

ACTPS 2025 TASKFORCE

ARRANGEMENTS BRIEF TOWN HALL MEETING 2

EVENT:	Town Hall Meeting 2
VENUE:	Online
HOST:	Caroline Edwards
DAY / DATE:	Tuesday 25 Feb
TIME COMMITMENT:	2.5hrs • Meeting preparation – 30mins • Town Hall meeting – 1.5hr • Meeting wrap up – 30mins
ROLES:	Caroline Edwards – Chair David Pryce (DG) – MC Taskforce Team – Logistics • Skye review chats, pull questions into the word doc • TJ, Bec, Catherine to review and answer • Once answered, share with Sam for final triage • Sam to share with Caroline in working doc to announce in meeting Shane & Tara – IT Technical support
AUDIENCE:	Current registrations: 47/3000 • Mix of ACTHD, CMTEDD, CSD, Education, EPSDD, TCCS, Other • Mix of SES, SOGs, ASOs, specialists and prefer not to say
RUNSHEET:	Full runsheet at Attachment B 7:00 AM: Set up 7:30 AM: Attendees log in 7:35 AM: DG – welcomes attendees, introduce Caroline 7:40 AM: Caroline – presentation 8:00 AM: DG – outline Q&A process, Caroline – welcome question 8:55 AM: Thank attendees, encourage survey completion 8:59 AM: Town Hall conclusion 9:00 AM: Taskforce – debrief
ADDITIONAL EQUIPMENT:	iPad, Laptop, Laptop charge, Laptop stand, Mouse, Printed packs
PAST INVOLVEMENT:	100+ meetings with various internal and external stakeholders. Including SES, lunchtime sessions and site visits
SENSITIVITIES:	There may be staff in attendance who have negative sentiments regarding the changes to be made and the process being used. It is proposed that these

Directors General Talking Points

Slide 1 –Town Hall

- ✓ Welcome Staff
- ✓ Acknowledgement of Country (if you wish – Caroline will do one also)
- ✓ Introduce Chair – Caroline Edwards is here to provide an update on the Machinery of Government review and provide as much information as possible.

Slide 10 – What now?

- *Caroline will outline the opportunities to provide feedback on Slide 10. She will refer back to DG to highlight the below*
- *Please note Caroline may pass questions onto DG to answer where applicable*

For in person Town Halls

- ✓ Q&A Etiquette – please raise your hand if you have a question so the support team can see you and bring you the microphone
- ✓ Please stand when asking your question, introduce yourself, which directorate you are from and your work area
- ✓ The focus of the taskforce is on the changes that have been outlined – but Caroline is happy to hear your questions or comments on other matters and has made a commitment to pass them on to the relevant area even if it isn't in the scope of the Taskforce.
- ✓ Remember – we will answer as many questions as possible – if we don't have any answer yet or don't get through them all, the team will collate them and come back to you separately.

OR

For online Town Halls

- ✓ Q&A Etiquette – please put your question in the chat
- ✓ Taskforce team will be working in the background to get questions to Caroline
- ✓ The focus of the taskforce is on the changes that have been outlined – but Caroline is happy to hear your questions or comments on other matters and has made a commitment to pass them on to the relevant area even if it isn't in the scope of the Taskforce.
- ✓ Remember – we will answer as many questions as possible – if we don't have any answer yet or don't get through them all, the team will collate them and come back to you separately.

Chair – ACTPS 2025 Taskforce Talking Points

Slide 2 - What is the Taskforce and why was it formed?

- Chief Minister announced changes to structures in December 2024
- This happened after announcement of portfolios for ministers in the new government. The changes related to the Administrative Arrangements made in December are still underway.
- Taskforce announced in December 2024
- Chair and team started on 6 January 2025
- Purpose of Taskforce: To oversee a review of the structure and capabilities of the directly affected directorates to inform a report to government on how best to achieve the changes announced by the Chief Minister.
- Terms of Reference available on the information portal – they have a lot more detail on the scope of the Taskforce.
- Different methods for undertaking MoGs – this one allows for planning but means we don't have all the information up front.
- Taskforce is in place to make recommendations on the transition, but Directors-General are still Directors-General and they are responsible for the work being undertaken in their directorates.

Slide 3 - What changes will be made?

- Government (the Chief Minister) has decided that these changes to directorates will be made.
 - The Environment, Planning and Sustainable Development Directorate, Transport Canberra and City Services and Access Canberra and some related regulatory functions will come together to form a new Directorate.
 - The ACT Health and Community Services directorates will come together to form a second new Directorate.
- There may be some consequential changes in other directorates but the core focus of the changes is the formation of the two new directorates. It is still early in the process and the detail will be made available in due course.
- Note that machinery of government changes happen all of the time to support delivery of government priorities. It is a normal part of being in the public service.
- The Chief Minister is responsible for making the Administrative Arrangements that outline the ministerial portfolios and the administrative units that support the portfolios.
- Acknowledge change can be hard
- Level of discomfort that some people will feel
- Need to keep change in a productive band

Slide 4 - Why are these changes happening?

- Chief Minister has outlined why the changes need to happen including:
 - to provide clear agency and executive accountability and responsibilities
 - place priority on service delivery
 - strengthen whole of government approach that encourages coordination and information sharing
 - deliver the Government election commitments and priorities.

Slide 5 - What is the process?

