
I. About us

During the 2017-18 reporting period, the Department has been responsible to the following Ministers:

- Acting Attorney-General and Minister acting for and on behalf of the Minister for Justice: Hon Matthew Groom MP (1 July 2017 – 2 Oct 2017);
- Minister acting for and on behalf of the Minister for Corrections: Hon Guy Barnett MP (1 July 2017 – 2 Oct 2017);
- Attorney-General: Hon Will Hodgman MP (2 Oct 2017 – 20 March 2018);
- Attorney-General: Hon Elise Archer MP (from 20 March 2018, ongoing);
- Minister for Justice and Minister for Corrections: Hon Elise Archer MP (from 2 Oct 2017, ongoing);
- Minister for Building and Construction: Hon Guy Barnett MP (from 1 July 2017, ongoing);
- Minister for Planning and Local Government: Hon Peter Gutwein MP (1 July 2017 – 20 March 2018);
- Minister for Planning: Hon Roger Jaensch MP (from 20 March, ongoing); and
- Treasurer (Industrial Relations): Hon Peter Gutwein MP (from 1 July 2017, ongoing).

The Department comprises:

- Births, Deaths and Marriages;
- Community Corrections;
- Consumer, Building and Occupational Services;
- Corporate Support and Strategy;
- Crown Law;
- Monetary Penalties Enforcement Service;
- Office of the Secretary;
- Planning Policy Unit;
- Strategic Legislation and Policy;
- Tasmania Prison Service;
- Victims Support Services; and
- WorkSafe Tasmania.

The Department provides administrative support for a number of outputs, which have varying accountability arrangements:

- Anti-Discrimination Tribunal;
- Asbestos Compensation Tribunal;
- Guardianship and Administration Board;
- Health Practitioners Tribunal;
- Legal Aid Commission of Tasmania;
- Mental Health Tribunal;
- Parole Board of Tasmania;
- Resource Management and Planning Appeal Tribunal;
- Supreme and Magistrates Courts;
- Tasmanian Electoral Commission;
- Tasmanian Industrial Commission;
- Tasmanian Planning Commission;
- WorkCover Tasmania Board; and
- Workers Rehabilitation and Compensation Tribunal.

The Department also:

- supports the statutory offices of the Solicitor-General, Public Guardian and the Anti-Discrimination Commissioner;
- acts as the employing agency for the staff of the offices of the Director of Public Prosecutions and the Ombudsman, which have been separate entities for budgetary purposes since 2010-11 and 2007-08 respectively; and
- provides corporate services to the offices of the Ombudsman and the Health Complaints Commissioner, Asbestos Compensation Commissioner, Tasmanian Audit Office and to the Integrity Commission.

Our Aim

A safe, fair and just Tasmania.

Our Purpose

Support the Tasmanian Government to promote the rule of law by:

- ensuring an effective, efficient and accessible justice system;
- protecting and respecting rights;
- improving laws; and
- influencing positive behaviour and enforcing responsibilities.

Our Functions

Across the Department's four output groups, we perform the following functions:

- support our Ministers by providing honest, comprehensive, accurate and timely advice;
- administer and develop courts, tribunals, statutory and regulatory bodies that promote, protect and enforce laws;
- inform the community about laws, rights and responsibilities;
- undertake law and policy development;
- support the community to achieve effective outcomes in the justice system;
- provide a sustainable, safe, secure, humane and effective corrections system; and
- ensure all aspects of the Department's activities are conducted effectively, efficiently and safely.

Our Service Standards

Statutory office holders and state service employees and officers of the Department serve the Government and the public of Tasmania. Throughout all contact within Government and with the public and users of our services, we aim to meet their needs through professional, courteous and efficient service.

