



## Our People and Policies

DPAC is a place where employees feel included, valued and respected; have mutual respect for one another; and have access to opportunities that support full participation and flexibility at work.

We embrace our differences and strive for a workplace that better reflects the diverse community in which we live. We lead a culture that inspires people to be professional, strive for excellence, work together and be customer focussed.

We remain committed to the management of our people by:

- developing workforce planning processes and actions to support sound workforce management practices;
- creating a safe, supportive and inclusive work environment where employees are valued, committed and accountable;
- supporting processes and practices which recognise and reward excellence, team work, customer service and professionalism;
- strengthening our leadership and people management capability; and
- ensuring our policies and practices provide transparency, honesty and fairness in the management of our people.

## STRATEGIC INITIATIVES

### Employee Survey

Our focus for 2018-19 was analysing and responding to the results of the Tasmanian State Service Employee Survey (the Employee Survey).

The Employee Survey is run by DPAC's State Service Management Office and seeks State Service employees' views on important workplace issues.

DPAC had a very strong response rate to the Employee Survey, with 78 per cent of employees taking the time to have their say.

The most positive results included that:

- 90 per cent of respondents said that "my Agency provides a safe work environment";
- 75 per cent of our employees agreed that their workgroup encourages and supports a good work/life balance; and 84 per cent felt DPAC supports people with caring responsibilities;
- 88 per cent of people agreed that there are policies in our workplace designed to support employees affected by family violence; and
- 85 per cent responded that their manager encourages behaviours that are consistent with the Agency's values.

These results indicate that the work being done promoting the Department's flexible work arrangements through the 'What Works For Me' flexible working campaign is having a positive effect and that the extensive White Ribbon accreditation work is also having an impact.

The following areas of DPAC's results show where some work is needed:

- of the 52 per cent of employees who noted their workgroup had experienced significant change in the past year, only 35 per cent of respondents felt significant change is managed well in DPAC;
- only 57 per cent of people felt satisfied with the learning and development opportunities in the Department; and
- only 58 per cent felt that senior managers provide clear strategy and direction.

The survey results and subsequent staff feedback identified four key areas for improvement:

1. Strategy and direction and visible leadership
2. Values and behaviours
3. Learning and development
4. Change management and engagement.

### Strategic Plan

The DPAC Strategic Plan 2019-2022, which is to be released on 1 July 2019, will articulate the strategic direction of the Agency – our vision, purpose and our priorities for developing DPAC. The DPAC Executive will take the lead in communicating our



strategy and direction. The Strategic Plan will capture initiatives informed by the Employee Survey results.

While ilearn, DPAC's online Learning Management System, continues to offer a diverse range of face-to-face learning opportunities, and offers more than 6,000 online eLearning courses to our staff, it is proposed that the Performance Management and Development (PMD) review and refresh project will be key to addressing opportunities for improvement in learning and development identified through the Employee Survey.

In addition, key policies and procedures to support our strategic work, including flexible work, workplace adjustments, workforce diversity and inclusion, occupational violence and aggression, and attendance management, continued during this period.

Strategic projects focusing on performance management and development, recruitment, flexible workplaces, and the development of a capability framework also continued during 2018-19.

### Staff consultation

During 2018-19 the Department consolidated a number of diversity and inclusion working groups into one group, named the Culture and Inclusion Consultation Group (CICG). This group has members from most divisions and helps shape culture and inclusion initiatives in DPAC. CICG does this by:

- seeking and providing input into DPAC's policy response action and work plans on behalf of their portfolio areas;
- acting as a conduit for feedback from their portfolio areas about DPAC's policy response action and work plans; and
- promoting and supporting culture and inclusion actions in DPAC.

## STAFFING INFORMATION

As at 30 June 2019, DPAC had 474 employees (396.8 paid Full-time Equivalent (FTE)) and 160 appointees (148.0 Paid FTEs) in Ministerial and Parliamentary Support. This included Tasmanian State Servants (TSS), non-Tasmanian State Servants (non-TSS) and casual employees, and excludes employees on unpaid leave. The figures are presented below in two groups: DPAC; and Ministerial and Parliamentary Support (MPS).

### Paid Headcount and Paid FTE – DPAC Employees at 30 June 2019

Table 1.1 – Headcount and FTE by Division 30 June 2019

Divisions	Headcounts			FTEs		
	Female	Male	Total	Female	Male	Total
Corporate and Culture (CCD)*	55	37	92	46.2	35.0	81.2
Digital Strategy and Services (DSS)	29	44	73	27.1	42.5	69.6
Local Government Division (LGD)	10	6	16	9.2	6.0	15.2
Office of Parliamentary Counsel (OPC)	9	2	11	8.2	1.5	9.7
Office of Security and Emergency Management (OSEM)	5	4	9	3.9	4.0	7.9
Office of the Secretary (OTS)	17	2	19	15.2	2.0	17.2
Policy Division	15	6	21	13.2	5.8	19.0
Service Tasmania (ST)	159	32	191	109.4	29.1	138.5
State Recovery Unit (SRU)	0	1	1	0.0	1.0	1.0
State Service Management Office (SSMO)	22	5	27	20.7	4.1	24.8
Strategy and Engagement (S&E)	2	2	4	2.0	1.2	3.2
Tasmanian Climate Change Office (TCCO)	7	3	10	6.6	2.9	9.5
<b>Total</b>	<b>330</b>	<b>144</b>	<b>474</b>	<b>261.7</b>	<b>135.1</b>	<b>396.8</b>

\* The data includes two casuals to fulfil the duties of Government Courier. Data for the Corporate and Culture Division also include 8 Government Couriers (6.2 FTEs).

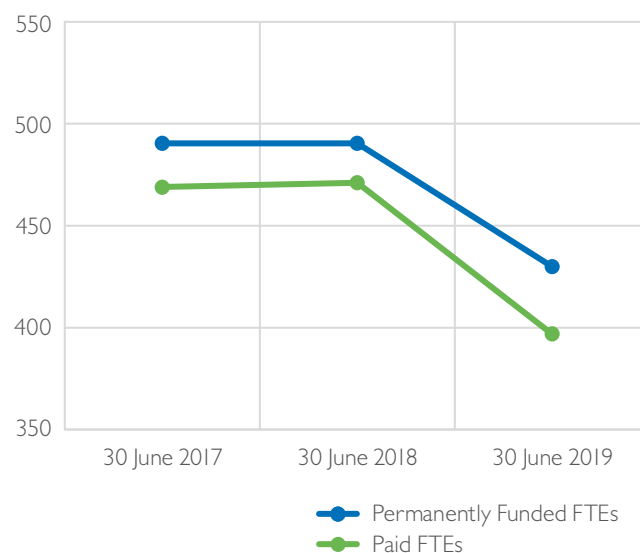
### FTE Change

Total FTEs in DPAC decreased from 471.1 at 30 June 2018 to 396.8 at 30 June 2019.

