



## Our People and Policies

Investment in our people is critical and requires a strong strategic focus on people management and development.

We manage our key human resources through:

- 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 that 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

Our priority for 2017-18 has been on implementing the DPAC Workforce Diversity and Inclusion Action Plan, including conducting our first Diversity Census, which provided a baseline of the diversity of our workforce.

We also released ilearn, DPAC's online Learning Management System, which currently facilitates a diverse range of face-to-face learning opportunities, and offers more than 6,000 online eLearning courses to our staff.

In addition, key policies and procedures to support our strategic work were updated or released during this period, including Flexible Work, Workplace Adjustments, Workforce Diversity and Inclusion, Occupational Violence and Aggression, and Attendance Management.

Strategic projects for Performance Management and Development, Recruitment, Flexible Workplaces, and the development of a capability framework are also underway.

Moving into 2018-19, we will continue to strengthen our workforce planning processes, and embed inclusive work practices across DPAC. We will also be undertaking a complete end-to-end review of recruitment, with a focus on diversity and inclusion, as well as building our overall workforce capability to support DPAC's strategic direction.

## STAFFING INFORMATION

As at 30 June 2018, DPAC had 552 employees (471.1 paid Full-Time Equivalent (FTE)) and 156 appointees (139.4 Paid FTEs) in Ministerial and Parliamentary Support (M&PS) offices. This included Tasmanian State Servants (TSS), non-Tasmanian State Servants (non-TSS) and casual employees, and excluded employees on unpaid leave. The figures are presented below in two groups: DPAC; and Ministerial and Parliamentary Support offices.

### Paid Headcount and Paid FTE - DPAC Employees as at 30 June 2018

| Divisions                                   | Headcounts |            |            | FTEs          |               |               |
|---|------------|------------|------------|---------------|---------------|---------------|
|   | Female     | Male       | Total      | Female        | Male          | Total         |
| Communities Tasmania Transition Group       | 1          | 1          | 2          | 1.00          | 1.00          | 2.00          |
| Communities, Sport and Recreation           | 54         | 25         | 79         | 47.25         | 24.14         | 71.39         |
| Corporate and Culture Division*             | 64         | 49         | 113        | 55.50         | 45.41         | 100.91        |
| Local Government Division                   | 7          | 6          | 13         | 6.20          | 5.91          | 12.11         |
| Office of eGovernment                       | 1          | 9          | 10         | 1.00          | 8.50          | 9.50          |
| Office of Parliamentary Counsel             | 8          | 4          | 12         | 7.16          | 3.54          | 10.70         |
| Office of Security and Emergency Management | 2          | 4          | 6          | 2.00          | 4.00          | 6.00          |
| Office of the Secretary                     | 8          | 4          | 12         | 7.69          | 4.00          | 11.69         |
| Policy Division                             | 18         | 6          | 24         | 16.52         | 5.00          | 21.52         |
| Service Tasmania                            | 150        | 31         | 181        | 101.81        | 28.59         | 130.40        |
| State Service Management Office             | 18         | 7          | 25         | 17.07         | 6.80          | 23.87         |
| Tasmanian Climate Change Office             | 7          | 3          | 10         | 6.60          | 2.90          | 9.50          |
| TMD   | 26         | 39         | 65         | 23.16         | 38.31         | 61.47         |
| <b>Total</b>                                | <b>364</b> | <b>188</b> | <b>552</b> | <b>292.96</b> | <b>178.10</b> | <b>471.06</b> |

\* The data includes three casuals to fulfil the duties of Government Courier (two) and Front of House Assistant, Silverdome (one). Data for the Corporate and Culture Division also includes 8 Government Couriers (6.2 FTEs).

### FTE Change

Total FTEs in DPAC increased from 468.9 as at 30 June 2017 to 471.1 at 30 June 2018, mainly due to additional staff in Service Tasmania (front line roles), Corporate and Culture Division and the Office of the Secretary.



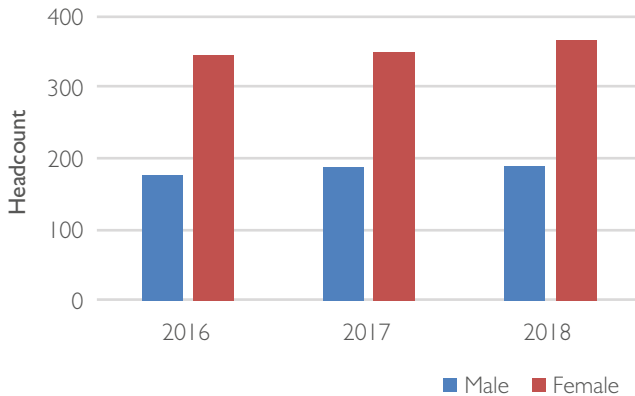
## EMPLOYEE STATISTICS – DPAC

### Headcount by Gender, Full-Time/Part-Time, Employment Status, Age and Classification

#### DPAC employees by gender as at 30 June 2018

The majority of DPAC employees are female (66 per cent), with numbers remaining consistent over the past three years.

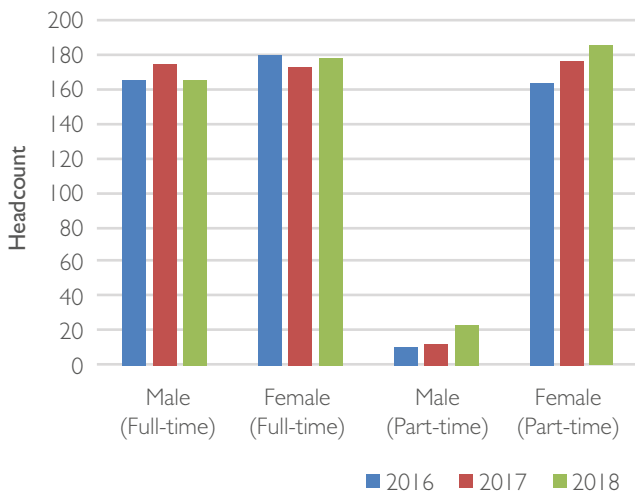
##### DPAC employees by gender



#### DPAC employees by gender and full-time / part-time employment at 30 June 2018

Part-time employment is slowly increasing, with over a third (38 per cent) of the DPAC workforce employed on a part-time basis. A majority (89 per cent) of these employees are female.

