



Our Divisions

OFFICE OF THE SECRETARY

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.

POLICY DIVISION

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.



TASMANIAN CLIMATE CHANGE OFFICE

The Tasmanian Climate Change Office (TCCO) coordinates the development and implementation of Government policy and initiatives to achieve Tasmania's legislated greenhouse gas emissions reduction target and to adapt to a changing climate.

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

OFFICE OF PARLIAMENTARY COUNSEL

The Office of Parliamentary Counsel (OPC) provides a legislative drafting service for new legislation and amendments to existing legislation; advice on legislative matters; an up-to-date electronic database of Tasmanian legislation; and is responsible for ensuring the printing of Gazettes and legislation.

OFFICE OF eGOVERNMENT

The Office of eGovernment works with agencies to:

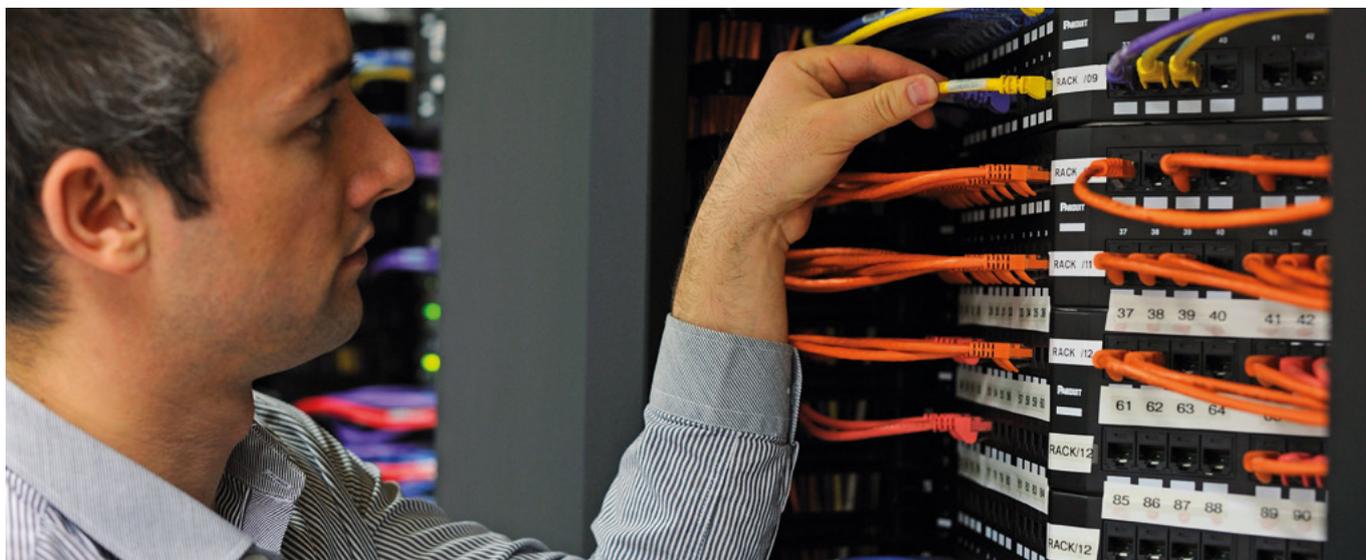
- provide policy advice, leadership, and capability building to improve the use of information and technology across Government;
- influence and assist agencies to collaborate and identify common opportunities in order to effectively utilise information and technology;
- support whole-of-government governance arrangements for information and technology (in particular the ICT Policy Board); and
- participate in cross-jurisdictional initiatives, and to monitor external developments in information and technology services and practices.

SERVICE TASMANIA

Service Tasmania's role is to deliver quality service to the Tasmanian community on behalf of Government agencies and partners.

Service Tasmania aims to provide the best possible customer service through its three service delivery channels: over the counter, through 27 service centres statewide; over the phone, through the Tasmanian Government Contact Centre; and online, through Service Tasmania Online.

Service Tasmania works closely with State Government agencies to identify new services, and to form partnerships with Australian and local government organisations and Government Business Enterprises (GBEs) to deliver services through Service Tasmania.



TMD

TMD works with vendors and suppliers to source and deliver information and communications technology and business service solutions for Government agencies. These services support day-to-day operations, are aligned with whole-of-government needs and delivered on a cost-recovery basis.

STATE SERVICE MANAGEMENT OFFICE

The key role of the State Service Management Office (SSMO) 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 central vacancy management;
- workforce development: training, education and development delivered through The Training Consortium; development of management and leadership programs; and coordination of the TSS Scholarship Fund; and
- workforce reform: performance culture and governance arrangements.

OFFICE OF SECURITY AND EMERGENCY MANAGEMENT

The Office of Security and Emergency Management (OSEM) leads and coordinates whole-of-government policy initiatives that enable the Tasmanian Government to achieve its priorities in counter-terrorism and emergency management.

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

COMMUNITIES, SPORT AND RECREATION

Communities, Sport and Recreation (CSR) delivers a number of whole-of-government programs aimed at increasing opportunities for participation and social inclusion, as well as programs to address participation barriers for specific population groups.

CSR also delivers a wide range of grants to build community capacity to meet the community, sport and recreation needs of Tasmanians and uses its grants expertise to support achievement of Government health and wellbeing priorities.

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

LOCAL GOVERNMENT DIVISION

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

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

CORPORATE AND CULTURE DIVISION

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

- Human Resources
- Financial Management Services
- Information Technology Services
- Properties and Procurement Branch
- Business Improvement Unit
- Communications and Protocol Unit
- Portfolio Services
- Governance Support
- Silverdome.

HUMAN RESOURCES

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



FINANCIAL MANAGEMENT SERVICES

Financial Management Services provides finance and budget services to the Department and Ministerial and Parliamentary Support.

These services include strategic management; financial and budget advice; processing of creditor payments and debtor receipts; and managing the corporate financial systems.

INFORMATION TECHNOLOGY SERVICES (ITS)

The Information and Technology Services Branch provides information management and technology services to DPAC, including TMD and Ministerial Support Offices.

PROPERTIES AND PROCUREMENT

The Properties and Procurement Branch (PPB) provides a diverse range of professional corporate support services that assist the Department and Ministerial and Parliamentary Support to achieve its strategic objectives. In addition to our core services, PPB is actively involved in the development of policy, procedures, support tools and advice for these activities. PPB also manages the Ministerial Transport Services, DPAC Vehicle Fleet and the Tasmanian Government Courier service.



BUSINESS IMPROVEMENT UNIT

The Business Improvement Unit (BIU) works in partnership with divisions to deliver systems and processes that improve the Department's ability to deliver high-quality services.

To achieve our role, BIU aims for continuous improvement by becoming a project management centre of excellence. Our focus is innovation and business improvement.

COMMUNICATIONS AND PROTOCOL UNIT

The Communications and Protocol Unit (CPU) 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.

PORTFOLIO SERVICES

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

GOVERNANCE SUPPORT

Governance Support manages the Department's internal governance processes and procedures. These functions include strategic planning; risk management; legislative compliance; performance measurement and reporting; governance and policy framework; and statutory reporting.

SILVERDOME

The Silverdome is a multi-purpose facility that has an indoor cycling velodrome, located in Launceston. The Tasmanian Institute of Sport is located at the Silverdome. The Department is responsible for the operations of the facility and the surrounding grounds. The venue is available for public event hire and the facility is managed to minimise the financial support provided by the Government.