This is mostly due to the creation of the Department of Communities Tasmania on 1 July 2018, effectively transferring 94 employees (77.1 FTEs) from Communities, Sport and Recreation (CSR) and the Silverdome out of the Agency.

DPAC's Paid Headcount after the departure of CSR and the Silverdome has increased by 16 since 30 June 2018, but only increased by 2.8 FTEs. This change is due to staff working more flexibly. The paid FTE remains below the funded establishment of 429.9 positions.

Chart 1.1 – Paid FTE and Permanently Funded FTE 30 June 2019



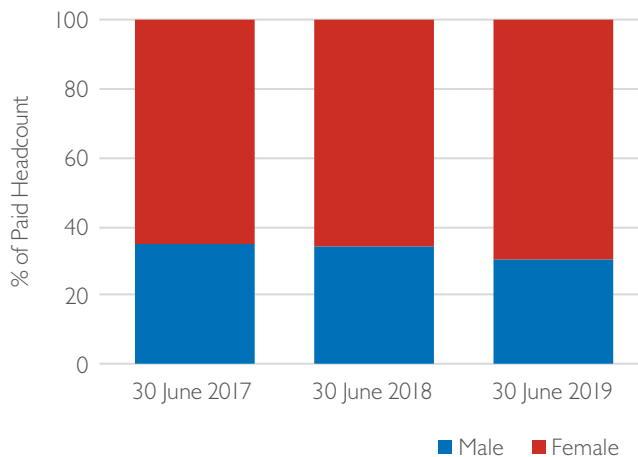
## EMPLOYEE STATISTICS – DPAC

### Gender, Working Arrangements, Employment Type, Age and Salary Range

#### Gender

The majority of DPAC employees as at 30 June 2019 were female (70 per cent), with the ratio of males to females remaining relatively consistent over the past three years.

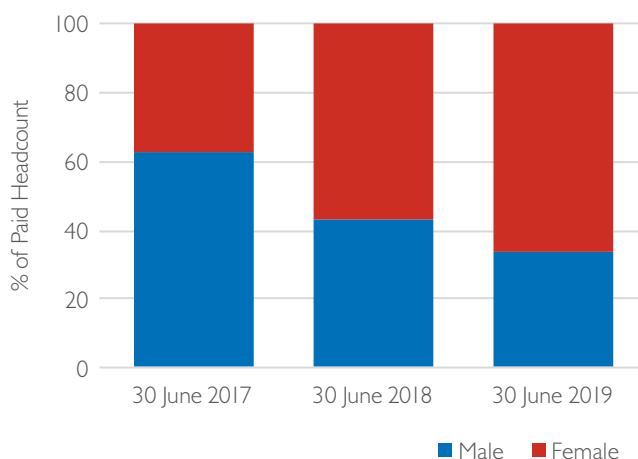
Chart 1.2 – Gender by Paid Headcount 30 June 2019



#### Gender by Senior Executive Service

The State Service is committed to achieving 50/50 gender diversity in the Senior Executive Service, achieving at least 40 per cent representation of females by 2020. As at 30 June 2019, the gender profile of the Senior Executive Service in DPAC was 33 per cent male and 67 per cent female.

Chart 1.3 – Gender by Senior Executive Service by Paid Headcount 30 June 2019



#### Gender by Working Arrangements

Part-time employment is slowly increasing, with just under a third (31 per cent) of the DPAC workforce employed on a part-time basis. The majority (90 per cent) of these employees were female.

Chart 1.4 – Gender by Working Arrangements, by Paid Headcount – Female 30 June 2019

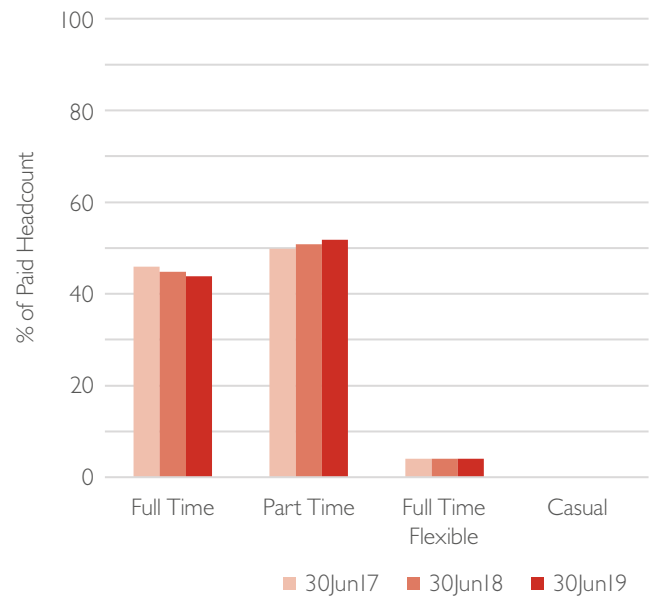
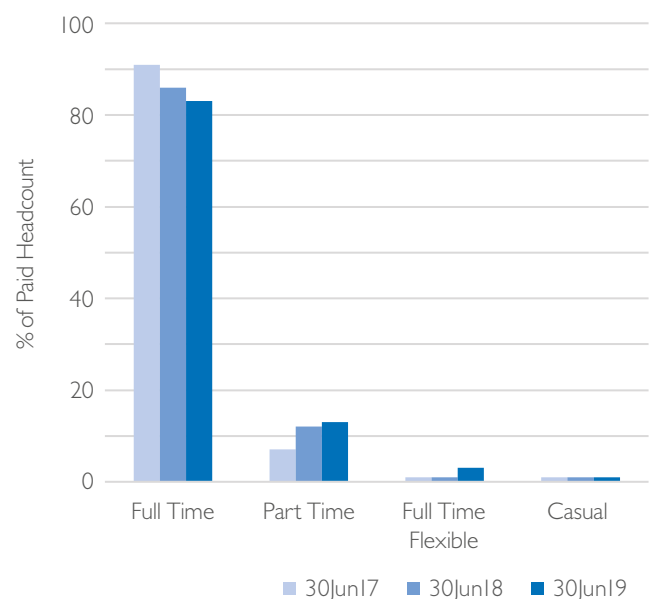


