

# Ministerial Briefing

<b>Savings Strategy Description</b>	Ministerial Briefing [Redacted] [Redacted]
<b>Ministerial Portfolio</b>	Health Mental Health and Wellbeing
<b>Implementation Overview</b>	<h1>Ministerial Briefing</h1>
<b>Operational Impact Summary</b>	
<b>Frontline Service Impacts</b>	
<b>Measurement and Reporting</b>	
<b>Summary of Key Risks</b>	
<b>Stakeholder Management</b>	

## Financial Information

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**Ministerial Briefing**

File No.: MIN23/2757

	<b>APPROVED / NOT APPROVED</b>
	<b>Minister's Signature</b>
	
	<b>Date: 29 November 2023</b>

## Minute to the Minister

Hon Guy Barnett MP  
**Minister for Health**

Critical Date: URGENT

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**Subject: 2023-24 Budget Efficiency Dividend Allocation and Proposed Savings Strategies**

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### Recommendation:

It is recommended that you:

- approve the Department of Health's proposed savings strategies commencing from 2024-25; and
- note that the Department will provide a final version of the documentation to Treasury's Budget Branch once your approval is given.

### Background

- The 2023-24 Budget included an efficiency dividend commencing from 2024-25 totalling \$300 million across all Agencies over the Forward Estimates.

- Budget Committee has determined that the Department’s Budget appropriation expenditure will be reduced by the following amounts:

	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
Budget Efficiency Dividend Allocation	<h1>Cabinet Information</h1>				

- Correspondence from Treasury is attached (Attachment 1 – Memo from Treasury advising the Department’s Budget Efficiency Dividend Allocation).
- The Department’s savings strategies have been developed in accordance with Treasury’s Principles for Agency-Specific Savings Strategies (refer Attachment 1).

### Key Issues

- A sub-committee of the Health Executive Committee has proposed Agency specific measures to meet the savings requirements. This information is required to be provided to Treasury by no later than 24 November 2023.
- The following strategies have been identified to meet the savings requirement (refer Attachment 2):

- # Ministerial Briefing
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# ◦ Ministerial Briefing

- Ministerial Briefing
- A Progress Report outlining how the Department will monitor the savings progress is attached to this Minute (Attachment 3). This will enable the Department to report achievement to yourself and to Budget Committee.
- The Department's Finance and Business Support staff will provide a response directly to Treasury when Ministerial approval is given.

## **Financial Consideration**

- The savings amounts will be visible in the 2024-25 Budget at a high level.

## **Risk Implications**

- Ministerial Briefing

## **Communication Considerations**

- The progress of savings strategies will be regularly reported to Budget Committee.
- Savings strategies will be reported to Treasury through the approved template.

## **Internal Consultation**

- Further internal consultation will be required to implement the strategies throughout the Agency.

## **Attachments**

- 1 Memo to Department of Health – Savings Allocation
- 2 Health – Agency Savings Strategy Supporting Information
- 3 Health – Savings Progress Report

## Clearances

Prepared by	Elizabeth Jacob	Principal Business Analyst	Personal Information	16 November 2023
Through	Graham Murray	Manager – Budget Development and Advice		16 November 2023
Through	Shane Bond	Acting Director Finance and Procurement		20 November 2023
Through	Craig Jeffery	Chief Financial Officer		20 November 2023
Cleared by	Kathrine Morgan-Wicks	Secretary		24 November 2023

**Budget Committee - Savings Strategies**

**11 December 2023**

**Ministerial Portfolio: Health**

**Savings Strategies commencing from 2024-25 –  
Department of Health**

<b>Key Spokesperson:</b>	<b>Dale Webster, Deputy Secretary Community Mental Health and Wellbeing</b>
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<b>Status:</b>	<b>In Progress</b>
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# Cabinet Information



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# Clearances

Prepared by	Elizabeth Jacob	Principal Business Analyst	Personal Information	6 December 2023
Through	Graham Murray	Manager – Budget Development and Advice		6 December 2023
Cleared by	Dale Webster	Deputy Secretary, Community Mental Health and Wellbeing		7 December 2023
Cleared by	Craig Jeffery	Chief Financial Officer		8 December 2023

# Department of Treasury and Finance

The Treasury Building  
21 Murray Street HOBART TAS 7000  
GPO Box 147 HOBART TAS 7001 Australia  
Telephone (03) 6166 4444 Facsimile (03) 6173 0219  
Email [secretary@treasury.tas.gov.au](mailto:secretary@treasury.tas.gov.au) Web [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)



Doc reference 23/213144

Ms K Morgan-Wicks  
Secretary  
Department of Health

Attention: Craig Jeffery

## 2023-24 Budget Efficiency Dividend Allocation and Savings Strategy Process

As you are aware, the 2023-24 Budget included an efficiency dividend commencing from 2024-25 totalling \$300 million over the Forward Estimates. Achievement of these savings is essential to the delivery of the Government's stated Budget outcomes.