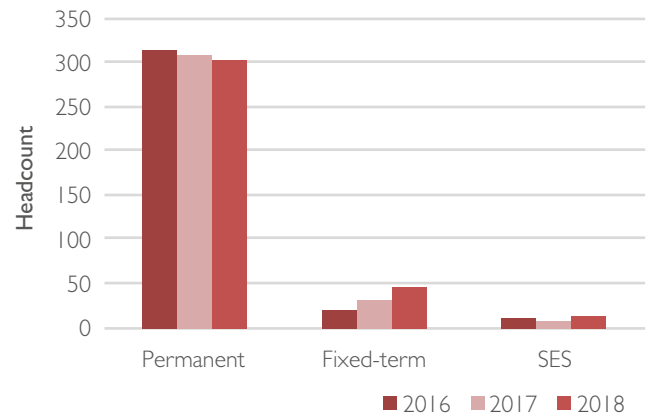
##### DPAC employees by gender and full-time/part-time employment



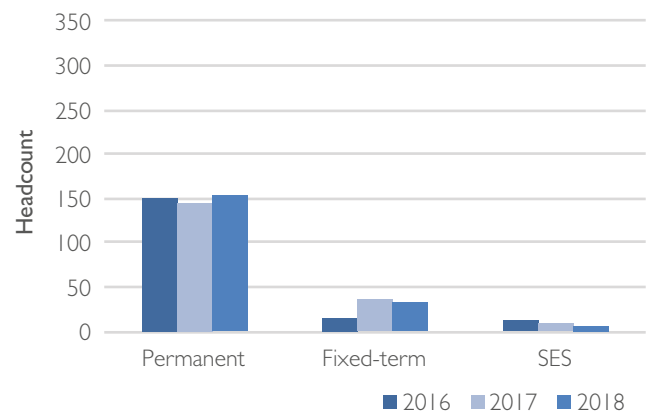
#### DPAC employees by gender and employment status as at 30 June 2018

The majority (82 per cent) of DPAC employees are permanent. This has remained consistent over the past three years.

##### DPAC employees by employment status – female



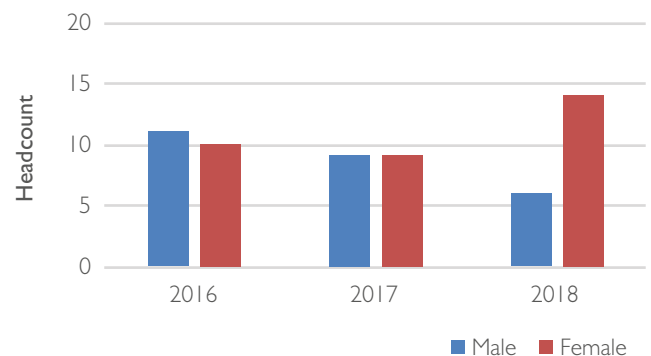
##### DPAC employees by employment status – male



#### Senior Executive by gender as at 30 June 2018

The State Service is committed to achieving 50/50 gender diversity in the Senior Executive Service, with at least 40 per cent by 2020. As at 30 June 2018, the gender profile of the Senior Executive Service in DPAC was 30 per cent male and 70 per cent female.

##### Senior Executive by gender





### Senior Executive by band as at 30 June 2018

Senior Executive data includes the Head of Agency, Chief Parliamentary Counsel and Equivalent Specialists.

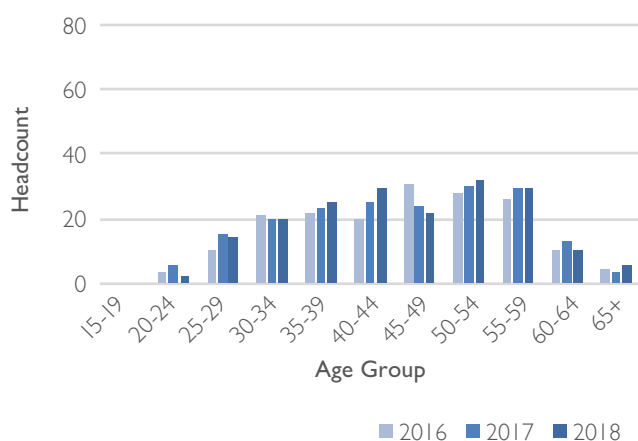
| Band            | 2016      |           | 2017     |          | 2018     |           |
|-----------------|-----------|-----------|----------|----------|----------|-----------|
|                 | M         | F         | M        | F        | M        | F         |
| SES 1           | 5         | 3         | 2        | 3        | 1        | 5         |
| SES 2           | 1         | 4         | 3        | 3        | 3        | 4         |
| SES 3           | 2         | 1         | 1        | 1        | 0        | 2         |
| SES 4 and above | 3         | 2         | 3        | 2        | 2        | 3         |
| <b>TOTAL</b>    | <b>11</b> | <b>10</b> | <b>9</b> | <b>9</b> | <b>6</b> | <b>14</b> |

### DPAC profile by gender and age as at 30 June 2018

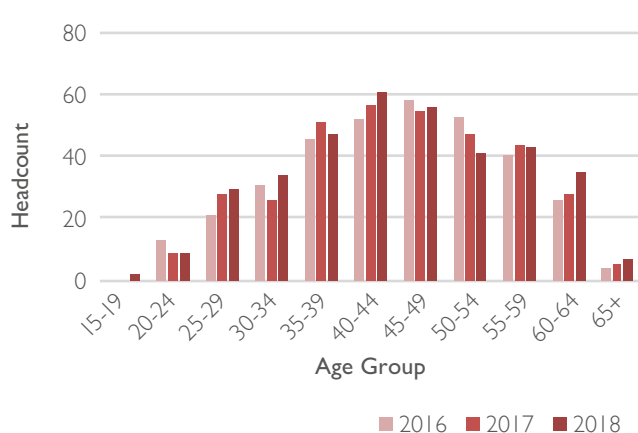
The age profile of male employees is flatter than the age profile for females, with a more even number of employees across the different age groups. The average age for both males and females within DPAC is between 44 and 45.

Youth employment (employees under 30 years) decreased slightly from 10.6 per cent of the DPAC workforce as at 30 June 2017 to 10.1 per cent as at 30 June 2018.

#### DPAC employees by age – male



#### DPAC employees by age – female

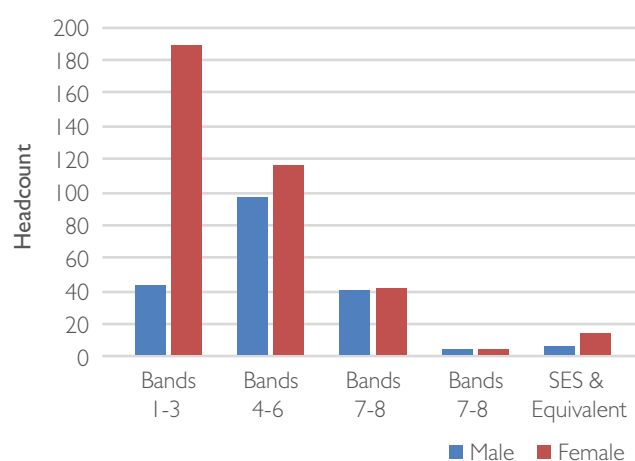


### DPAC employees by gender and classification as at 30 June 2018

The majority of females within the Department are undertaking roles classified at Band 1 to 3, with 72 per cent of these employees undertaking the role of Band 3 'Client Service Officer' within Service Tasmania.

Due to the large number of females employed in these Band 3 roles, the average (full-time) salary for females is \$82,806 compared to \$91,480 for males.