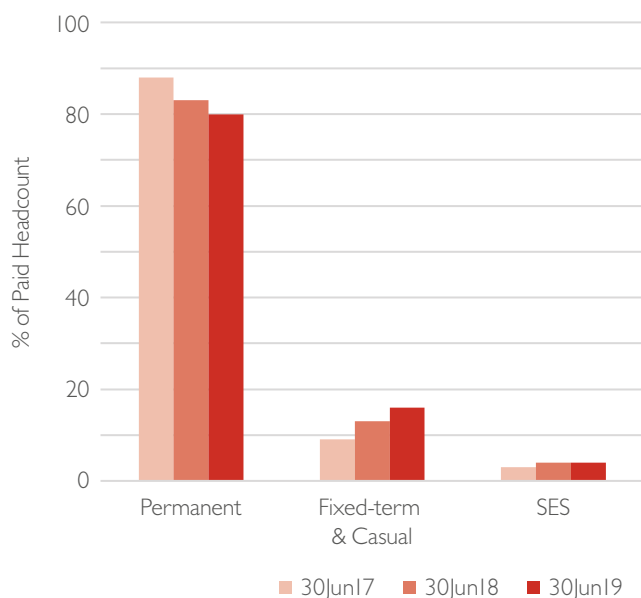
Chart 1.5 – Gender by Working Arrangements, by Paid Headcount – Male 30 June 2019



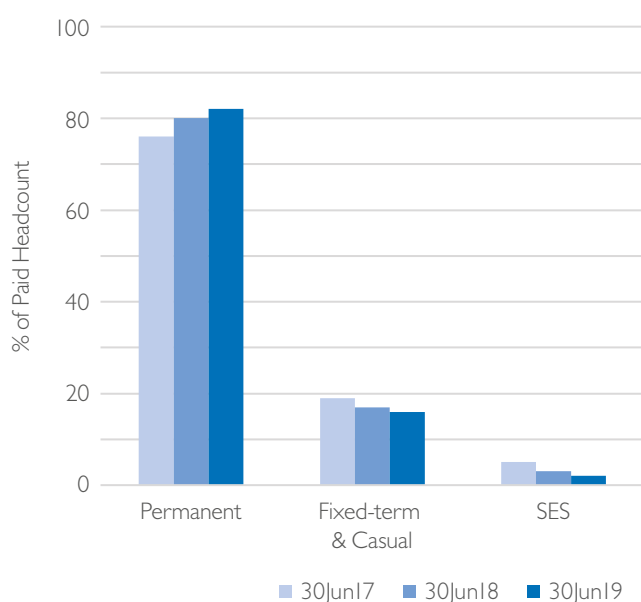
## Gender by Employment Type

The majority (81 per cent) of DPAC employees at 30 June 2019 were permanent. This has remained consistent over the past three years. However, the percentage of females in fixed-term and casual roles has increased, whereas the percentage of males in fixed-term and casual roles has decreased.

**Chart 1.6 – Gender by Employment Type by Paid Headcount – Female 30 June 2019**



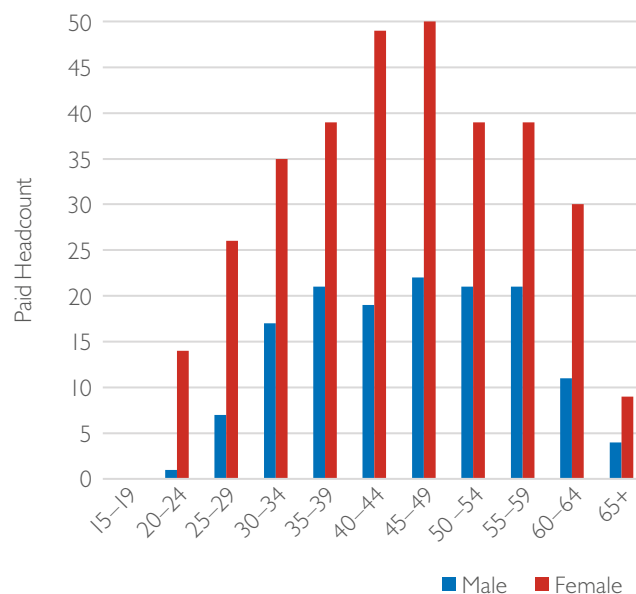
**Chart 1.7 – Gender by Employment Type by Paid Headcount – Male 30 June 2019**



## Gender by Age

The age profile of males is much flatter than that of females, with a relatively even proportion of staff aged between 30 and 60 years old.

**Chart 1.8 – Gender by ABS Age Group 30 June 2019**

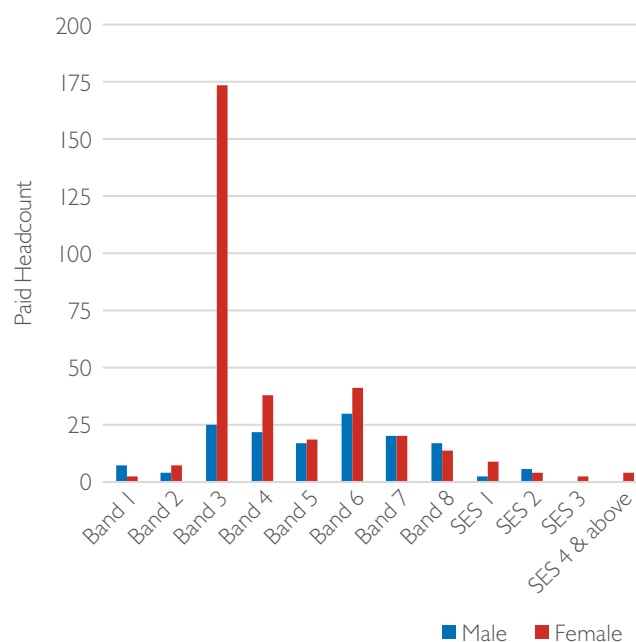


## Gender by Salary Classification

The majority of employees within the Department are classified at Band 3 (37 per cent), with females occupying most of these Band 3 roles (88 per cent).

The average full-time salary for females was \$82,326, compared to \$91,506 for males at 30 June 2019. This is mainly due to the large number of employees undertaking Band 3 customer service roles within Service Tasmania, which accounts for 80 per cent of all Band 3 positions.

