



The Hon Daniel Andrews MP

Premier of Victoria

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Ms Kym Peake
Secretary
Department of Health and Human Services
27/50 Lonsdale Street
MELBOURNE VIC 3000

Dear Secretary

The far-reaching nature of the COVID-19 crisis is unprecedented, and the Victorian Government and public service will need to be re-organised to respond. As part of this response I am requesting that you take on a new public sector leadership role as Mission Lead Secretary - Health Emergency. This role is part of a broader suite of governance initiatives that I am instituting to mobilise government around critical missions to effectively respond to the crisis.

In this role you are accountable to me for the delivery of the missions. You will assist the new Crisis Council of Cabinet (CCC) which I have convened and new portfolio Ministers appointed to act as 'Minister for the Coordination of' the COVID-19 response. The CCC will determine all significant matters of policy, administration, budget and legislation required to respond to the COVID-19 pandemic crisis.

The new portfolio Ministers will comprise the CCC and report to me in developing and implementing the Victorian Government response, which will be structured around the core missions outlined in Attachment A. I ask that you support the Minister for the Coordination of Health and Human Services – COVID-19 in this new portfolio.

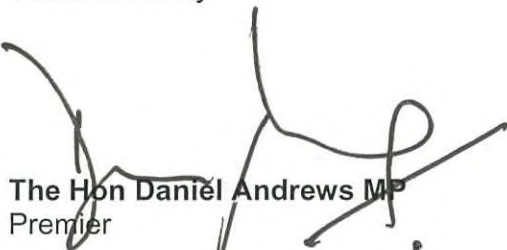
As Mission Lead Secretary I ask that you work with my department to develop an implementation plan for your mission, including the relationship to the 'business as usual' operations of your department.

In this role you will be part of the Mission Coordination Committee (MCC) to be chaired by the Secretary, DPC. The MCC will act as the key officials' forum to support delivery of the missions.

Given the focused effort that will be required as Mission Co-Lead Secretary, I ask that you nominate an Associate Secretary to be responsible for the day-to-day administration of your department for the duration of the COVID-19 emergency. The responsibilities of the Associate Secretary will include engagement with all portfolio Ministers in the department, including CCC Ministers in relation to their usual portfolio responsibilities (as distinct from their 'Minister for the Coordination of' roles).

I thank you for taking on this critical leadership role for Victoria.