#### DPAC employees by gender and classification



## DPAC staff movements

| Staff Movements 2017-18                                   | Male      | Female    | Total     |
|---|-----------|-----------|-----------|
| <b>Appointments</b>                                       |           |           |           |
| Permanent   | 12        | 24        | 36        |
| Fixed-term  | 14        | 41        | 55        |
| SES   | 2         | 4         | 6         |
| <b>Total Appointments</b>                                 | <b>28</b> | <b>69</b> | <b>97</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                | 5         | 8         | 13        |
| Fixed-term transfers/secondment out of DPAC as at 30 June | 10        | 10        | 20        |
| <b>Total Transfers/Secondments</b>                        | <b>15</b> | <b>18</b> | <b>33</b> |
| <b>Terminations</b>                                       |           |           |           |
| Resignations  | 7         | 21        | 28        |
| Resignations (WRIPs)                                      | 1         | 0         | 1         |
| Retirements (including ill health retirements)            | 2         | 2         | 4         |
| Contract expiries   | 4         | 9         | 13        |
| Transfers/promotions to other agencies                    | 9         | 17        | 26        |
| Voluntary redundancies (TNVRs)                            | 1         | 2         | 3         |
| Termination of SES contracts                              | 1         | 0         | 1         |
| Other (Deceased)  | 1         | 0         | 1         |
| <b>Total Terminations</b>                                 | <b>26</b> | <b>51</b> | <b>77</b> |

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

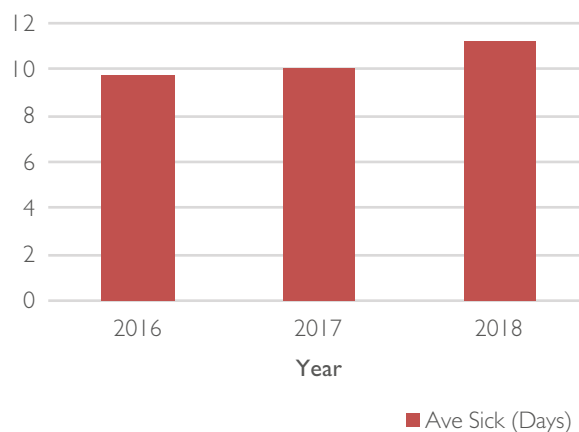
DPAC paid three TNVRs, one WRIP and ceased one SES Contract during 2017-18.

## Leave Management

### DPAC average sick leave (excluding carers' leave)

The average amount of sick leave taken per employee rose slightly during 2017-18, compared with 2016-17, from 10.1 to 11.3 days.

### DPAC average sick leave (excluding carers' leave)



### DPAC leave liability as at 30 June 2017

| Recreation and Long Service Leave (LSL) as at 30 June                       | 2016 | 2017 | 2018 |
|---|------|------|------|
| Average number of days recreation leave per employee                        | 15.2 | 15.1 | 15.6 |
| Employees with >40 days recreation leave                                    | 21   | 17   | 22   |
| Average number of days LSL per employee with a minimum of 10 years' service | 50.0 | 48.4 | 48.3 |
| Employees with >100 days LSL  | 0    | 0    | 0    |

## EMPLOYEE STATISTICS – MINISTERIAL AND PARLIAMENTARY SUPPORT (M&PS)

### Paid Headcount and Paid FTE – M&PS Employees as at 30 June 2018

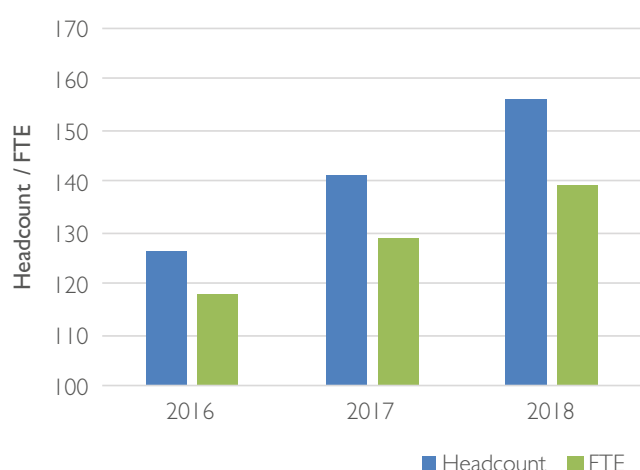
| Offices   | Headcount |           |            | FTE          |              |               |
|---|-----------|-----------|------------|--------------|--------------|---------------|
|   | Female    | Male      | Total      | Female       | Male         | Total         |
| Government Ministerial and Electorate Offices       | 65        | 41        | 106        | 61.32        | 38.50        | 99.82         |
| Labor Opposition Office and Electorate Offices      | 16        | 10        | 26         | 10.35        | 7.90         | 18.25         |
| Tasmanian Greens Electorate Offices                 | 2         | 3         | 5          | 1.54         | 2.80         | 4.34          |
| Leader of the Government in the Legislative Council | 0         | 2         | 2          | 0.00         | 1.50         | 1.50          |
| Ministerial Drivers (TSS Employees)*                | 0         | 13        | 13         | 0.00         | 12.13        | 12.13         |
| Other Government Offices                            | 1         | 3         | 4          | 1.00         | 2.40         | 3.40          |
| <b>Total</b>  | <b>84</b> | <b>72</b> | <b>156</b> | <b>74.21</b> | <b>65.23</b> | <b>139.44</b> |

\* The data includes one casual Ministerial Driver.

### Headcounts by Gender, Full-Time/Part-Time Employment, Salary Range and Age

#### M&PS employees by headcount and FTE as at 30 June 2018

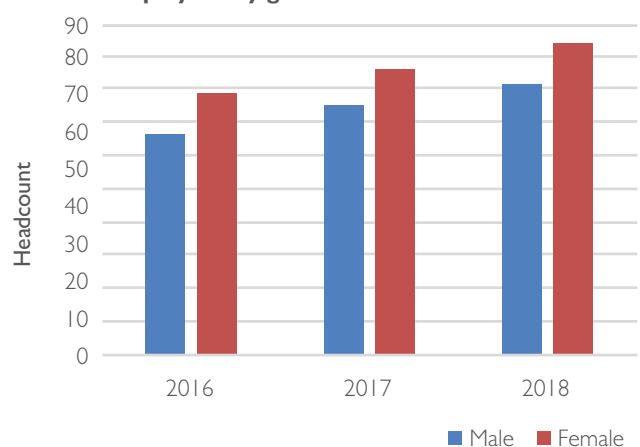
##### M&PS employees by headcount and FTE



#### M&PS employees by gender as at 30 June 2018

The gender profile is relatively balanced within M&PS, with slightly more females (54 per cent) than males (46 per cent).