**Chart 1.9 – Gender by Salary Classification by Paid Headcount 30 June 2019**







## DPAC Staff Movements

Table 1.2 – DPAC Staff Movements 2018-19

Staff Movements	Male	Female	Total
<b>Appointments</b>			
Permanent	2	11	13
Fixed-term	18	46	64
SES	1	0	1
<b>Total Appointments</b>	<b>21</b>	<b>57</b>	<b>78</b>
<b>Status Changes</b>			
Promotions without advertising	0	0	0
Number of conversions from Fixed-term to Permanent	0	0	0
<b>Total Status Changes</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers/Secondments</b>			
Fixed-term transfers to DPAC as at 30 June 2019	7	16	23
Fixed-term transfers/secondment out of DPAC as at 30 June 2019	11	13	24
<b>Total Transfers/Secondments</b>	<b>18</b>	<b>29</b>	<b>47</b>
<b>Terminations</b>			
Resignations, retirements and contract expiries	21	21	42
Transfers to other agencies	6	16	22
Targeted Negotiated Voluntary Redundancies (TNVRs) (or equivalent)	1	0	1
Workforce Renewal Incentive Payments (WRIPs)	0	0	0
SES Resignations, retirements and contract expiries	4	0	4
<b>Total Terminations</b>	<b>32</b>	<b>37</b>	<b>69</b>

## Targeted and Negotiated Voluntary Redundancies (TNVR), Workforce Renewal Incentive Program (WRIP) and SES terminations

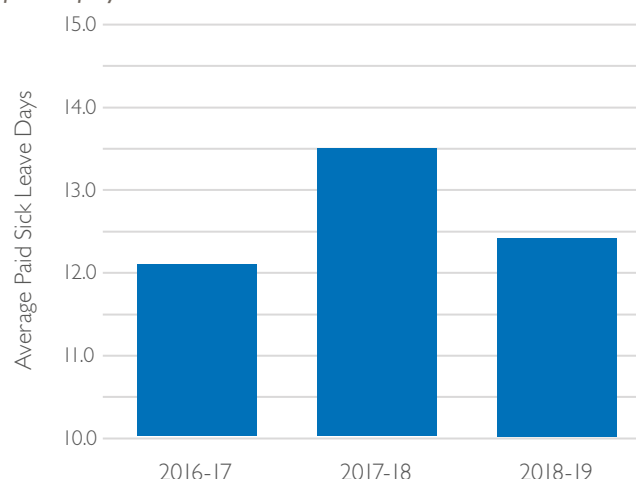
DPAC paid one TNVR and no WRIPs during 2018-19.

## DPAC Leave Management

### DPAC Average Personal Leave (including Sick and Carers Leave)

The average amount of sick leave days taken per employee decreased slightly from 13.5 days in 2017-18 to 12.4 days in 2018-19.

Chart 1.10 – Average Paid Sick Leave Days per Employee 2018-19



### DPAC Leave Liability

Table 1.3 – Average and Excess Recreation Leave and Long Service Leave 30 June 2019

Recreation and Long Service Leave (LSL)	30 Jun 17	30 Jun 18	30 Jun 19
Average number of days recreation leave per employee	15.1	15.6	15.6
Number of employees with >40 days recreation leave	17	22	21
Average number of days LSL per employee (with a minimum of 10 years' service)	48.4	48.3	49.3
Number of employees with >100 days LSL	0	0	0



## EMPLOYEE STATISTICS – MINISTERIAL AND PARLIAMENTARY SUPPORT (MPS)

### MPS Headcount and FTE

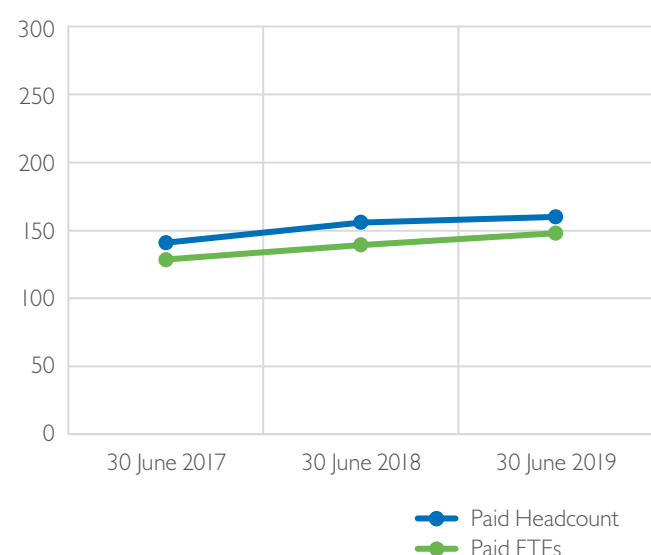
As at 30 June 2019, MPS had 160 appointees (148.0 Paid FTEs). This includes Crown Prerogative appointees, employees seconded from the Tasmanian State Service and Ministerial Drivers and excludes employees on unpaid leave.

Table 1.4 – Paid Headcount and Paid FTE by Group 30 June 2019

Offices	Headcount			FTEs		
	Female	Male	Total	Female	Male	Total
Government Ministerial and Electorate Offices <sup>1</sup>	67	63	130	63.7	59.8	123.5
Labor Opposition Office and Electorate Offices	18	8	26	13.9	7.1	21
Tasmanian Greens Electorate Offices	2	2	4	1.5	2	3.5
<b>Total</b>	<b>87</b>	<b>73</b>	<b>160</b>	<b>79.1</b>	<b>68.9</b>	<b>148</b>

<sup>1</sup> Data includes Speaker of the House of Assembly, Leader of the Government in the Legislative Council and Ministerial Drivers.

Chart 1.11 – Paid Headcount and Paid FTE 30 June 2019

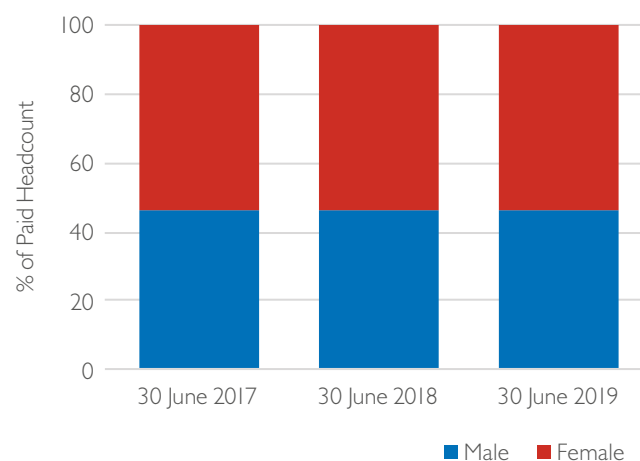


### MPS Gender, Working Arrangements, Age and Salary Range

#### MPS Gender

The gender profile has remained consistent within MPS, with more females (54 per cent) than males (46 per cent) over the past three years.