The purpose of this memorandum is to advise you of your agency's Budget Efficiency Dividend allocation and the process to identify savings strategies that will deliver the value of savings allocated.

The Government has determined that your Agency's Budget appropriation expenditure shall be reduced by the following amounts:

	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
Budget Efficiency Dividend Allocation					

## Cabinet Information

The savings allocated to your Agency is based on the average value of agency appropriations in the 2023-24 Budget between 2024-25 and 2026-27, adjusted for certain items including: infrastructure investment; Australian Government Funding; Administered Expenses; and contracted grant arrangements.

Each agency must now determine, in conjunction with its Minister/(s), agency specific measures to meet these savings requirements. This information is to be collated into a Savings Plan for Budget Committee's consideration and must be provided to Treasury by no later than 24 November 2023.

Principles for Agency-Specific Savings Strategies have been prepared to guide agencies in the development and approval of savings measures (refer Attachment 1).

Agencies are requested to provide a whole-of-agency summary that lists and totals all savings strategies and specific information on each strategy. Treasury has prepared templates to assist in preparing this information (refer Attachment 2). These will also be emailed directly to senior finance officer(s) in your agency.

Should you have any queries or require any further information regarding this matter, please contact Eleanor Patterson on **Personal Information** or email **Personal Information**



for Fiona Calvert  
Acting Secretary

29 September 2023

Encl

**Attachment I: Principles for Agency-Specific Savings Strategies****1) Savings measures must be achievable in both the short and long term.**

This means that agencies must identify savings measures that are structural and achievable on an ongoing basis.

It is acknowledged that some savings measures will have a lead time, particularly those making structural or service delivery changes. In these instances, short term savings measures may be used to meet allocated savings until the longer-term measures can be implemented.

**2) Savings measures must be allocated to activities and costs within the control or influence of the agency.**

In general terms, this means that savings measures should be applied to controlled activities and not applied to administered items or for specific activities funded from specific external parties, such as the Australian Government.

**3) Savings measures must consider operational impacts.**

This means that the savings measures must consider matters including but not limited to: timing and transitional issues; staffing impact; internal communications; and change management requirements.

**4) Savings measures must not negatively impact on the outcomes of frontline services.**

This means that while a savings measure can be allocated to any agency operating cost allowed within these principles, including those associated with frontline services such as reduction of staff, it should have no impact (or limit the impact) on the intended outcome of frontline services (ie, no reduction in services).

**5) Savings measure achievement must be able to be reliably reported to Budget Committee.**

This means that agencies must be able to regularly and accurately report on progress to Budget Committee.

## Attachment 2: Agency Savings Strategy Template

<TITLE>

<b>Savings Strategy Description</b>	The Description should be concise and accurately capture the intent and impact of the savings strategy.
<b>Ministerial Portfolio</b>	Please specify.
<b>Implementation Overview</b>	Please provide a brief overview of how the savings strategy will be achieved. Consider timeframes, balancing short term/long term strategies. All savings strategies must be within the control/influence of the agency.
<b>Operational Impact Summary</b>	Please provide a brief overview of how this strategy will be integrated within the impacted area of the agency. For example, transitional issues; staffing impact; internal communications; and change management requirements.
<b>Frontline Service Impacts</b>	<p>Please provide a summary of frontline service impacts, if any.</p> <p>Savings measures can be allocated to any agency operating cost allowed within the principles for agency specific savings strategies, including those associated with frontline services such as reduction of staff, however savings measures should have no impact (or limit the impact) on the intended outcome of frontline services (ie, no reduction in services).</p>
<b>Measurement and Reporting</b>	Please provide an overview of how achievement of the strategy will be measured to enable reporting back to Minister(s) and Budget Committee.
<b>Summary of Key Risks</b>	Please outline the key risks to implementing the strategy and delivering the estimated value of savings.
<b>Stakeholder Management</b>	Please provide a brief overview of how key stakeholders impacted by the Strategy will be managed.

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Email [secretary@treasury.tas.gov.au](mailto:secretary@treasury.tas.gov.au) Web [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)



Doc reference 23/166038

To: Accountable Authorities

Attention: Senior Finance Officers

### **2024-25 Budget Day, Key Dates and Agency Budget Submissions**

The purpose of this memorandum is to advise you of the key dates for the 2024-25 Budget and the information required from agencies throughout the Budget Development process.

#### **2024-25 Budget Key Dates**

The Treasurer has determined that the 2024-25 Budget will be handed down on Thursday, 30 May 2024. A list of key dates for agencies is provided at Attachment 1 and includes dates previously advised for BIMS updates, Budget Risk reporting and Infrastructure reporting. A schedule of BIMS update requirements is provided at Attachment 2, which is consistent with advice previously provided.