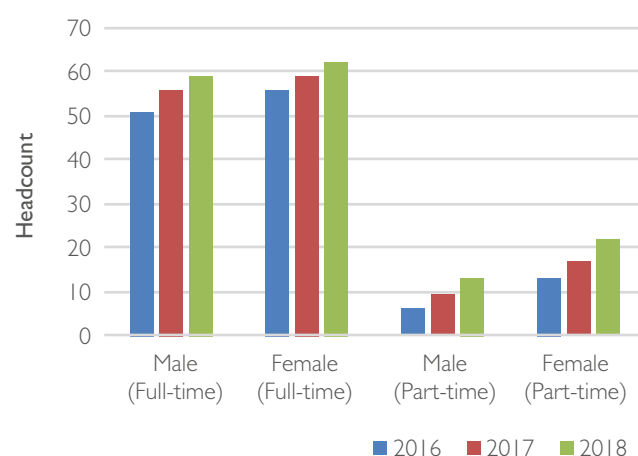
##### M&PS employees by gender



#### M&PS employees by gender and full-time/part-time employment as at 30 June 2018

Part-time employment is slowly increasing in M&PS, however only represents 22 per cent of the total M&PS workforce.

##### M&PS employees by gender and full-time/part-time employment

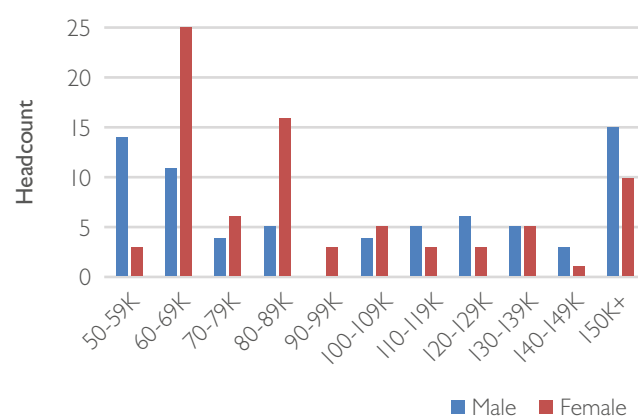


#### M&PS employees by gender and salary range as at 30 June 2018

The average salary for males is \$111,715 and the average salary for females is \$96,671. Salary excludes any allowances.

M&PS salaries are presented by salary grouping as M&PS bands are not equivalent to Tasmanian State Service (TSS) bands.

##### M&PS employees by gender and salary range

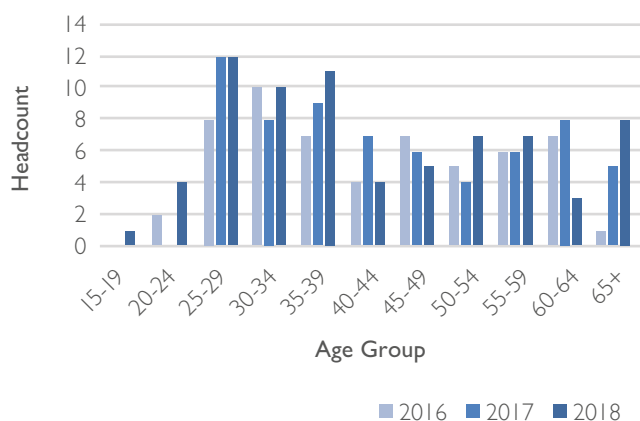


### M&PS employee profile by gender and age as at 30 June 2018

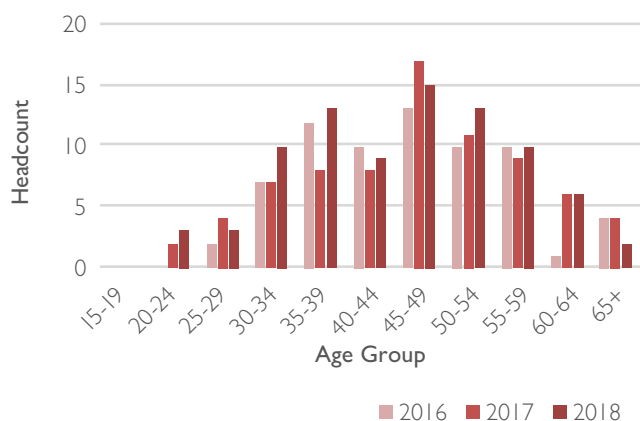
The age profile of males in M&PS is relatively flat, with a higher number of younger male employees, in comparison to the age profile of females. The average age for males is 42 and females is 45.

Youth employment (employees under 30 years) is higher in M&PS than in the Department at 14 per cent in 2017.

#### M&PS employees by age – male



#### M&PS employees by age – female



### MPS staff movements

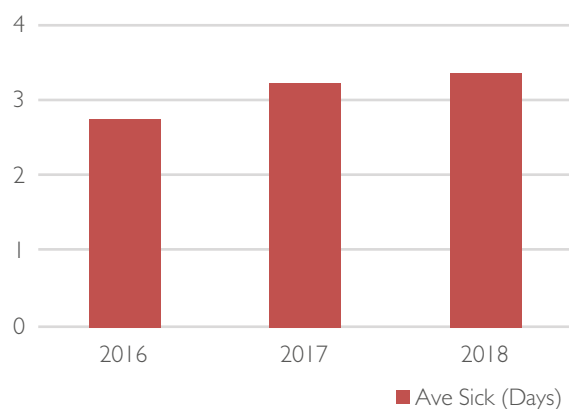
| Staff movements 2017-18                                      | Male      | Female    | Total     |
|--|-----------|-----------|-----------|
| Number of employees on secondment to M&PS as at 30 June 2018 | 16        | 14        | 30        |
| <b>Appointments</b>  |           |           |           |
| Number of new crown prerogative appointments                 | 29        | 42        | 71        |
| Number of new secondments                                    | 8         | 7         | 15        |
| <b>Total Appointments</b>                                    | <b>37</b> | <b>49</b> | <b>86</b> |
| <b>Terminations</b>  |           |           |           |
| Number of resignations                                       | 5         | 8         | 13        |
| Number of retirements  | 0         | 0         | 0         |
| Number of contract expiries                                  | 22        | 26        | 48        |
| Number of terminations (redundancy)                          | 0         | 0         | 0         |
| Number of terminations (non-redundancy)                      | 0         | 1         | 1         |
| <b>Total Terminations</b>                                    | <b>27</b> | <b>35</b> | <b>62</b> |

### Leave Management

#### M&PS average sick leave (excluding carers' leave)

The average amount of sick leave taken increased slightly in the last year from 3.2 days during 2016-17 to 3.4 days in 2017-18.

#### M&PS employees average sick leave days taken



#### M&PS leave liability

| Recreation and Long Service Leave (LSL) as at 30 June                       | 2016  | 2017 | 2018 |
|---|-------|------|------|
| Average number of days recreation leave per employee                        | 19.6  | 20.2 | 15.6 |
| Employees with > 40 days recreation leave                                   | 13    | 15   | 11   |
| Average number of days LSL per employee with a minimum of 10 years' service | 49.42 | 54.2 | 52.7 |
| 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.

