

ACT Public Service 2025 Taskforce

Terms of Reference

1. Background

The ACT Public Service (ACTPS) supports the government of the day and the Canberra community under a whole of government framework as “one service”.

This approach was embedded in legislative reforms in 2011 and 2016 which established the ACTPS as One Service with a responsibility to work cooperatively to ensure a whole of government focus supported by a core value of Collaboration. It has been strengthened by a focus on mobility across the service, the creation of Coordinators-General to drive particular whole of service objectives, and a whole of service focus in training and development.

Collaboration across the ACTPS is essential to ensure that the community experiences a coordinated and seamless public interface.

The ACT Government will undertake select machinery of government (MoG) changes to deliver the best experience and outcomes for Canberrans into the future by aligning the ACTPS administration and resourcing with Government priorities.

These changes will be supported by a review led by the ACT Public Service 2025 Taskforce (Taskforce) which will provide advice to the Head of Service and Government.

2. Purpose of the Machinery of Government Changes Taskforce

The Taskforce has been established for the purpose of reporting to Cabinet on how to achieve the following MoG changes:

- the amalgamation of the Transport Canberra and City Services (TCCS) Directorate; the Environment, Planning and Sustainable Development Directorate (EPSDD); Access Canberra and some related regulatory functions in Chief Minister, Treasury and Economic Development Directorate (CMTEDD), into a new administrative unit, and
- the amalgamation of the Community Services Directorate (CSD) and the ACT Health Directorate into a new administrative unit.

The Taskforce will review the current structure and operations of the agencies to be amalgamated and develop a report to Government with a recommended implementation plan to achieve the objectives of the machinery of government changes.

2.1 Objectives of the Machinery of Government changes

The Government’s objectives are that the MoG changes will support an ACTPS structure that:

- provides clear agency and executive accountability and responsibilities;
- places priority on service delivery; and better supports Ministers to improve service delivery;
- strengthens the whole of Government approach that encourages coordination and information sharing; and
- delivers the Government’s election commitments and priorities.

The Government has indicated that these changes will result in no reduction in the overall ACTPS staffing.

3. Operation of the Taskforce

3.1 Members of the Taskforce

The Taskforce is led by an independent Chair. The Chair will lead the Taskforce in accordance with these Terms of Reference and the Instrument of Appointment for the Chair role.

The Chair and the Head of Service will nominate Taskforce members to ensure it includes appropriate skills and capability to deliver the objectives of the MoG changes. The Taskforce will comprise ACTPS staff with expertise in human resources and industrial relations; finance; communications, administration, and other skills as required.

The Taskforce will perform its work in close collaboration with the affected Directorates of TCCS, EPSDD, CSD, Health and CMTEDD, including Access Canberra.

The Taskforce will seek advice and input from other ACTPS officers or external experts as required.

3.2 Governance of the Taskforce

These Terms of Reference are endorsed by ACT Cabinet as the governing document for the operation of the Taskforce.

Consistent with the Terms of Appointment, the Chair of the Taskforce will report to the Head of Service and Cabinet.

Directors-General of administrative units retain statutory responsibilities under the *Public Sector Management Act 1994*, the *Financial Management Act 1996* and all other applicable legislation and delegations throughout the change period.

Members of the Taskforce must declare any actual or perceived conflicts of interest. The Chair is required to declare any issues that arise to the Head of Service who will ensure arrangements are in place to record and manage any conflicts of interest. For officers of the ACTPS these will be managed in accordance with existing ACTPS arrangements.

3.3 Secretariat

CMTEDD will provide administrative and secretariat support to the Chair and Taskforce.

The Chair and secretariat will ensure mechanisms are in place to record risks, meetings and actions related the operation of the Taskforce.

4. Taskforce Functions and Deliverables

4.1 Undertake a Machinery of Government Changes Review

The MoG Changes Review (the Review) will consider the structure and capability of the entities undergoing MoG changes:

- TCCS, EPSDD, Access Canberra and associated regulatory reform functions in CMTEDD, and
- CSD and ACT Health Directorate.

The Review will be undertaken in consultation with key stakeholders including the ACTPS, Ministers, relevant employee representative unions as required under Enterprise Agreements and with external experts as necessary. The Taskforce will ensure that a range of options for consultation and engagement in relation to the Review are available to ACTPS staff.

The core aspects that the Review will consider are:

- The functions and associated systems being amalgamated, including existing programs, Government priorities, output classes and accountability indicators.

- People management, including identification of the types and groups of employees (individual employees only if/when possible) who will be affected by the MoG changes.
- Financial management, including Budget and reporting processes and financial governance.
- Information and technology systems.
- Legal and legislative frameworks, including a review of relevant portfolio legislation, any compliance risks and the statutory basis of programs, functions, delegations and authorities.
- Corporate, support and enabling functions.

The review will consider and cater for any particular arrangements needed to provide for the appropriate operation of regulatory functions or statutory offices. In this regard, the review will consider relevant reviews, frameworks, guidance and policies including the findings of and Government Response to the 2024 [ACT Planning System Governance Review together with any other relevant review or report](#).

The Review will consider strategies to:

- avoid negative impacts on service and program delivery throughout the change period;
- maintain a robust and appropriate control environment throughout the change period to ensure administrative changes do not increase the risk of exposure to corruption or maladministration; and
- ensure records management and public access to information is consistent and appropriate throughout the change period.

4.2 *Deliver a Taskforce Report*

The Taskforce will deliver a Taskforce Report for the purpose of Cabinet deliberation on how to implement the MoG Changes decided by Government. The Report will include:

- Advice on the findings of the Review undertaken by the Taskforce.
- Recommendations to the Chief Minister on potential amendments to the Administrative Arrangements;
- Recommendations to the Head of Service to support the Head of Service's responsibility under the *Public Sector Management Act 1994* to organise public servants in the service.

The Report will provide detailed plans for the establishment of new agencies.

The Report should provide advice on:

- the mechanism by which ACTPS positions in the new agencies are to be determined and via which employee occupancy is determined;
- the arrangements to be put in place to redeploy or reskill non-SES staff as a consequence of restructuring under the MoG changes, including an estimate of the numbers, categorised by level and skill set;
- the arrangements to be put in place to reduce any SES positions; and
- advice on implications or impacts of the restructuring for the broader ACTPS.

The final report will be provided to the Head of Service and Cabinet by 30 April 2025.

4.3 *Other functions of the Taskforce*

The Taskforce will ensure that engagement and communications activities in relation to the MoG changes are coordinated and effective.

The Taskforce will lead the provision of advice to support Government's consideration of and decisions on proposed MoG changes – this will include the preparation of ministerial briefings and submissions for Cabinet.

The Taskforce will seek legal advice from the ACT Government Solicitor on the MoG Changes and associated issues where required.

The Taskforce will Support the Head of Service to ensure that the MoG changes are implemented by 1 July 2025.