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

Our Behaviour Standards

The minimum standard of behaviour expected of all Department of Justice employees is to:

- consider people equally without prejudice or favour;
- act professionally with honesty, consistency and impartiality;
- take responsibility for situations, showing leadership and courage;
- place the public interest over personal interest;
- appreciate difference and welcome learning from others;
- uphold the law, institutions of Government and democratic principles;
- communicate intentions clearly and invite teamwork and collaboration;
- provide transparency to enable public scrutiny; and
- be fiscally responsible and focus on efficient, effective and prudent use of resources.

Organisational Chart

Figure 1.1 Organisational Chart as at 30 June 2018



Secretary
Kathrine Morgan-Wicks

Crown Law*:
Director, Michael Varney

Tasmanian Planning Commission*:
Executive Commissioner, Greg Alomes

Strategic Legislation and Policy:
Director, Brooke Craven

WorkSafe Tasmania:
Chief Executive, Mark Cocker

Planning Policy Unit:
Manager, Brian Risby

Office of the Secretary:
Manager, Julia Hickey



**Deputy Secretary
(Administration of Justice):**
Kristy Bourne

Supreme Court*:
Registrar, Jim Connolly

Magistrates Court*:
Administrator, Penelope Ikedife

Births, Deaths and Marriages:
Manager, Ann Owen

Victim Support Services:
Manager, Catherine Edwards

Legal Aid Commission*:
Acting Director, Susie Winter

Mental Health Tribunal*:
Registrar, Vanessa Fenton

Office of the Public Guardian*:
Public Guardian, Kim Barker

Guardianship and Administration
Board*:
Acting Registrar, Jarrod Bryan

Equal Opportunity Tasmania*:
Anti-Discrimination Commissioner,
Sarah Bolt

Tasmanian Electoral Commission*:
Electoral Commissioner, Andrew
Hawkey

Tasmanian Industrial Commission*:
Registrar Alison Oakes

Anti-Discrimination Tribunal*;
Asbestos Compensation Tribunal*;
Health Practitioners Tribunal*;
Workers Rehabilitation and Compensation
Tribunal*:
Registrar, Ross Thomas

Resource Management and Planning
Appeal Tribunal*;
Forest Practices Tribunal*:
Registrar, Jarrod Bryan



**Deputy Secretary
(Corrections):**
Nick Evans

Tasmania Prison Service:
Director of Prisons, Ian Thomas

Community Corrections:
Director, Neale Buchanan

Monetary Penalties Enforcement
Service:
Director, Wayne Johnson

Consumer, Building and
Occupational Services:
General Manager, Dale Webster

Human Resources:
Director, Kerrie Crowder

Finance:
Acting Director, Gavin Wailes

Information and Communication
Technology:
Director, Julie Fletcher

Projects and Information:
Program Director, Dee Webb

Communications and
Executive Support:
Director, Jennifer Lee

*Denotes administrative support only,
independent statutory body

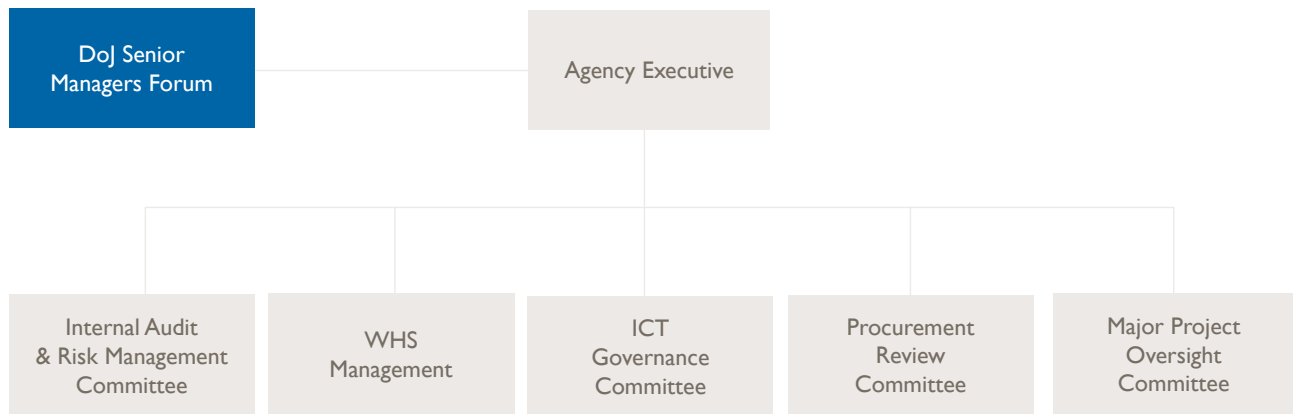
Output Structure and Organisational Responsibility