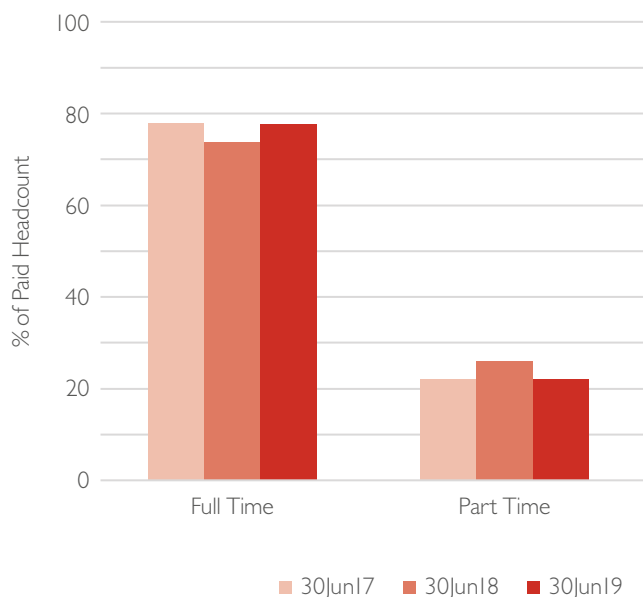
Chart 1.12 – Gender by Paid Headcount 30 June 2019



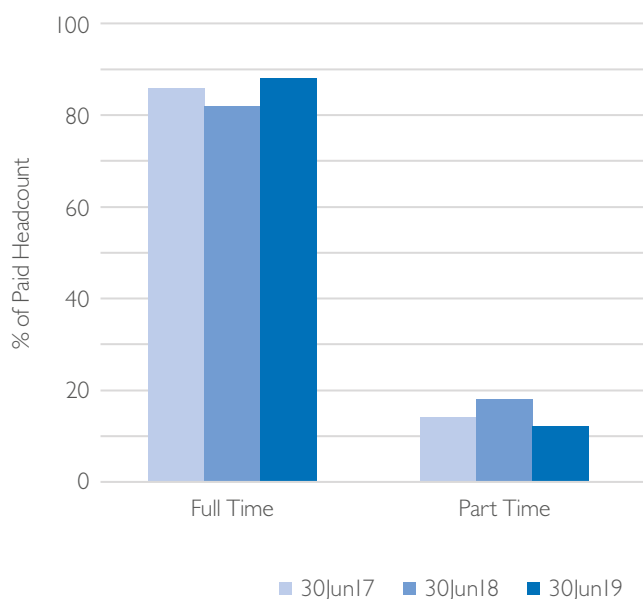
### MPS Gender by Working Arrangements

Part-time employment only represents 18 per cent of the total MPS workforce and has decreased since last year.

**Chart 1.13 – Gender by Working Arrangements by Paid Headcount – Female 30 June 2019**



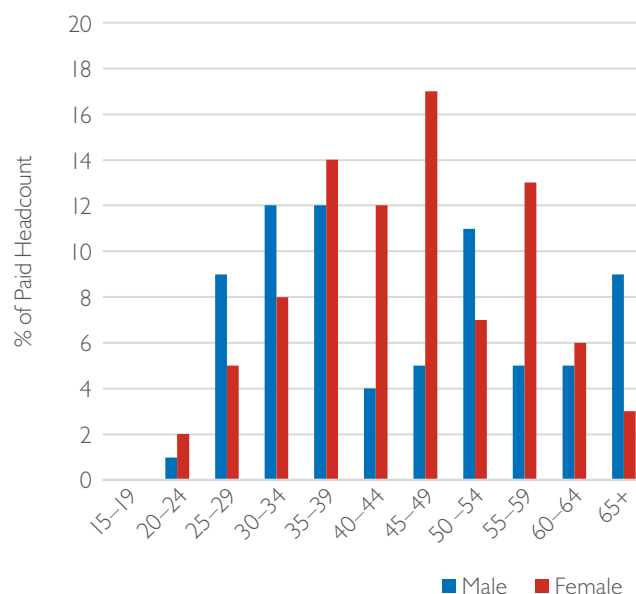
**Chart 1.14 – Gender by Working Arrangements by Paid Headcount – Male 30 June 2019**



### MPS Gender by Age

The majority of male employees are aged between either 25-39 years, 50-54 years or 65+ years. In comparison, the majority of females are aged between either 35-49 years or 55-59 years.

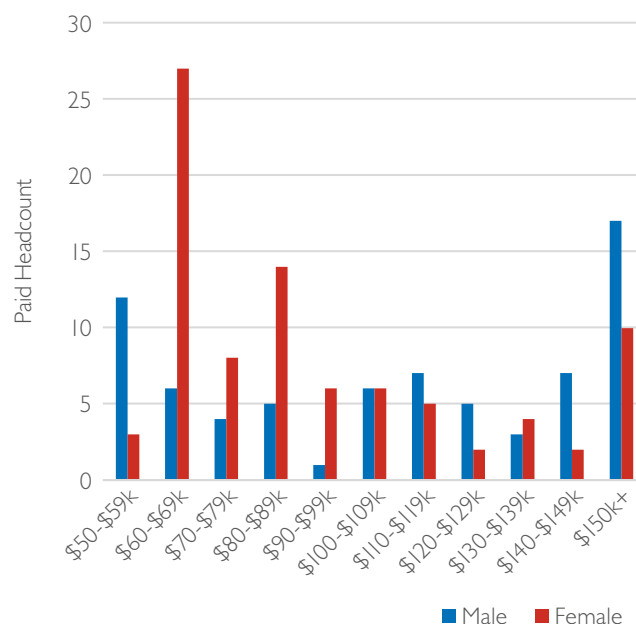
**Chart 1.15 – Gender by ABS Age Group by Paid Headcount 30 June 2019**



### MPS Gender by Salary Range

The average salary for males is \$118,765 and the average salary for females is \$97,020. Salary excludes Ministerial Driver allowances and any/or other allowances.

**Chart 1.16 – Gender by Salary Range by Paid Headcount 30 June 2019**



Note: The chart displays MPS salaries by salary grouping as MPS bands are not equivalent to Tasmanian State Service (TSS) bands.