During 2017-18, a review of the current process was initiated, and is close to finalisation. The review has focussed on assessing the effectiveness of the PMD strategy, process and tools, and included an agency-wide survey of staff. The outcomes of the review will be incorporated into the PMD strategy and processes for the 2019-20 cycle. The emphasis will continue to be on encouraging managers and employees to talk regularly, recognising the value a discussion can have on relationships, wellbeing, team work, working collaboratively, and ultimately achieving our strategic priorities.

### Workplace Diversity

We are 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 are also 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.

In August 2017, the DPAC Executive released the Workforce Diversity and Inclusion Action Plan (WDIAP) 2017-18. This was developed in consultation with staff, and supports the State Service Diversity and Inclusion Framework and Policy, released by the State Service Management Office earlier in 2017. Our vision for diversity and inclusion is that: "The DPAC workforce is diverse and inclusive, reflecting the broader Tasmanian community, and delivering high quality advice and services to both government and the community".

To realise this vision, the actions in the WDIAP work towards achieving the following goals:

1. DPAC's workforce reflects the diversity of the Tasmanian community, so DPAC is recognised as a highly desirable employer.
2. DPAC policies, procedures and structures support workforce diversity and inclusion and align with whole-of-service initiatives.
3. All DPAC employees, managers and leaders visibly value diversity and embed inclusive work practices.

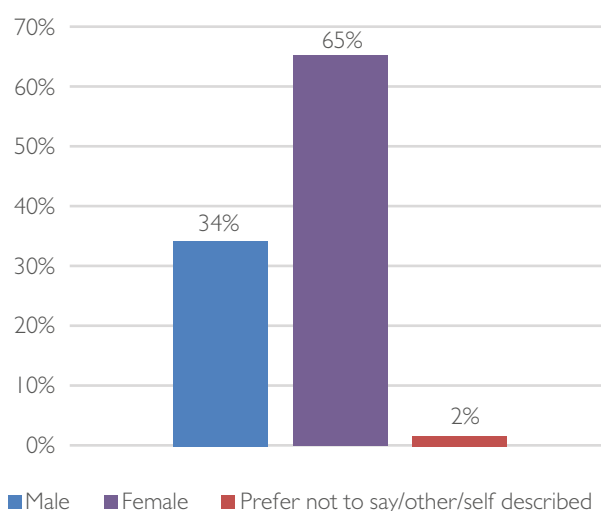
## The DPAC Diversity Census 2017

In November 2017, we conducted a Diversity Census to collect diversity demographics for the organisation. The Diversity Census was a flagship project of the WDIAP, and provided a snapshot of our baseline diversity. All staff were invited to answer a series of confidential questions about themselves, with 73 per cent of staff responding to the survey. The insights provided mean we have a better understanding of our workforce demographics, with the baseline data providing a means to measure the progress of our diversity initiatives in the future.

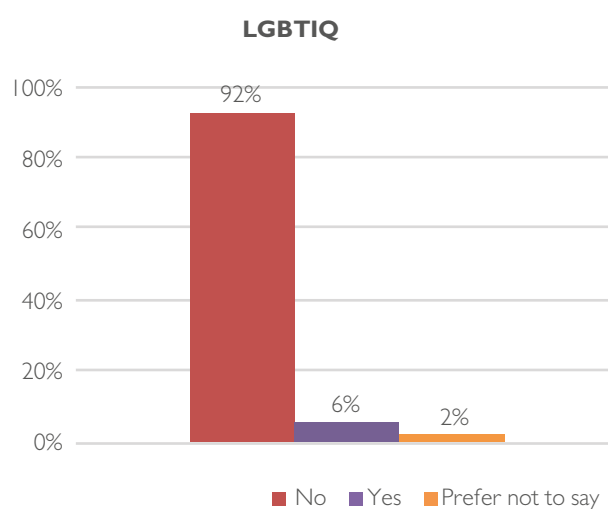
From March 2018 to May 2018, the results of the Census were shared with all staff and feedback was sought via an agency-wide consultation process. The feedback from this process will inform our next DPAC diversity and inclusion plan.

A snapshot of selected data from the Diversity Census is included below.