Table I.1: Output Structure and Organisational Responsibility

| Output Group | No. | Output | Organisational Responsibility |
|--|------|--|--|
| Output Group 1: Administration of Justice | 1.1 | Supreme Court Services | Supreme Court |
| | 1.2 | Magistrates Court Services | Magistrates Court |
| | 1.3 | Births, Deaths and Marriages | Registry of Births, Deaths and Marriages |
| | 1.4 | Support and Compensation for Victims of Crime | Victims Support Services |
| | 1.5 | Legal Aid | Legal Aid Commission |
| | 1.6 | Protective Jurisdictions | Mental Health Tribunal Office of the Public Guardian Guardianship and Administration Board |
| | 1.7 | Anti-Discrimination Commissioner | Equal Opportunity Tasmania |
| | 1.8 | Electoral Services | Tasmanian Electoral Commission |
| | 1.9 | Tasmanian Industrial Commission | Tasmanian Industrial Commission |
| | 1.10 | Workers Rehabilitation and Compensation Tribunal | Workers Rehabilitation and Compensation Tribunal |
| | 1.11 | Resource Management and Planning Appeal Tribunal | Resource Management and Planning Appeal Tribunal |
| Output Group 2: Legal Services | 2.1 | Crown Law | Solicitor-General Crown Solicitor |
| | 2.2 | Strategic Legislation and Policy | Strategic Legislation and Policy |
| Output Group 3: Corrections and Enforcement | 3.1 | Corrective Services | Tasmania Prison Service |
| | 3.2 | Community Corrections | Community Corrections |
| | 3.3 | Monetary Penalties Enforcement Service | Monetary Penalties Enforcement Service |
| Output Group 4: Regulatory and Other Services | 4.1 | WorkSafe Tasmania | WorkSafe Tasmania |
| | 4.2 | Tasmanian Planning Commission | Tasmanian Planning Commission |
| | 4.3 | Planning Reforms | Planning Policy Unit |
| | 4.4 | Consumer, Building and Occupational Services | Consumer, Building and Occupational Services |

Agency Executive

Figure 1.2 Agency Executive Sub-committee structure



During 2017-18 the role and composition of Agency Executive (AE) has been reviewed and refreshed, as part of a focus on enhancing corporate, program and project governance across the Department.

As part of this, a process has been established to enable Senior Executive Service members of the Senior Managers Forum to become temporary members of AE, on a rotating basis, for a period of 6 months. This provides an opportunity for all senior managers to better understand and contribute to the effectiveness of the AE process.

As of 30 June 2018, Agency Executive comprised the following members:

- Core membership:
 - Secretary
 - Deputy Secretary Corrections
 - Deputy Secretary Administration of Justice
- Attendees
 - Director Human Resources
 - Manager Office of the Secretary
 - Rotating SES members

- Director Strategic Legislation and Policy
- CEO WorkSafe Tasmania
- Director of Prisons
- Administrator Magistrates Court of Tasmania

- Attendees (as required for relevant items)
 - Director of Finance
 - Director of Communications
 - Assistant Director of Human Resources
 - Senior HR Adviser (Operations)
 - Authors of papers as required.

The role of AE is to:

1. approve matters relating to:
 - a) people
 - b) budget
 - c) strategic issues
 - d) risk and
2. note decisions made by its sub-committees (the current sub-committee structure is depicted in Figure 1.2)