A summary of the information requirements from agencies is provided at Attachment 3. This memorandum specifies the mechanism for submitting the information and provides high-level guidance to assist agencies. Templates (where relevant) will be emailed directly to agencies in conjunction with this memorandum.

#### **Agency Budget Submissions and Other Information Requests**

Budget Committee recently considered the key aspects of the 2024-25 Budget Development process. The key features of this process will be:

# Cabinet Information

Please note that approval of savings strategies will occur prior to Christmas 2023 and Budget Submissions for funding requests are due by no later than 31 January 2024.

### **1. Agency Budget Savings Strategies (due 24 November 2023)**

The Government has committed to work with Agencies to determine the most appropriate approach to achieving the Budget Efficiency Dividend announced in the 2023-24 Budget.

Agencies will soon be advised of the value of savings required to be delivered over the period 2024-25 to 2026-27 (and ongoing). Agencies will also be provided with principles to guide the development of agency-specific savings strategies.

Agencies are required to provide completed templates to Treasury by no later than close of business 24 November 2023 for consideration by Budget Committee prior to Christmas 2023. Agencies will need to be prepared to discuss and answer queries following submission of the templates.

It is important that the value of Budget Savings Strategies submitted must be equal (or greater to allow for contingency) to the value of the Budget Efficiency Dividend allocated to the agency.

### **2. Budget Submissions - Funding Requests for Budget Risks, Initiatives and Infrastructure Projects (due 31 January 2024)**

# Cabinet Information

# Cabinet Information

Table I lists the types of funding requests that agencies can submit through the Budget process, along with limits on the number of each type of funding request.

All agencies will be required to prepare an overarching summary listing each funding request in each category in order of priority. This summary will need to cover all portfolios to reflect a whole-of-agency perspective. A template to provide additional background for each budget request will also need to be completed and submitted.

Consistent with past Budget processes, agencies should be prepared to answer queries on each funding request and develop alternative options as requested by the Treasurer and Budget Committee.

**Table I: 2024-25 Budget Agency Budget Funding Request Types and Limitations**

# Cabinet Information

## **Community Consultation Process**

The 2024-25 Budget Community Consultation process has commenced, with submissions due to Treasury on 30 November 2023. Treasury will review the submissions to determine the appropriate lead agency and provide the agency with a copy of submissions by 7 December 2023.

Agencies will be responsible for forwarding submissions to Ministers. Agencies and Ministers may then seek to discuss these submissions with organisations to clarify or expand on any of the information contained within the submission. Agencies should consider Community Consultation submissions in the preparation of Agency funding requests.

Please note that agencies are responsible for responding to submissions as required. Treasury does not respond to any Community Consultation submissions received. Agencies are also responsible for providing any post-Budget feedback to organisations regarding the funding of their submission.

Treasury will also hold two information sessions for agencies to provide additional guidance on the 2024-25 Budget Process, including template requirements and the process for Budget Committee consideration of the information provided.

It is important to note that 2024-25 Budget dates are subject to change to meet the requirements of Budget Committee and the broader Budget process. Treasury will provide agencies with timely advice of any changes.

Should you have any queries or require any further information regarding this matter, please contact **Personal Information** or email **Personal Information**

Yours sincerely



for Fiona Calvert  
Acting Secretary

22 September 2023

Attachments:

1. 2024-25 Budget - Key Dates for Agencies;
2. 2023-24 BIMS Updates & Training Key Dates; and
3. Agency Inputs Summary for 2024-25 Budget Process (incl 2023-24 RER).

**Attachment I: 2024-25 Budget Key Dates for Agencies**

<b>Key Date</b>	<b>Action</b>
26 August 2023	2024-25 Budget Community Consultation Process Open
11 September 2023	2023-24 Infrastructure Agency Report Due - August 2023
2-15 October 2023	Spring School Holidays
6 October 2023	BIMS Update - SPA Quarter 1 and Infrastructure Review
9 October 2023	2023-24 Infrastructure Agency Report Due - September 2023
12 October 2023	Launceston Show Day
26 October 2023	Hobart Show Day
31 October 2023	2022-23 Treasurer's Annual Financial Report (TAFR) 2022-23 Agency Annual Reports
13 November 2023	2023-24 Infrastructure Agency Report Due - October 2023
24 November 2023	Agency Budget Submissions - Budget Efficiency Dividend - Savings Strategy information due to Treasury
24 November 2023	2023 September Quarterly Report Released
29 November 2023	BIMS Update - 2023-24 RER - Agency Updates Due incl SPA Quarter 2
30 November 2023	2024-25 Community Consultation Submissions Due
7 December 2023	2024-25 Community Consultation Submissions - Provided to Agencies
11 December 2023	2023-24 Infrastructure Agency Report Due - November 2023
22 December 2023 to 6 February 2024	Summer School Holidays
23 December 2023 - 1 January 2024	2023 Christmas Break
January 2024	2023-24 Revised Estimates Report preparation
12 January 2024	2023-24 Infrastructure Agency Report Due - December 2023
26 January 2024	Australia Day Holiday
31 January 2024	Agency Budget Submissions - Funding Requests Due
12 February 2024	Regatta Day (Hobart)
13 February 2024	2023-24 Infrastructure Agency Report Due - January 2024
15 February 2024	2023-24 Revised Estimates Report (including December 2023 quarterly report) Released
26-29 February 2024	BC Meetings with Agencies - Agency Budget Submissions