### Gender, DPAC Diversity Census 2017

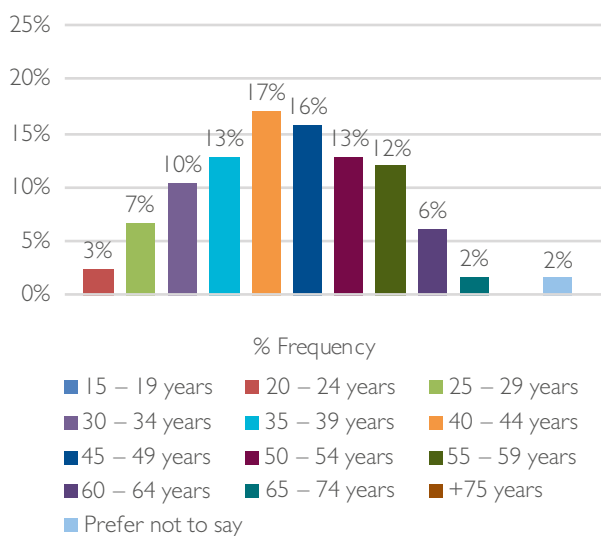


### LGBTIQ/Sexually diverse, DPAC Diversity Census 2017

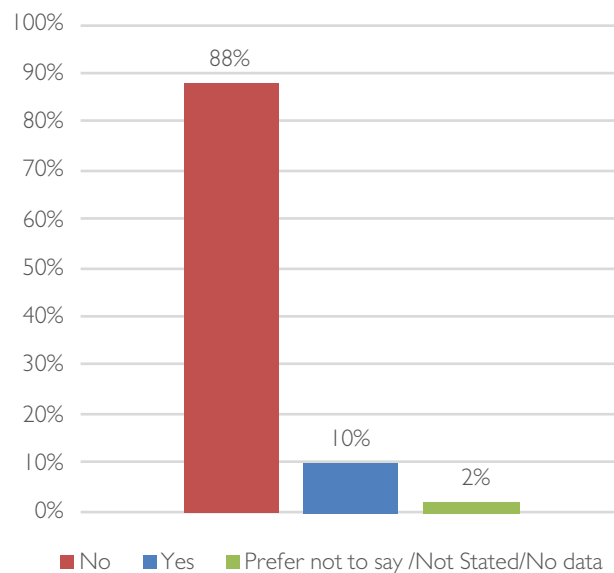




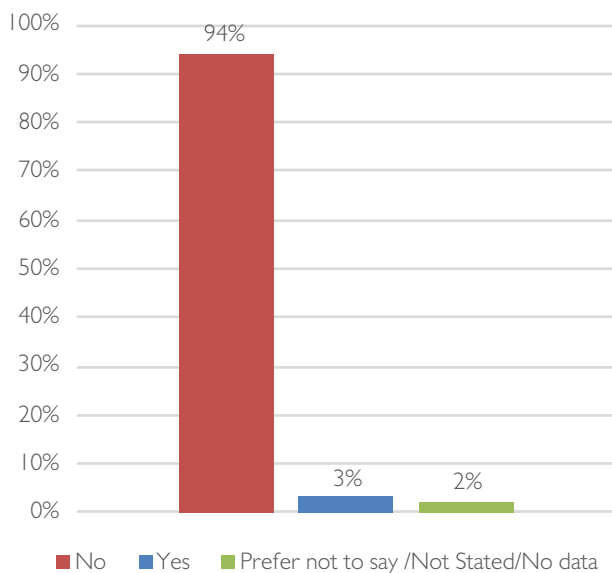
**Age, DPAC Diversity Census 2017**



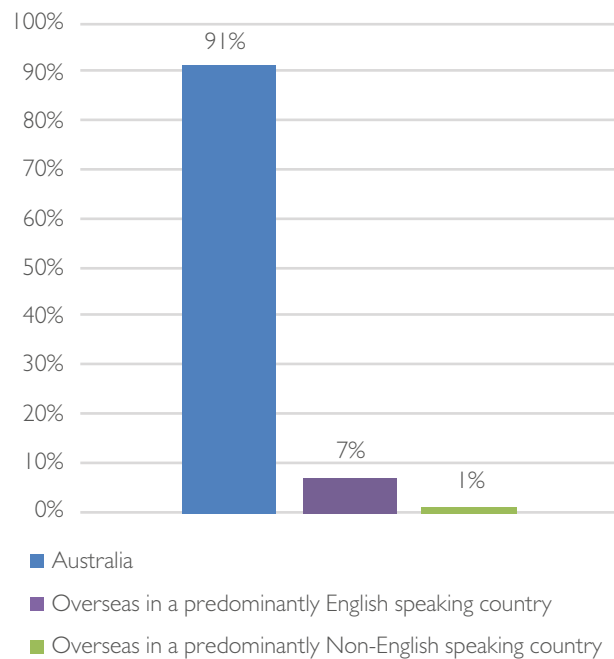
**Disability, DPAC Diversity Census 2017**



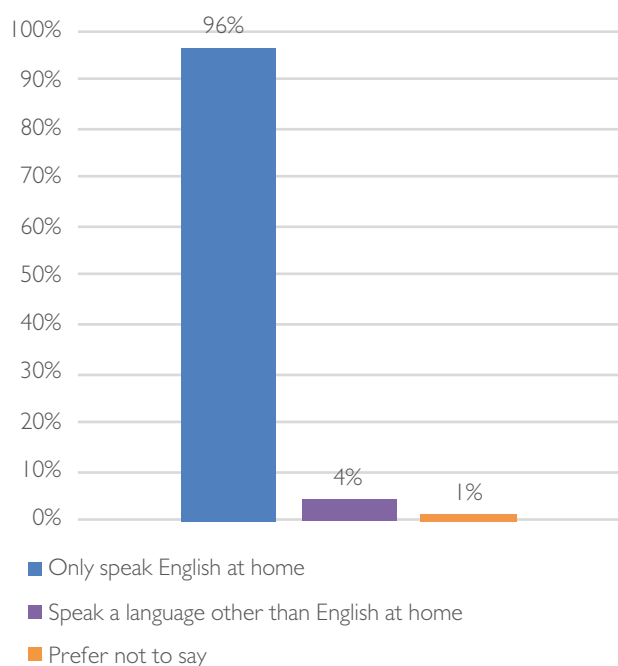
**Aboriginal and/or Torres Strait Islander, DPAC Diversity Census 2017**



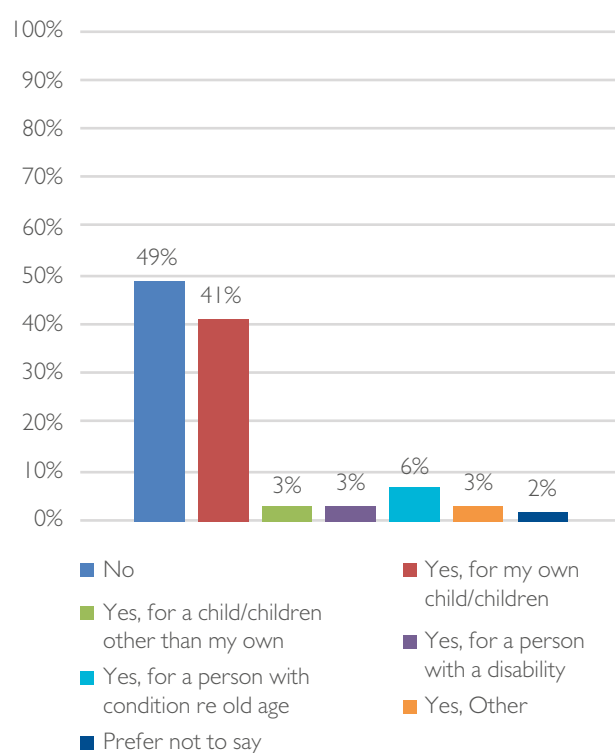
**Country of Birth, DPAC Diversity Census 2017**



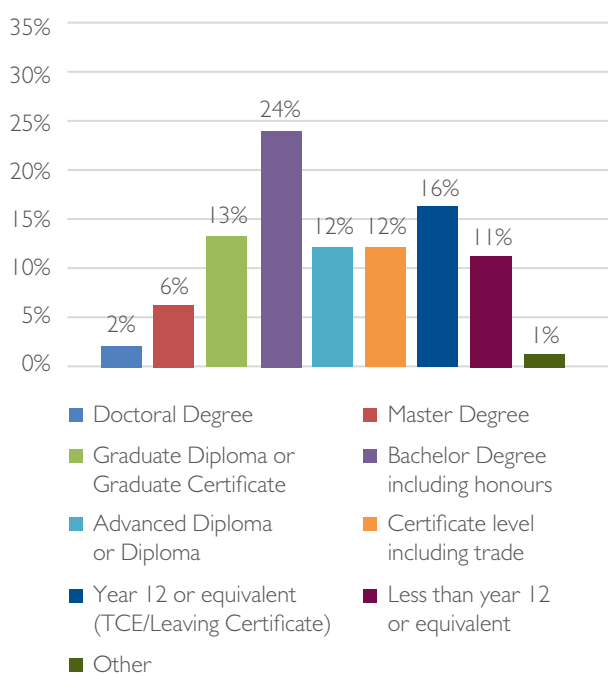
### Language Spoken at Home, DPAC Diversity Census 2017