## MPS Staff Movements

The number of appointments and terminations in 2018-19 have fallen to their lowest levels in four years.

Table 1.5 Staff Movements 2018-19

Staff Movements	Male	Female	Total
Number of employees seconded to MPS	18	12	30
<b>Appointments</b>			
Number of new crown prerogative appointments	8	14	22
Number of new secondments	5	3	8
<b>Total Appointments</b>	<b>13</b>	<b>17</b>	<b>30</b>
<b>Terminations<sup>1</sup></b>			
Number of resignations, retirements and contract expiries	8	8	16
Number of transfers to State Service agencies	2	5	7
Number of terminations	1	1	2
<b>Total Terminations</b>	<b>11</b>	<b>14</b>	<b>25</b>

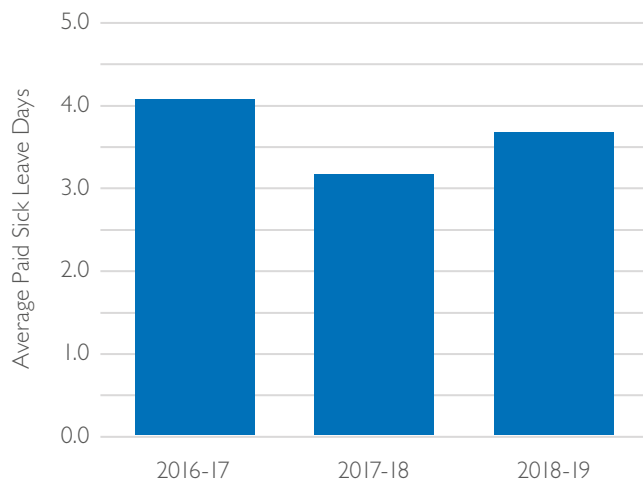
<sup>1</sup> Termination data excludes employees who have recommencement employment.

## MPS Leave Management

### MPS Average Sick Leave

The average amount of sick leave taken has increased slightly from 3.2 days during 2017-18 to 3.7 days in 2018-19.

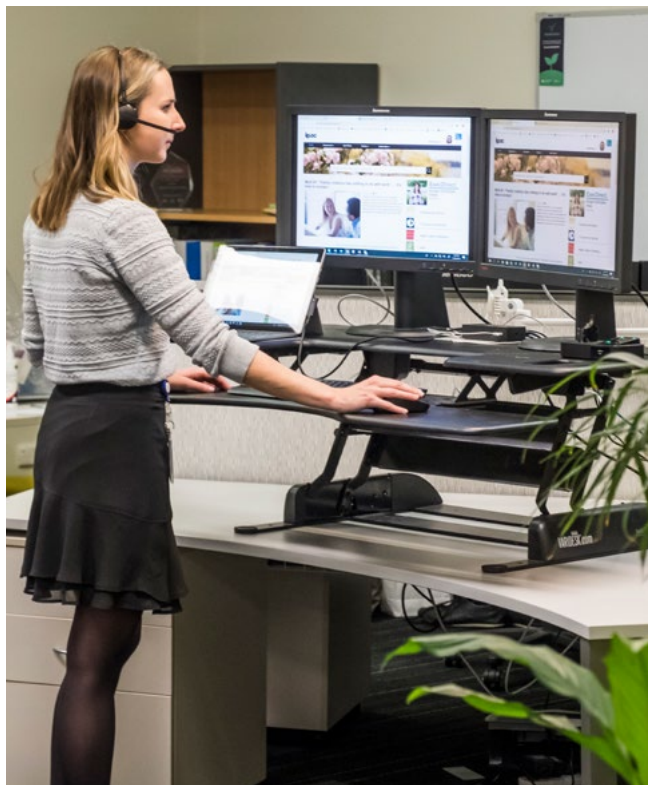
Chart 1.17 – Average Paid Sick Leave 2018-19



### MPS Leave Liability

Table 1.6 Average and Excess Recreation Leave and Long Service Leave 30 June 2019

Recreation and Long Service Leave (LSL)	30 Jun 17	30 Jun 18	30 Jun 19
Average number of days recreation leave per employee	20.2	15.6	19.0
Number of employees with > 40 days recreation leave	15	11	12
Average number of days LSL per employee (with a minimum of 10 years' service)	54.2	52.7	61.2
Number of employees with >100 days LSL	0	0	0



## HUMAN RESOURCES ACTIVITIES

### Performance Management

We are committed to making DPAC a challenging and supportive place to work, and one that develops and fosters its people. The Performance Management and Development (PMD) program provides a mechanism to assess employee performance; to identify the tasks that an employee needs to undertake over the coming year; to create plans to further develop their skills and potential; and also to reward performance.

### Workplace Diversity

We remain committed to achieving an inclusive and diverse workforce at DPAC, and we value the unique experiences, knowledge, and skills that our employees bring to their work. Our employees are diverse in gender, languages, ethnicity, cultural background, age, sexual orientation, and religious beliefs. They also are diverse in their skills and qualifications, where they live and work, their life and work experiences, personality, abilities, family and caring responsibilities, and their experience of disability. This diversity helps us deliver on our organisational goals. We appreciate the importance of a workplace culture that treats external clients and stakeholders with respect and courtesy, regardless of their attributes.

## Accessibility Action Plan

DPAC remains committed to ensuring that our services, facilities, information and employment are inclusive and accessible. In 2018-19, DPAC developed and commenced implementation of the new Accessibility Action Plan 2018-21, following the release of Tasmania's third Disability Framework for Action, *Accessible Island*.

### Accessibility Action Plan 2018-21 – Key achievements

Following are the key achievements from our work on the plan in 2018-19:

- continuing to consult with people with disability on the design and implementation of Tasmanian Government services, policy and legislation, and provide a feedback mechanism;
- working in collaboration across government during the transition to the NDIS: current cross-agency work priorities are the review of transport arrangements and development of nationally consistent NDIS worker screening;
- taking account of access requirements in the internal layout of Service Tasmania service centres through relocation to new sites in Devonport and Launceston and an upgrade of the Hobart premises;
- continuing to use and monitor the Emergency Management Framework for Vulnerable People to assist in the development and maintenance of emergency management arrangements that:
  - consider and prioritise the essential needs of vulnerable people before, during and after an emergency; and
  - enable service providers to readily identify, locate and communicate with vulnerable people in an emergency.
- providing relevant information in TasALERT's 'Get Ready' section, including what to do before, during and after an emergency, is available in AUSLAN and nine languages other than English, chosen in consultation with the Migrant Resource Centre: Chinese, Nepali, Arabic, Farsi, Hazaragi, Dinka, Swahili, Amharic and Oromo;
- ensuring new Tasmanian Government templates are as accessible as possible and include 'top tips' on accessibility and best-practice document formatting. This work has commenced, however completion has been delayed, with the work now expected to be completed in mid-2019;
- promoting and participating in AccessAbility Day 2018. This was well supported by the Agency with two participants. They were exposed to a wide range of DPAC functions including Communications and Protocol Unit, Office of the Secretary and the Cabinet Office;
- actively recruited through the TSS Disability Register and Disability Employment Service providers for entry-level roles.