<b>Key Date</b>	<b>Action</b>
8 March 2024	BIMS Update - 2024-25 Budget Agency Updates Due
11 March 2024	Eight Hours Day
12 March 2024	2023-24 Infrastructure Agency Report Due - February 2024
29 March 2024 - 2 April 2024	2024 Easter Break
8 April 2024	2023-24 Infrastructure Agency Report Due - March 2024
12-28 April 2024	Autumn School Holidays
16 April 2024	2024-25 Budget - Agency Allocation Advice Provided to Agencies
16-17 April 2024	BIMS Update - Budget Decision Agency Recoding
19 April 2023	Final Agency Tables Sent
25 April 2024	ANZAC Day
26 April 2024	Agency Budget Chapters Due (Small Agencies and Statutory Authorities)
29 April 2024	Agency Budget Chapters Due (Large Agencies)
13 May 2024	2023-24 Infrastructure Agency Report Due - April 2024
14 May 2024	2024-25 Australian Government Budget (TBC)
30 May 2024	2024-25 Budget Day
3-7 June 2024	2024-25 Budget Parliamentary Debate (TBC)
6 June 2024	BIMS Update - 2023-24 EOY Processes incl SPA Quarter 4
10 June 2024	King's Birthday
11-14 June 2024	2024-25 Budget - Estimates Committee Debate (TBC)
11 June 2024	2023-24 Infrastructure Agency Report Due - May 2024
Early July 2024	Royal Assent (TBC)
6-22 July 2024	Winter School Holidays
15 July 2024	2023-24 Infrastructure Agency Report Due - June 2024

## Attachment 2: 2023-24 BIMS Updates & Training Key Dates

Key Date	Action
1 September 2023	<b>BIMS Update 1 - Budget Risks</b> <ul style="list-style-type: none"> <li>Enter new Budget Risks in BIMS<sup>1</sup></li> </ul>
6 October 2023	<b>BIMS Update 2 - SPA Quarter 1 and Infrastructure Review</b> <ul style="list-style-type: none"> <li>SPA Q1 Updates (revenue and expenditure) including Australian Government Funding Updates</li> <li>2023-24 Infrastructure (CIP) updates</li> <li>Update Budget Risks</li> </ul>
17 & 19 October 2023	<b>BIMS Training</b> <ul style="list-style-type: none"> <li>Optional, online training sessions lead by Treasury <ul style="list-style-type: none"> <li>Introduction to BIMS session</li> <li>BIMS Refresher session</li> </ul> </li> <li>Invitations will be sent out prior to the sessions</li> </ul>
29 November 2023	<b>BIMS Update 3 - RER and SPA Quarter 2</b> <ul style="list-style-type: none"> <li>2023-24 Opening Balances (reflect 2022-23 Audited Statements)</li> <li>All appropriation and accrual updates, including review and update 2027-28</li> <li>SPA Q2 Updates - material revenue and expenditure variations, including Aust Govt Funding Updates</li> <li>Update Budget Risks</li> </ul>
4 & 6 March 2024	<b>BIMS Training</b> <ul style="list-style-type: none"> <li>Optional, online training sessions lead by Treasury <ul style="list-style-type: none"> <li>Introduction to BIMS session</li> <li>BIMS Refresher session</li> </ul> </li> <li>Invitations will be sent out prior to the sessions</li> </ul>
8 March 2024	<b>BIMS Update 4 - 2024-25 Budget base updates and SPA Quarter 3</b> <ul style="list-style-type: none"> <li>2024-25 Budget Updates - appropriation, accruals</li> <li>Infrastructure (CIP) updates</li> <li>SPA Q3 Updates - revenue and expenditure variations, including AG Funding Updates</li> <li>Update Budget Risks (2023-24 only)</li> </ul>
16-17 April 2024	<b>BIMS Update 5 - 2024-25 Budget Decisions</b> <ul style="list-style-type: none"> <li>Reflect Budget decisions in BIMS</li> </ul>
6 June 2024	<b>BIMS Update 6 - 2023-24 EOY Processes incl SPA Quarter 4</b> <ul style="list-style-type: none"> <li>RAFs</li> <li>Savings</li> <li>Transfers</li> <li>Rollovers</li> <li>SPA Q4 Updates, including Aust Govt Funding Updates</li> </ul>

Note:

- I. Budget Risks should be updated by the last working day of each month. This information will be presented to Budget Committee as part of monthly reporting at the end of the first week of each month.