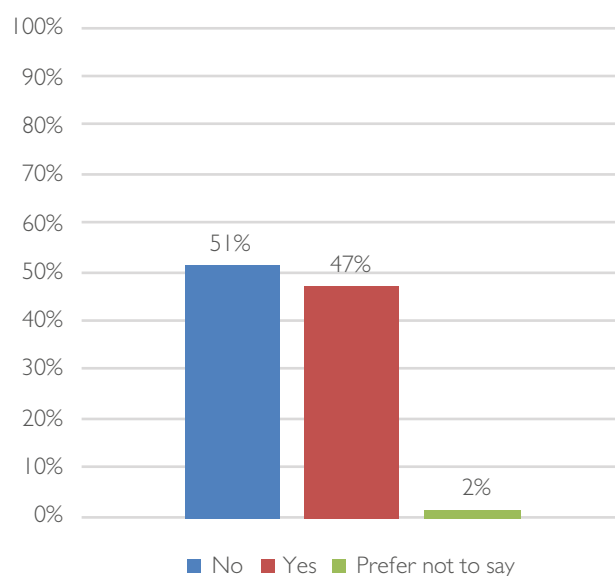
### Carers, DPAC Diversity Census 2017



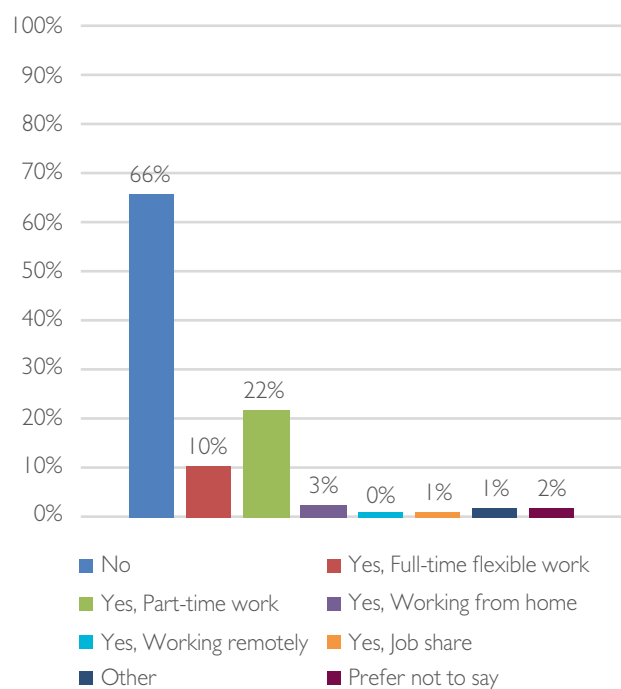
### Highest Educational Attainment, DPAC Diversity Census 2017



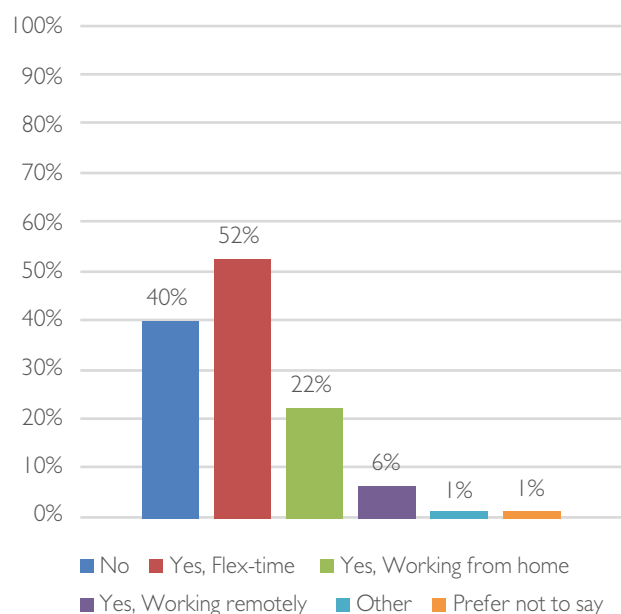
### Volunteers, DPAC Diversity Census 2017



### Formal Flexible Work Arrangements, DPAC Diversity Census 2017



### Informal Flexible Work Arrangements, DPAC Diversity Census 2017



## Contemporary HR Policies, Procedures and Practices

We developed, updated and reviewed a number of HR policies, procedures and practices in 2017-18. This included the release of new policy packs on Attendance Management, Flexible Work, Workplace Adjustment and Occupational Violence and Aggression, as well as an updated pack to support our Workforce Diversity and Inclusion initiatives.

All of our HR policy packs were refreshed to reflect a more contemporary format, and the rollout of plain English principles throughout our documentation was initiated.

After extensive consultation with divisions our new HR Delegations were finalised, ensuring responsibilities and approvals relating to HR operational tasks and actions sit with appropriate positions within DPAC. The new delegations are designed to be dynamic, to change with the Agency, and to better reflect operational realities, through the simplification of our HR approval chains.

There has been a sustained focus on communication and consultation with stakeholders to support business improvement and strategic people initiatives, including the DPAC Diversity Census, Valuable Conversations training for all managers, as well as Unconscious Bias training.

## 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.

There were two formal grievances reported in the Department in 2017-18.

## Work, Health and Safety Strategies

The people who work for the Department of Premier and Cabinet are our greatest assets and we all have the right to work in an environment where our health, safety and wellbeing are paramount to everything that we do.

The DPAC Workplace Health and Safety Plan aims to continue creating a shared understanding of our responsibilities in identifying and undertaking actions that will improve our health, safety, wellbeing and injury management performance.

During 2017-18, the Department has reviewed current workplace health and safety processes, including resourcing, and the Workplace Health and Safety Plan.

## Performance Measures

The following measures are used to monitor the Department's success in actively providing a safe and healthy work environment:

### DPAC

| Measure  | 2015-16 | 2016-17 | 2017-18 |
|--|---------|---------|---------|
| Number of incidents reported                             | 55      | 69      | 70      |
| Number of workers' compensation claims                   | 3       | 3       | 8       |
| Number of First Aid Officers                             | 29      | 31      | 32      |
| Number of employees participating in flu vaccine program | 226     | 204     | 250     |

### M&PS

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



## 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 2017-18 we recognised the following DPAC staff and congratulate them on their achievements.

| Years | Name                | Overview   |
|-------|---------------------|--|
| 40    | Robert Cockerell    | Robert commenced in the Tasmanian State Service in 1994, undertaking a number of Senior Management roles within DPIWVE and Treasury, before moving into the role of General Manager TMD in 2016. In July 2017 Robert accepted an interim role as Executive Manager, Corporate Services with TasTafe and in May 2018 he commenced in a project role with the Department of Health and Human Services. |
| 40    | Jacqueline Dawson   | Jackie Dawson began as a casual typist in 1976, before joining Service Tasmania in 1998. She continued in this role until her retirement in 2017, describing customer contact as the most rewarding aspect of her role.  |
| 40    | Kim Gafar           | Kim started in the public service in 1976 as a Junior Clerk in the Housing Department, before moving to the Mines Department as an Accounts Clerk/Computer Programmer, and then to the State Computer Centre in 1988. He has been employed as a Senior Technical Specialist at TMD since 2001.   |
| 40    | Marguerite Kemp     | Marguerite has dedicated her career to communications, starting as a Switchboard Operator with Telecom in 1976, before becoming a Communications Officer within DASCA and DPAC.  |
| 25    | Kerri Philpott      | Kerri commenced in the State Service in 1988, working in Secretarial and Research Officer roles for Minister Peter Hodgman, Minister David Llewellyn and Treasurer Tony Rundle, before moving into Executive Officer roles within DPAC.  |
| 25    | Purcelle Fox-Hughes | Purcelle commenced in the state service in 1991 as a graduate recruit before managing a statewide information service for women in the Office of the Status of Women, and then working as a Senior Policy Analyst in Women Tasmania before being promoted in CSR to her current role as Principal Liaison Officer – Women.   |

