free air-conditioned office in Hobart. Smoking is not permitted in the workplace or government vehicles.

Staff are also responsible for adhering to the instructions within the security plan and are expected to be pro-active in identifying threats in their workplace. In particular, challenging or reporting anyone who is not properly identified within their workplace. All staff are to be familiar with and participate in all evacuation drills.

APPROVED BY _____ DATE _____
GENERAL MANAGER

CERTIFIED BY _____ DATE _____
HUMAN RESOURCES