Yours sincerely

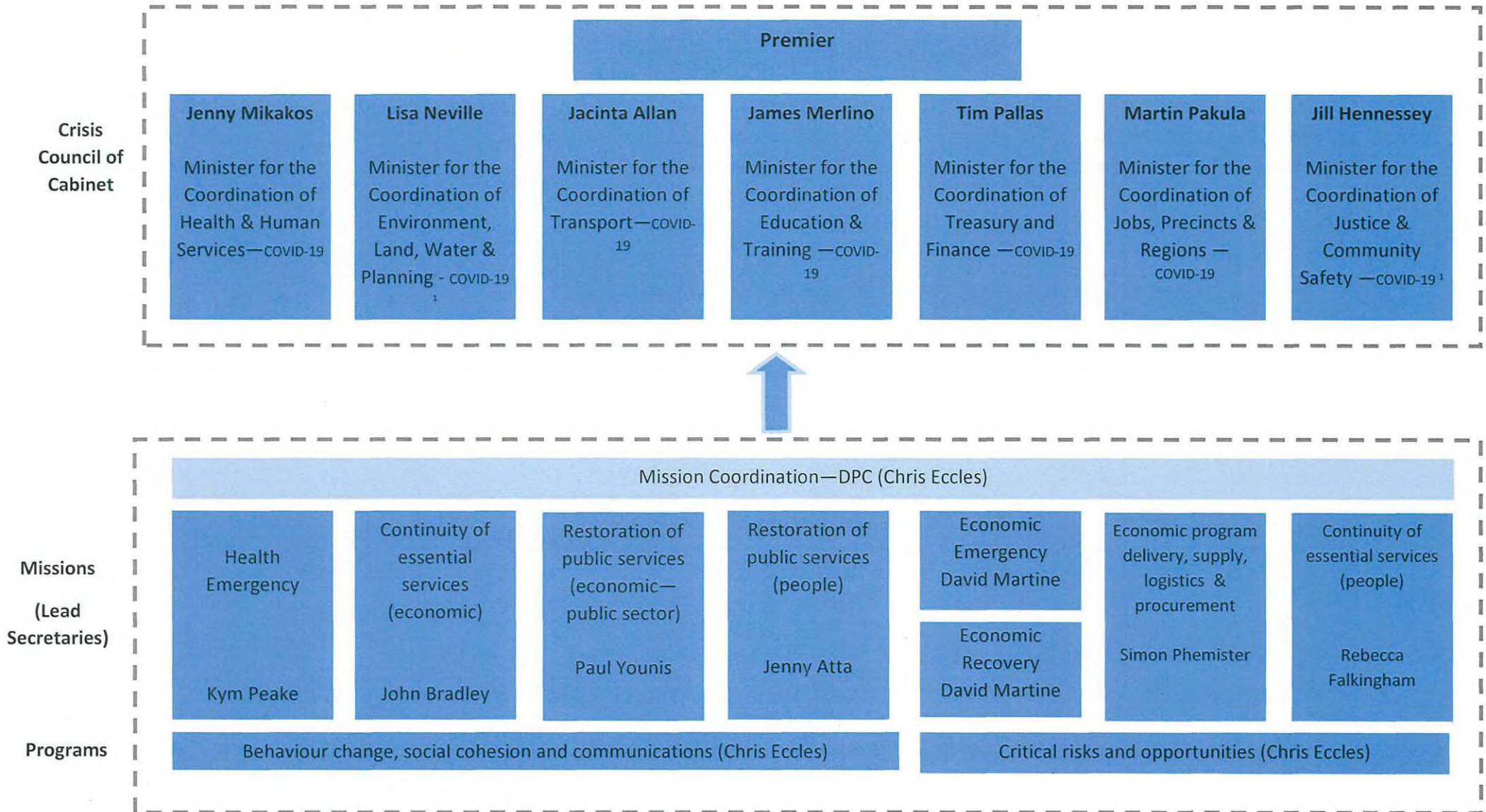


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cc: Minister for the Coordination of Health and Human Services – COVID-19
Minister for Child Protection, Minister for Disability, Ageing and Carers
Minister for the Prevention of Family Violence
Minister for Housing
Minister for Mental Health

03 APR 2020

Crisis Council of Cabinet and Core Missions



¹The Minister Assisting the Premier for Environment, Land, Water & Planning will be responsible for Victoria Police and EMV COVID-19 Response.

Victorian Government response to COVID-19

COVID-19 Missions

Phase 1
<p>1. Health Emergency (Secretary, Department of Health & Human Services) Leadership of the health response to COVID-19</p>
<p>2. Economic Emergency (Secretary, Department of Treasury & Finance) Leadership for monitoring economic and business conditions, and managing the Victorian State budget and financing</p>
<p>3. Economic program delivery, supply, logistics and procurement (Secretary, Department of Jobs, Precincts & Regions) Leadership and delivery for the economic programs needed to support business and employment Leadership for the supply and transport of essential goods, and the timely procurement of goods and service and potentially premises</p>
<p>4. Continuity of Essential Services – People (Secretary, Department of Justice & Community Safety/Secretary, Department of Education & Training) Leadership for the continued delivery of state essential human services</p>
<p>5. Continuity of Essential Services – Economic (Secretary, Department of Environment, Land, Water & Planning/Secretary, Department of Transport) Leadership for the continued delivery of state essential economic services</p>
Phase 2
<p>6. Economic Recovery (private sector) (Secretary, Department of Treasury & Finance/Secretary, Department, Jobs, Precincts and Regions) Leadership for the identification of recovery strategies and actions for Victoria to recover economically, including new industry and trade opportunities</p>
<p>7. Restoration/Return of public services – People (Secretary, Department of Education & Training/Secretary, Department of Justice & Community Safety) Leadership for the recovery of key government human services</p>
<p>8. Restoration/Return of public services – Economic (public sector) (Secretary, Department of Transport/Secretary, Department of Environment, Land, Water & Planning) Leadership for the recovery of key government economic services</p>

The Secretary, DPC, will be responsible for the following two additional programs:

<p>1. Critical risks and opportunities Leadership for the identification of critical risks, vulnerabilities and post-event reform opportunities for the public sector</p>
<p>2. Behaviour change, social cohesion and communications Leadership for the design and coordinated implementation of communication, community activation and engagement activities</p>