### Attachment 3: Agency Inputs Summary for the 2023-24 Revised Estimates Report and 2024-25 Budget Process

	Agency Information Required	Due Date	Format/Mechanism	Notes for agencies
Q2 - October to December 2023	Budget Risks Updates	29 Sep 2023 27 Oct 2023 29 Nov 2023	BIMS	<ul style="list-style-type: none"> <li>Risks are reported monthly to Budget Committee and considered as requested by the Committee. Agencies should review/update Budget Risks as required to ensure the information is current at the end of each calendar month for reporting to Budget Committee.</li> <li>Refer to Treasury guidance provided on 7 August 2023 for Budget Risk Reporting.</li> <li>If urgent consideration of a Budget Risk is required, please contact the Budget Management Branch.</li> </ul>
	BIMS Update - SPA Q1 and SPA Opening Balances	6 Oct 2023	BIMS	<p><b>BIMS Update 2 - SPA Q1 and EOY Updates</b></p> <ul style="list-style-type: none"> <li>Treasury to enter 2023-24 preliminary SPA Opening Balances (cash only)</li> <li>SPA Q1 Updates (revenue and expenditure) including Australian Government Funding Updates</li> <li>2023-24 Infrastructure (CIP) updates - for known changes post EOY and September Qtr actuals</li> </ul>
	Budget Submission - Savings Strategies	24 Nov 2023	Templates	<ul style="list-style-type: none"> <li>Templates will be provided that require: an overarching summary of all savings strategies proposed; and further information for each individual savings strategy .</li> <li>All savings strategies must give consideration to the guiding principles provided to agencies.</li> <li>Savings strategies will be considered by Budget Committee prior to the 2023 Christmas Break.</li> <li>Savings strategies pursued will be agreed jointly between the Accountable Authority, Minister and Budget Committee.</li> <li>Agency allocations of the Budget Efficiency Dividend will be published in the 2023-24 RER, with further detail included in the 2024-25 Budget.</li> </ul>
	2024-25 RER Estimates Updates and 2027-28 Base Estimates	29 Nov 2023	BIMS	<p><b>BIMS Update 3 - 2023-24 RER</b></p> <ul style="list-style-type: none"> <li>2023-24 Opening Balances (reflect 2022-23 Audited Statements).</li> <li>All appropriation and accrual updates, including review and <b>update 2027-28 (final Forward Estimate year)</b>.</li> </ul> <p>SPA Q2 Updates - material revenue and expenditure variations, including AG Funding Updates.</p>



	Agency Information Required	Due Date	Format/Mechanism	Notes for agencies
Q3 - January to March 2024	Budget Submissions - Agency Funding Requests	31 Jan 2024	Template	<ul style="list-style-type: none"> <li>• <b>Cabinet Information</b></li> <li>• </li> <li>• Further information may be sought during February and March 2024 to clarify the nature of requests.</li> <li>• Major projects should progress through the Structured Infrastructure Investment Review Process (SIIRP) and will be considered by Budget Committee for funding in the 2024-25 Budget if received by 31 January 2024. Submissions received after 31 January 2024 will not be considered for funding in the 2024-25 Budget. However, new projects and existing projects can continue to progress through Point 1 and Point 2.</li> </ul>
	Monthly Budget Risks Updates	31 Jan 2024	BIMS	<ul style="list-style-type: none"> <li>• Any Budget Risks to be considered as part of the 2024-25 Budget are required to be submitted through BIMS, along with additional information in the template provided.</li> <li>• BIMS will remain open after 31 January 2024 for current year Budget Risks (2023-24 only)</li> </ul>
	2024-25 Budget Update	8 Mar 2024	BIMS	<p><b>BIMS Update 4 - 2024-25 Budget base updates and SPA Quarter 3</b></p> <ul style="list-style-type: none"> <li>• 2024-25 Budget Updates (2024-25 to 2027-28) - appropriation, accruals, own source revenue/expenditure</li> <li>• Infrastructure (CIP) updates (existing projects)</li> <li>• SPA Q3 Updates - revenue and expenditure variations, including AG Funding Updates</li> </ul> <p><b>Note - <u>no further updates to be made beyond this point - excluding Budget Decisions</u></b></p>