- continuing the inclusion of a position for a person with disability out of the six graduate positions in the Graduate Program intake. The intake occurs across two years;
- continuing to conduct mental health awareness campaigns in DPAC to reduce stigma and increase support around mental health in the workplace;
- launching the Flexible Work Policy and Workplace Adjustments Policy to promote diversity and inclusion; and
- developing and releasing the accessible information, tools and resources e-learning module on DPACs learning management system to promote the creation of accessible information for people with disability.

The new AAP 2018-21 sharpens DPAC's focus on consulting with people with disability in the design and implementation of Tasmanian Government services, policy and legislation. It recognises the need to continue improving accessibility of services and information. We will collaborate with local government, business and the not-for-profit sector to share our experience and identify new opportunities to reduce barriers and improve accessibility within the community and workplace.

As an employer, we continue to strive to build a workforce that represents the broader Tasmanian community. We will reduce barriers to employment within DPAC, so people with disability can access employment and career development opportunities.

## Learning and Development opportunities

During 2018-19, the Department continued to provide learning and development opportunities to employees on relevant issues.

These included facilitation skills, White Ribbon manager training, managing and investigating workplace misconduct, and time management and prioritisation. We provided managers and leaders with opportunities to participate in ANZSOG training for leaders and the State Service Manager Essentials program.

## Grievance Resolution

Our Grievance Resolution Policy is designed to support employees in resolving workplace grievances in a prompt and professional manner. The Policy encourages employees to reach grievance resolution before a situation escalates, while maintaining positive workplace relationships. In addition, our Workplace Behaviour Policy clearly states that employees should behave in a respectful manner towards all colleagues, to provide a positive working environment, free from bullying, victimisation, sexual harassment and discrimination.

The Department plans a refresh of the Grievance Policy and the Workplace Contact Officer network in 2019-20, following responses to the TSS Employee Survey.

There was one formal grievance reported in the Department during 2018-19.



## Work Health, Safety and Wellbeing Strategies

Promoting the safety, health and wellbeing of our people in simple yet effective ways was a key element of our 2018-19 safety, health and wellbeing plan, and will continue to be a focus in the next year. The DPAC Work Health, Safety (WHS) and Wellbeing Plan aims to continue to create a shared awareness and understanding of our responsibilities to improve our health, safety, wellbeing and injury management performance. The key elements of the 2018-19 plan included:

- promoting safety culture and leadership;
- implementing WHS Management System (WHSMS);
- implementing WHS Risk Management;
- renewing our injury management practice; and
- promoting workforce health and wellbeing.

Some of the highlights of 2018-19 include:

- delivery of a program of discussion topics and activities to promote health and wellbeing;
- delivery of the annual flu vaccination program, in collaboration with two other agencies in the south and north;
- commencement of the WHSMS project, with good progress made in a number of areas including developing the WHS Risk Register;
- WHS Refresher training e-module delivered and a WHS for Managers and Supervisors training package developed and delivered to managers involved with the project;
- progression in mental health and wellbeing education including two 60-minute training sessions delivered by OzHelp Tasmania;
- ongoing, high-functioning WHS Management Committee with commitment and oversight of Work Health, Safety and Wellbeing; and
- revised Injury Management Program.

Nine employees completed Mental Health First Aid training in August 2018, and have since formed a Mental Health collaborative network which meets on a regular basis to look at promoting mental health and reducing stigma within our workplaces. Mental Health First Aid helps people develop skills to support a friend, family member or co-worker developing a mental health problem or experiencing a crisis. With approximately 20 per cent of Australian adults experiencing a mental health illness each year, having trained employees to help support each other is valuable in the workplace and well as in the community.

Approximately 50 employees participated in face-to-face mental health awareness training in Hobart in December 2018 and April 2019. The topics included 'Introduction to Mental Health and Wellbeing' and 'Supporting Others in the Workplace'. OzHelp Tasmania delivered the training sessions and attendees included employees from all levels and areas of the agency. The sessions were also recorded and made

available on the intranet for staff in regional and rural areas. The workplace is an important area where mental health awareness and support can be provided to people who are experiencing or supporting others who have a mental health issue. The workplace is also a valuable forum for promoting positive mental health messages and reducing stigma, which is a key part of national and local mental health programs.

## Performance Measures

The following measures are indicators of the Department's success in actively providing a safe and healthy work environment:

Table 1.7 DPAC

Measure	2015-16	2016-17	2017-18	2018-19
Number of incidents reported	55	69	70	43
Number of hazards reported	*	*	*	3
Number of workers' compensation claims	3	3	8	7
Number of serious claims (one or more weeks off work)	*	*	*	2
Number of First Aid Officers	29	31	32	18
Number of employees completed WHS training	*	*	*	371
Number of employees participating in flu vaccine program	226	204	250	299

\*not available

Table 1.8 MPS

Measure	2015-16	2016-17	2017-18	2018-19
Number of incidents reported	2	6	3	2
Number of hazards reported	*	*	*	0
Number of workers' compensation claims	0	0	3	0
Number of First Aid Officers	2	3	3	5
Number of employees participating in flu vaccine program	28	31	58	70

\*not available



## LONG SERVICE RECOGNITION AWARDS

Each year staff who have provided services to the public for 25 and 35 years are recognised within DPAC. Staff who have provided 40 years across the Tasmanian Government, including State Owned Companies and Government Business Enterprises are also recognised. This program allows us to recognise the individual and collective contributions to the public service over a significant period of time.

In 2018-19 we recognised the following DPAC staff and congratulate them on their achievements.

