



Secretary

Department of Health and Human Services

50 Lonsdale Street
Melbourne Victoria 3000
Telephone: 1300 650 172
GPO Box 4057
Melbourne Victoria 3001
www.dhhs.vic.gov.au
DX 210081

E4276726

Hon Jill Hennessy MP
Minister for Health
Minister for Ambulance Services
Level 22, 50 Lonsdale Street
MELBOURNE VIC 3000

Dear Minister

2016-17 Ministerial Statements of Expectations: regulatory areas within the health portfolio

Thank you for providing me with your Ministerial Statement of Expectations letters for the department's nine regulatory areas within your health portfolio, for the period 1 July 2016 to 30 June 2017. I am pleased to provide you with the attached department action plans in response to your Ministerial Statements that outline actions the department will undertake to give effect to your expectations.

Common themes in the department's action plans include engaging with industry, unions and local government to effectively communicate Victorian Government initiatives, such as smoking bans in outdoor dining areas and kilojoule labelling laws, improving regulatory areas' risk management practices, and reducing unnecessary regulatory burden for regulated organisations.

Your Ministerial Statements and the department's action plans will form part of relevant regulatory areas' work plans and will also be published on the department's website. The department's progress in undertaking the actions outlined in the action plans will be publically reported on shortly after the conclusion of the 2016-17 financial year.

I look forward to working with you to continue to further improve the performance of the department's regulators.

Yours sincerely


Kym Peake
Secretary
22/8/2016

Encl. (9) 2016-17 Ministerial Statements of Expectations: health portfolio regulator action plans

Ministerial Statement of Expectations: regulator action plan 2016-17

Tobacco Control Unit

The table below details the Department of Health and Human Services' Tobacco Control Unit's plan to meet the performance improvement expectations outlined in the Tobacco Control Unit's Ministerial Statement of Expectations 2016-17.

Performance Improvement	Actions	Performance Targets
<p>Engage with business, unions and local government to ensure stakeholders affected by the smoking ban in outdoor dining areas are aware of their obligations, roles and responsibilities under the proposed new law. This will encourage compliance and help ensure a smooth transition to the new arrangements, effective from 1 August 2017.</p>	<p>The Tobacco Control Unit will engage with business, unions and local government through an education and awareness campaign. The campaign will utilise a range of communication channels and tools including radio and online advertising, media, industry guidance and promotional materials, meetings, website information, and state-wide training sessions for local government inspectors.</p>	<p>The awareness and education campaign will commence by 30 June 2017. It will run in the lead up to, and following commencement of, the smoking ban on 1 August 2017.</p>
<p>Develop user-friendly and accessible information about the smoking ban in outdoor dining areas, targeting cafes, restaurants, take-away outlets and licensed premises. The unit should work with affected stakeholders to ensure the information is appropriately delivered.</p>	<p>The Tobacco Control Unit will develop user friendly industry guidance booklets, fact sheets, website information, as well as an online Tobacco Control newsletter. Through the Tobacco Reforms website, businesses will be encouraged to sign up to the Tobacco Control newsletter to ensure they are kept up to date about the smoking ban commencing 1 August 2017.</p> <p>To ensure information is simple and easy to understand, diagrams will be developed to explain how businesses can comply with the smoking ban.</p>	<p>The guidance booklets, fact sheets and diagrams will be available by 30 June 2017.</p> <p>Website information will be updated and newsletters sent out to businesses at the following intervals:</p> <ul style="list-style-type: none"> • after Parliament passes the law • 1 February 2017 • 1 May 2017. <p>Work with organisations representing affected businesses will commence by 30 March 2017.</p>

Performance Improvement	Actions	Performance Targets
<p>Reduce regulatory burden and encourage compliance with the smoking ban in outdoor dining areas through developing small business self-help tools, such as publishing an on-line checklist for business. The tools will assist businesses to clarify whether they are covered by the smoking bans, and provide advice on how to comply with the bans.</p>	<p>The Tobacco Control Unit will work with organisations representing affected businesses to ensure information is appropriately delivered.</p> <p>The Tobacco Control Unit will publish an online guidance checklist for hospitality businesses to aid understanding and facilitate compliance with the smoking ban in outdoor dining areas.</p> <p>The checklist will identify the key points of the ban to allow businesses to easily determine whether it applies to them and, if it does, the steps they must take to comply.</p>	<p>The online guidance checklist will be published by 30 June 2017.</p>
<p>Initiate further coordination and cooperation between the department and other government business regulators to enhance opportunities to engage and communicate with hospitality businesses and unions affected by the smoking ban in outdoor dining areas. The majority of hospitality businesses affected by the ban are small businesses.</p>	<p>The Tobacco Control Unit will work with relevant government business regulators to increase opportunities for hospitality businesses and unions to be informed about the new law.</p> <p>This will involve using networks and communication avenues such as liquor forum bulletins and online newsletters.</p>	<p>The provision of information and resources to hospitality business and unions using government business regulator's networks and communication avenues will be undertaken by 30 June 2017.</p>
<p>Improve internal business processes through documenting the unit's existing risk-based approach to education and enforcement activity undertaken by councils. This work will help inform identification of future priority areas for enforcement activity.</p>	<p>The Tobacco Control Unit will formalise a risk-based approach, including a risk register.</p>	<p>The risk-based approach will be formalised by 30 June 2017.</p>