	Agency Information Required	Due Date	Format/ Mechanism	Notes for agencies
Q4 -April to June 2023	Budget Decision Recoding	16-17 Apr 2024	BIMS	<p><b>BIMS Update 5 - 2024-25 Budget Decisions</b> - Treasury to input, agencies to recode (BIMS open for up to 48 hours)</p> <p><b>Note - Allocation Advice to be sent to Accountable Authority on or around Budget Cabinet meeting.</b></p>
	Budget Chapters Due	26 April 2024 (small agencies) 29 Apr 2024 (larger agencies)	Template	<ul style="list-style-type: none"> <li>• Template and guidelines to be distributed as per usual processes.</li> <li>• Draft tables can be run by agencies from 15 April 2024 (no Budget decisions).</li> <li>• Final tables to be provided by 19 April 2024 (including Budget decisions and indexation).</li> <li>• Chapters <b>must</b> have Ministerial approval prior to submission to Treasury.</li> </ul>
	<b>Budget Day</b>	<b>30 May 2024</b>		
	2023-24 EOY Requests and Updates	6 June 2024	BIMS	<p><b>BIMS Update 6 - 2023-24 EOY Processes incl SPA Quarter 4</b></p> <ul style="list-style-type: none"> <li>• RAFs</li> <li>• Savings</li> <li>• Transfers</li> <li>• Rollovers</li> <li>• SPA Q4 Updates, including Aust Govt Funding Updates</li> </ul>





<TITLE>

Category	Agency Response
<b>Request Type (Select one)</b>	<ol style="list-style-type: none"> <li>1. Budget Risk</li> <li>2. Commission of Inquiry</li> <li>3. Other New Initiative (Operating)</li> <li>4. Infrastructure Funding Request</li> </ol>
<b>Short Description</b>	The short description should be clear, concise and at a standard that is appropriate for direct reporting to Budget Committee (approx. 2-3 sentences is appropriate)
<b>Ministerial Portfolio</b>	Please specify.
<b>Policy Objective</b>	Please specify the policy objective or issue that this initiative/funding request is aimed to address.
<b>Impact on existing and related services</b>	Please provide a brief overview of how this strategy will be integrated and work with the impacted area of the agency or other agencies.
<b>Commission of Inquiry Links</b>	Please specify (where relevant) the specific Commission of Inquiry recommendation and Government response.
<b>Gender specific policy impacts</b>	Please identify (where relevant) gender specific impacts and links to <i>Equal means Equal: Tasmanian Women's Strategy 2022-2027</i> .
<b>Climate Change Action Plan Link</b>	Please identify how this initiative aligns to <i>Tasmania's Climate Change Action Plan 2023-25</i> .
<b>Other Policy Links and Public Announcements</b>	Please identify any links to other Government policy priorities not listed above and previous Government announcements.
<b>Other Government Entity Impacts</b>	Please provide information on any implications of this initiative for other agencies/government owned entities and detail of any consultation undertaken.
<b>Implementation Timeframe</b>	<p>Please outline if the funding request is fixed-term or ongoing.</p> <p>Please indicate when the initiative or funding requirement will commence and end (if applicable).</p>

<b>Identified through Community Consultation</b>	Yes/No Clearly identify which organisation(s) this was raised by and any other relevant detail.
<b>BIMS Adjustment No.</b>	Where applicable.
<b>Relationship to past funding requests</b>	Where relevant, please identify how this funding request relates to funding requested in previous Budget processes, Budget Committee or Cabinet deliberations, Budget Risks reported through BIMS, etc.
<b>Consequences of not funding</b>	Where relevant, please identify the consequences for stakeholders, the Government and the agency if this funding request does not receive additional funding.

**Financial Information**

	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000
<b>Cost</b>				
Operating				
Purchases of non-financial assets				
<b>Total Cost</b>				
Less Existing Funding/Revenue				
<b>Net Cost</b>				

**Alternative options to address policy objective**

Outline the alternative options, including approx. costs and timeframes, to address the policy objective outlined above.

*Alternative Option One <Insert Title>*

*Alternative Option Two <Insert Title>*

**Attachments**

List Attachments as necessary (including SIIRP Business Cases)

<TITLE>

<b>Savings Strategy Description</b>	The Description should be concise and accurately capture the intent and impact of the savings strategy.
<b>Ministerial Portfolio</b>	Please specify.
<b>Implementation Overview</b>	Please provide a brief overview of how the savings strategy will be achieved. Consider timeframes, balancing short term/long term strategies. All savings strategies must be within the control/influence of the agency.
<b>Operational Impact Summary</b>	Please provide a brief overview of how this strategy will be integrated within the impacted area of the agency. For example, transitional issues; staffing impact; internal communications; and change management requirements.
<b>Frontline Service Impacts</b>	Please provide a summary of frontline service impacts, if any.  Savings measures can be allocated to any agency operating cost allowed within the principles for agency specific savings strategies, including those associated with frontline services such as reduction of staff, however savings measures should have no impact (or limit the impact) on the intended outcome of frontline services (ie, no reduction in services).
<b>Measurement and Reporting</b>	Please provide an overview of how achievement of the strategy will be measured to enable reporting back to Minister(s) and Budget Committee.
<b>Summary of Key Risks</b>	Please outline the key risks to implementing the strategy and delivering the estimated value of savings.
<b>Stakeholder Management</b>	Please provide a brief overview of how key stakeholders impacted by the Strategy will be managed.