Years	Name	Overview
40	Laurene Crisp	Commencing as a Typist with the Department of Health Services in 1974, Laurene undertook a range of administrative roles before transferring to DPAC in 1994. She held the position of Executive Officer until retiring in 2014.
35	Jane Clemes	Jane commenced with the Department of Education as a Clerk in 1978. She transferred to DPAC in 1990 and held a number of roles in IT and TMD until her retirement in 2014.
35	Ronald Cullen	Ron joined the RAAF in January 1978 as a Ground Radio Technician, he finished as a Logistics Engineer Flight Sergeant. Ron commenced with DPAC Information Systems in January 1998 and is currently working as Senior Systems Administrator.
35	Scott Kerr	Scott began his career as a Clerk in the Public Service Board Department. He later transferred to Premier and Cabinet in 2000. His current role is Manager, Cabinet and Executive Council.
35	Jeanette McDonald	Jeanette was appointed to the position of Assistant Parliamentary Counsel in 1982. She progressed to Parliamentary Counsel in 1987, Senior Parliamentary Counsel in 1999 and was appointed to the office of Second Deputy Chief Parliamentary Counsel in 2002.
25	Peter Hogue	Peter began his state service career as a Gardener at Government House in 1989; a role he undertook until his retirement in 2014.





Years	Name	Overview
25	Marita Holding	Marita began her state service career in 1992. She has worked at the Department of Treasury and Finance; Tourism Tasmania; the Department of Justice; and now the Department of Premier and Cabinet in the role of Program Director in Digital Strategy and Services.
25	Noelene Kelly	Noelene commenced with the Department of Education as a Graduate Computer Systems Officer. She then transferred to the Department Health, then back to Education, progressing into management positions. She then transferred into Service Tasmania as Deputy Director and in 2017 became the Director of Service Tasmania.
25	Catherine Thornton	Catherine commenced as Clerk in Motor Registry section of Department of Transport in 1992. In 1998 she transferred into the newly formed Service Tasmania, as Client Service Officer.
25	Leonie Wiggins	Leonie commenced employment with DPAC on 22 November 1989 as an Administrative Assistant working within the Cabinet Office. Leonie then worked at the Department of Health until returning to the Cabinet Office as an Executive Officer.
25	Stephen Percival	Steve took on the role of Garden Supervisor at Government House in 1992. The role he continued in until his retirement in 2018.
25	Peter Rice	Peter began his state service career in 1992 with a Tasmanian Government Mining Scholarship. Peter began with DPAC in 2004 and in this time has worked with UTAS and Education. Peter is currently a Principal Cyber Security Officer, Digital Strategy and Services.

## SUPERANNUATION CERTIFICATE

I, Jenny Gale, Secretary, Department of Premier and Cabinet, hereby certify that the Department has met its obligations under the Australian Government *Superannuation Guarantee (Administration) Act 1992* and the Tasmanian *Public Sector Superannuation Reform Act 2016* in respect of those employees who contribute to the following complying superannuation funds:

A&C Gilbertson Super Fund	First Super	Maritime Super
AMG Super	Flourishing Super Fund	Media Super
AMP Custom Super	Ford Andrews Super Fund	Mercer Smartsuper Plan
AMP Flexible Lifetime Super	Future Super	Mercer Super Trust
AMP Flexible Super	Generations Personal Super	Nationwide Superannuation
AMP Retirement Savings Account	Gordon Family Super Fund	Netwealth Super Accelerator
AMP Super Savings Trust	Greskie Superannuation Fund	Neubauer Investments Pty Ltd
ANZ Australian Staff Super	Grow Wrap Superannuation	NJ & SJ Driessen Super Fund
ANZ Smart Choice Super	Guild Retirement Fund	North Personal Super Fund
AON Master Trust	Hesta Super	OneAnswer Frontier Personal
Asgard Infinity eWRAP	Host Plus Super Fund	OnePath Integra
Asgard Super Account	Hub24 Super Fund	One Path Master Fund
Australian Catholic Superannuation	ING Living Super	Optimum Superannuation Master
AustSafe Super	IOOF Employer Super	PCD Superannuation Fund
Australian Ethical Super Fund	IOOF Portfolio Service Personal	Percaverarose Super Fund
AustralianSuper	Investment Exchange RS	Perpetual's Select Super
Avanteos Super Trust Fund	Juicy Isle Directors Super	Powerwrap Master Plan
BT Business Super	JM & ML Mason Super Fund	Public Sector Super Acc Plan
BT Super Wrap Personal Super	KA Bishop Super	QSuper
BT Super for Life Savings	KPMG Staff Super	Quadrant Super Scheme
Bay Ridge Superannuation	Kinetic Super	RBF Contributory Scheme
Blumia SMSF	LGIA Super	REI Super
Bretos Super Fund	Legal Super	REST Personal
CBA Super Savings Acc RSA	LifeTrack Personal Super	REST Super
CBUS Super	MLC MasterKey Business Super	Rainier Kroeze Superannuation
Care Super	MLC Masterkey Fundamentals	Retirement Security Plan
Catholic Super Fund	MLC Masterkey Super	Russell SuperSolution
Chisholm-Clarke Super Fund	MLC Navigator Super	R&M Super Fund
Colonial FSFC Employer Super	Spinnaker One Super Fund	S&L Wiggins Super Fund
Colonial FSFC Personal Super	SmartMoney Prime TEF	SLS Seachange Super Fund
Colonial FSFC Wholesale Super	State Super Tailored Plan	Smartsave Members Choice Super
Colonial FS Rollover	Statewide Superannuation Trust	Spaceship Super Fund
Commonwealth Bank Group Super	Stawilton 87 Pty Ltd Super	Uni Super
Commonwealth Essential Super	Summit Personal Super Plan	Vic Super
Commonwealth Superselect	SunSuper Superannuation Fund	Virgin Money Super Fund
Commonwealth Personal Super	TWU Superannuation Fund	Vision Super
Denney Superannuation Fund	Tabe Family Super Fund	WA Super
Energy Super	Tasplan Super Fund	Wagner Family Super Fund
Field Super Fund	Telstra Super Scheme	William Coats Superfund
FSP Super Fund	Tronson Superannuation Fund	Winter Superannuation Fund
Fiducian Superannuation Service	MLC Wrap Super	Zurich Superannuation Plan
Finlay Homes Super Fund	MYNorth Super	
FirstWrap Plus Super	MacGregor Superannuation Fund	
First State Super	Macquaire Super Manager	

These are the only complying superannuation funds (other than those established under the provisions of the *Public Sector Superannuation Reform Act 2016*) to which this Department makes employer superannuation contributions.



**Jenny Gale**

Secretary

Department of Premier and Cabinet

30 June 2019