| Years | Name           | Overview   |
|-------|----------------|--|
| 25    | Alex Schouten  | Alex Schouten commenced as a Policy Officer in the Tasmanian State Service in 1991. Since that time she has worked in various management roles within DHHS, Education and DPAC and held the position of Manager, Programs and Services, CSR until June 2018.   |
| 25    | Diana Darcey   | Di Darcey started in the State Service in 1991 and has undertaken a variety of Project and Policy roles in several agencies, including Sea Fisheries, Service Tasmania, Housing Tasmania, the Community Development Division – Disability Bureau, Disability, Housing and Community Services, Communities, Sport and Recreation in DPAC and most recently in the new Department of Communities Tasmania. |
| 25    | Vlasta Collins | Vlasta commenced in the state service in 1991 within the Department of Education, occupying various administrative positions. She then transferred to DPAC, where she has worked as an Executive Assistant since 2006.   |
| 25    | Louise Mills   | Louise commenced in the State Service in 1991 as a Clerk for the Department of Administrative Services & Consumer Affairs. She has undertaken a range of senior management roles with both DPIPWE and DPAC and is now Deputy Director with SSMO.   |

## WHITE RIBBON PROGRAM

DPAC has been a White Ribbon accredited workplace since November 2016. We continue to lead an interagency working group to progress the implementation of the White Ribbon Program across the State Service. The Working Group shares resources and training opportunities, and collaborates on White Ribbon events and activities. Membership includes representatives from all core Government agencies, including those accredited and those agencies currently working through the accreditation process.

The Department managed a number of whole-of-government and community events to raise awareness about family violence in 2017-18. On 3 August 2017, Premier Will Hodgman and the Commissioner of Police, Darren Hine, co-hosted the Tasmanian Government's White Ribbon Night event. The event was held at the Bridgewater PCYC and included students from the Jordan River Learning Federation, local community groups and support services, and representatives from all Tasmanian Government agencies.

This was followed by the White Ribbon Walk on 23 November 2017, held in recognition of the United Nations International Day for the Elimination of Violence against Women. The Walk saw approximately 1,000 members of the Tasmanian State Service and broader community stand up to violence against women and children. The event featured a screening of the Ravenswood Heights Primary School choir performing the song It's never ok, which they co-wrote with ARIA award winning musician, Rav Thomas, and produced in conjunction with Colony 47.

Internally, we have continued our commitment to taking active steps to prevent and respond to violence against women by implementing the DPAC White Ribbon Operational Plan. Key activities undertaken include:

- building manager capability on how to recognise and respond to violence against women;



- reviewing and updating our White Ribbon risk assessment;
- highlighting the flexible work options available to staff;
- holding discussions, facilitated by senior Agency leaders, about family violence and the role DPAC can play in its prevention;
- participating in the Share the Dignity #itsinthebag promotion; and
- coordinating interagency and community events such as White Ribbon Night and White Ribbon Day to raise awareness and visibly demonstrate DPAC's commitment to White Ribbon.

In 2018-19, DPAC will continue to support agencies going through the White Ribbon accreditation process, and lead whole-of-government and community events to raise awareness of the importance of ending violence against women.



## SUPERANNUATION CERTIFICATE

I, Jenny Gale, Secretary, Department of Premier and Cabinet, hereby certify that the Department of Premier and Cabinet has met its obligations under the Australian Government *Superannuation Guarantee (Administration) Act 1992* in respect of those employees of the Department who are members of the following complying superannuation schemes to which this Department contributes:

|  |                                       |                                    |
|--|---------------------------------------|------------------------------------|
| A&C Gilbertson Super                   | Flourishing Super Fund                | OneAnswer Frontier Personal Super  |
| AMP Custom Super                       | Ford Andrews Super Fund               | Optimum Superannuation Master Plan |
| AMP Flexible Life Super                | Generations Personal Super            | PCD Super Fund                     |
| AMP Flexible Super                     | Gordon Family Super Fund              | Percaverarose Super Fund           |
| AMP Super Savings Trust                | Greskie Superannuation Fund           | Perpetual's Select Super           |
| ANZ Australian Staff Super             | Guild Retirement Fund                 | Powerwrap Master Plan              |
| ANZ Smart Choice Super                 | Hesta Super                           | Q Super                            |
| AON Master Trust - Viva                | Host Plus Super                       | Quadrant Super Scheme              |
| Asgard Super Account                   | Hub24 Super Fund                      | RBF Contributory Scheme            |
| Aust Catholic Super & Retirement Fund  | ING Direct Super Fund                 | REI Super                          |
| Australian Ethical Super               | IOOF Employer Super                   | REST Personal                      |
| Australian Super                       | IOOF Portfolio Service Personal Super | REST Super                         |
| Blumia Super Fund                      | JM & NL Mason Super Fund              | Rainier Kroeze Superannuation Fund |
| BT Super Wrap                          | KA Bishop Super Fund                  | S&L Wiggins Super                  |
| BT Super for Life Savings              | Legal & General Life Australia Ltd    | SLS Seachange Super Fund           |
| Bay Ridge Superannuation               | Legal Super                           | Sunsuper Super Fund                |
| CBUS Super                             | LifeTrack Personal Super              | Tabe Family Super Fund             |
| Care Super                             | Macquarie Super                       | Tasplan Super                      |
| Catholic Super Fund                    | Maritime Super Manager                | Telstra Super                      |
| Chisolm-Clarke Super                   | Media Super                           | Tronson Superannuation Fund        |
| Colonial FSFC Personal Super           | Mercer Smartsuper Plan                | UniSuper                           |
| Colonial FSFC Wholesale Personal Super | Mercer Super Trust                    | VicSuper                           |
| Commonwealth Essential Super           | MLC MasterKey Super                   | Virgin Money Super                 |
| Commonwealth Personal Super            | MLC Navigator Super                   | Vision Super Saver                 |
| Commonwealth Super Select              | MLC Wrap Super                        | WA Super                           |
| Energy Super                           | MyNorth Super                         | Wagner Family Super Fund           |
| FSP Super Fund                         | North Personal Super Fund             | William Coats Super Fund           |
| First State Super                      | One Path Integra Super                | Winter Superannuation Fund         |
| First Super                            | One Path MasterFund                   | Zurich Australia Life              |

These are the only complying superannuation schemes (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 2018