**Financial Information**

	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000
<b>Annual Savings Estimate</b>				
Expenses				
Purchases of Non-Financial Assets				
<b>Total Annual Savings</b>				

**From:** [Budget Management Branch](#)  
**To:** [Harris, Marijke \(DPFEM\)](#); [Boutcher, Travis \(StateGrowth\)](#); [Dean, Glen \(StateGrowth\)](#); [Goward, Christine \(Tourism\)](#); [Jones, Mark \(Tourism\)](#); [Personal Information](#) [@tourism.tas.gov.au](#); [Waijes, Gavin \(DoJ\)](#); [Murray, Graham A; Richmond, Michael \(Treasury\)](#); [Dixon, Fiona \(Treasury\)](#); [Personal Information](#) [@parliament.tas.gov.au](#)"; [Personal Information](#) [@parliament.tas.gov.au](#)"; [Personal Information](#) [@govhouse.tas.gov.au](#)"; [Daniels, Rachael \(IC\)](#); [Scavone, Rino \(DPaC\)](#); [Radford, Jess \(Brand Tasmania\)](#); [Andrea Bull](#); [Lockley, Adrian \(DPaC\)](#); [McTye, Nicole \(StateGrowth\)](#); [Trubody-Jager, Chelsea \(DoJ\)](#); [Wilson, Jacqui \(DPaC\)](#); [Anjewierden, Harald \(TAO\)](#); [Johnston, Rachel \(Treasury\)](#); [Gourlay, Carly \(DPIPWE\)](#); [Brown, Joshua \(DPIPWE\)](#); [Pearce, Adrian \(DPIPWE\)](#); [Pashév, Sofia \(DPIPWE\)](#); [Peterson, Susan \(Treasury\)](#); [Couacaud, Rebecca \(Treasury\)](#); [Porter, Matt \(Treasury\)](#); [Sowell, Jason \(DoE\)](#); [Luo, Amy \(Treasury\)](#); [Brand Tasmania \(Brand Tasmania\)](#); [Wall, Robin \(EPA\)](#); [alecia.fletcher \(DoE\)](#); [Berry, Allira \(OHCC\)](#); [Slyp, Kylie \(TFS\)](#); [Zhou, Tracy \(IFS\)](#); [Leon, Lee \(DoE\)](#); [Hunt, David J \(RTBG\)](#); [bill.batt@mast.tas.gov.au](#); [White, Debbie \(TAO\)](#); [Harrison, James \(DPaC\)](#); [Lucas, Glenn \(DECYP\)](#); [Oud, Jacquie \(DoJ\)](#); [Jeffery, Craig R;](#) [Personal Information](#) [@justice.tas.gov.au](#)  
**Cc:** [Patterson, Eleanor \(Treasury\)](#); [McAvoy, James \(Treasury\)](#); [ErinWi \(Treasury\)](#); [Faletic, Dana \(Treasury\)](#); [Fletcher, Brendan \(Treasury\)](#); [Stone, Steven \(Treasury\)](#); [Blackwell, Rebecca \(Treasury\)](#)  
**Subject:** Memo to Agencies - 2024-25 Budget Date and Budget Development Process  
**Date:** Friday, 22 September 2023 1:24:52 PM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[2024-25 Budget Submission - Agency Funding Request TEMPLATE.DOCX](#)  
[2024-25 Budget - Agency Budget Requests Summary - Dept of X.XLSX](#)  
[Memo to Agencies - 2024-25 Budget Date and Budget Development Process \(SEPTEMBER 2023\).pdf](#)

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Good afternoon,

Please find attached correspondence sent to Accountable Authorities relating to the 2024-25 Budget Date and Budget Development Process, and relevant templates.

Kind regards.

**Budget Management Branch**

Personal Information

21 Murray Street, Hobart, TAS 7000 | GPO Box 147, Hobart TAS 7001





**From:** [Budget Management Branch](#)  
**To:** [Harris, Marijke \(DPFEM\)](#); [Boutcher, Travis \(StateGrowth\)](#); [Dean, Glen \(StateGrowth\)](#); [Goward, Christine \(Tourism\)](#); [Jones, Mark \(Tourism\)](#); [\[Redacted\]@tourism.tas.gov.au](#); [Wailles, Gavin \(DoJ\)](#); [Murray, Graham A; Gretton, Casey; Richmond, Michael \(Treasury\); Dixon, Fiona \(Treasury\); \[Redacted\]@parliament.tas.gov.au"; \[Redacted\]@parliament.tas.gov.au"; \[Redacted\]@govhouse.tas.gov.au"; Daniels, Rachael \(IC\); Scavone, Rino \(DPaC\); Radford, Jess \(Brand Tasmania\); "Andrea Bull"; Lockley, Adrian \(DPaC\); McTye, Nicole \(StateGrowth\); Trubody-Jager, Chelsea \(DoJ\); Wilson, Jacqui \(DPaC\); Anjewierden, Harald \(TAO\); Johnston, Rachel \(Treasury\); Gourlay, Carly \(DPIPWE\); Brown, Joshua \(DPIPWE\); Pearce, Adrian \(DPIPWE\); Pashev, Sofia \(DPIPWE\); Peterson, Susan \(Treasury\); Couacaud, Rebecca \(Treasury\); Porter, Matt \(Treasury\); Sowell, Jason \(DoE\); Luo, Amy \(Treasury\); Brand Tasmania \(Brand Tasmania\); Wall, Robin \(EPA\); alecia.fletcher \(DoE\); Berry, Allira \(OHCC\); Slyp, Kylie \(TFS\); Zhou, Tracy \(IFS\); Leon, Lee \(DoE\); Hunt, David J \(RTBG\); \[Redacted\]@mast.tas.gov.au; White, Debbie \(TAO\); Harrison, James \(DPaC\); Lucas, Glenn \(DECYP\); Oud, Jacquie \(DoJ\)](#)  
**Cc:** [Patterson, Eleanor \(Treasury\)](#); [McAvoy, James \(Treasury\)](#); [ErinWi \(Treasury\)](#); [Faletic, Dana \(Treasury\)](#); [Fletcher, Brendan \(Treasury\)](#); [Stone, Steven \(Treasury\)](#)  
**Subject:** Update on Budget Efficiency Dividend and Agency Savings Strategies  
**Date:** Friday, 29 September 2023 6:13:29 PM  
**Attachments:** [image001.jpg](#)  
[2024-25 Budget - Agency Savings Summary.XLSX](#)  
[2024-26 Budget Submission - Agency Savings Strategy Info TEMPLATE.DOCX](#)

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Hi everyone,

Apologies for sending this through out of hours on a Friday. As we have been receiving a few queries on this matter, I wanted to provide you all with a quick update in relation to the allocation of the Budget Efficiency Dividend and the process requirements for identification of agency savings strategies.

This afternoon, Accountable Authorities and agency senior finance officers have been sent correspondence with their respective agency's allocation of the Budget Efficiency Dividend (ie. the agency's savings requirement) and some high level information on the process to identify savings strategies as part of the 2024-25 Budget Development process.

The correspondence advises that:

**Each agency must now determine, in conjunction with its Minister/(s), agency specific measures to meet agency savings requirements. This information is to be collated into a Savings Plan for Budget Committee's consideration and must be provided to Treasury by no later than 24 November 2023.**

To assist in developing a Savings Plan, attached to this email are two templates: 1) An agency Savings Summary; and 2) Agency Savings Strategy template. In the Savings Plan, each agency must submit one agency summary (the excel spreadsheet) which lists all proposed savings strategies and a completed template with further information on each proposed strategy (the word template). Agency's may also provide further information at its discretion. There are principles to guide the development of strategies which are also included in the correspondence to Accountable Authorities.

As advised in the information sent out last week on the 2024-25 Budget process, Treasury will run two information sessions on the upcoming Budget process. One session is proposed to be scheduled the week commencing 9 October 2023 and another in the week commencing 16 October 2023. These sessions will be an opportunity to go through the Budget submission templates and to raise any queries that you may have. The sessions will cover both: agency savings strategies information that is due on 24 November 2023; and agency Budget Submissions due on 31 January 2024.

Prior to these sessions, if you have any specific queries on the savings strategy templates or process - or the 2024-25 Budget development process more generally, please don't hesitate to email me or give me a call. I am available all throughout school holidays. Please also contact me if you require a copy of the correspondence sent to your Accountable Authority and are yet to receive it through your internal processes.

Thank you in advance for your assistance throughout the coming Budget process.

Kind regards,

Erin

**Erin Wise | Assistant Director**  
Budget Management Branch | Department of Treasury and Finance

**Personal Information**

21 Murray Street, Hobart, TAS 7000 | GPO Box 147, Hobart TAS 7001