- Taskforce established in January to look at the changes to be made and how they will best happen
- We are currently in a discovery and engagement phase – to talk to Ministers and people in the directorates affected and gather thoughts and ideas about the changes.
- Enjoyed getting to know people in affected directorates – great people – dedicated service
- Once all the information has been gathered through all of the meetings, site visits, town halls, lunch time sessions, the survey - the Taskforce will review the material and write a report to Government.
- The report will include draft proposed structures and some recommendations.
- It is up to government to decide what recommendations made will be implemented.
- Once a decision has been made on the way forward, a formal consultation with affected staff will be undertaken, as required under enterprise agreements.
- After consultation the transition and operational elements will be planned. This process will be mostly done within the directorates that are coming together as it isn't possible to manage this centrally.
- Note – some areas of those directorates have already started thinking about what will need to be done in the transition planning phase.

Slide 6 - What will be complete by 1 July?

- Two new directorates will be operational and the previous 4 separate directorates will be abolished (Health, CSD, TCCS and EPSDD).
- By operational we mean:
 - New names
 - new structures have been implemented
 - revised Administrative Arrangements
- People know where their position is and who their supervisor is
- Finances are amalgamated
- Core systems and processes are operational
- There is active collaboration between teams and people and there is a clear roadmap in place to complete the changes that are needed for full transition.

Slide 7 - What will still be happening after 1 July?

- All of the systems from separate directorates will not be able to come together by 1 July 2025.
- Some of these processes and transitions will require more detailed planning and a staged approach.
- Intent is that a roadmap for the changes will be known before 1 July but that they will not all be implemented by 1 July
- Pace and sequence of transition plans designed to ensure minimum disruption to service deliver and proper engagement with staff.

Slide 8 & 9 - Questions we have / haven't heard

- Note there are a lot of questions and answers on the information hub already and we will keep updating that information.
- Some of the common questions we are getting that there are answers to are:
 - How can I provide feedback to the Taskforce?
 - will there be redundancies?
 - Will I be able to retain flexible work arrangements?
 - Will staff be consulted about the changes?
 - What happens to the work I currently have underway
- Acknowledge that people are asking:
 - How will decisions be made about who gets jobs if there is more than one person for a role – this question is coming from SES and non-SES staff?
 - when will I know how my job will be affected/impacted?
 - how will changes of duties be managed?
 - Will I have to move offices?
 - Can I put my hand up to be redeployed?
 - How will we ensure there is minimal disruption to services?
 - What won't change?
- Some questions we have heard we just don't have answers for yet because of where we are up to in the process
- Note that formal consultation will take place with people whose positions are impacted as per enterprise agreements. It is a separate process to the one we are in now.
- Answers will be added to the FAQ section of the information hub as they are available.

Slide 10 - What now?

- Over to you for questions now. The focus is on the changes outlined – but happy to hear all comments which will be passed on to relevant people even if they are not in the report.

Refer back to DG to highlight consideration for staff during Q&A session

DG to manage questions in face-to-face Town Hall

project team to manage questions in online Town Hall

- Reach out to the ACTPS 2025 Taskforce Project Team on actps2025@act.gov.au
- Fill in the online survey and information form (you can find the link on the information hub).
- Put your handwritten or printed feedback/questions in one of the boxes at our in-person town halls and lunchtime sessions.
- Talk to your colleagues about the changes and opportunities to have your say.
- Stay tuned for updates and new information and check out the ACTPS 2025 Taskforce Information Hub on the ACTPS Intranet.

25 Feb 2025 – 7:30 AM

TIME		RESPONSIBILITY
7:00 AM	Set up project room Project team log in to meeting to ensure tech working correctly	TPT
7:30 AM	Attendees arrive	
7:35 AM	DG in attendance welcomes attendees Acknowledgement of Country Outline of session - Presentation by Caroline - Q+ A Introduce Caroline	David Pryce
7:40 AM	Acknowledgement of Country Welcome to those in attendance Presentation Handover to DG for Q+A facilitation	Caroline Edwards
8:00 AM	Outline of Q+A process - Using chat function - We may not get to all questions during the session but they will be recorded and the team will work to ensure there are answers provided - The project team may direct people to FAQ if questions have already been answered there Welcome questions Note: session is booked for 90 minutes. If questions are flowing well Q+A can continue until 8:55am. <i>Caroline may pass questions onto DG to answer where applicable</i>	David Pryce Caroline Edwards David Pryce
8:55 AM	Thank you for participation Encourage survey completion Let us know if you think of anything after the session Email address	Caroline Edwards
8:59 AM	Town Hall conclusion	
9:00 AM	Debrief	TPT

FAQs not yet answered on information hub

Question
How will redeployment of staff (both SES and non-SES) be managed?
Can staff self-identify for redeployment?
How will change of duties be managed?
Will opportunities for release to take up a new position be reduced?
Will the new structures be a 'lift and shift' or merge?
How will systems used by directorates (i.e WHS management) change?
What changes to corporate support/enabling functions will be made? Will we get the same level of support as before the change?
Why is there no one from affected directorates on the Taskforce?
What is the plan for the formal consultation on structures?
How will we ensure a strengthened connection between regulator and policy owner? Is this in scope?
How will the things that come up that are 'out of scope' be managed?
How will transfers of records be managed?
Is the recruitment 'pause' going to continue as a way of getting around 'no redundancies'?
How will disruption to services and staff be minimised?
Who makes the final decisions on changes?
What won't change?
How will the customer be centred in the changes?
What is the timing of all of this – given the report is due by 30 April 2025?
When will we know what the process is for transition?
Will implementation of recommendations in the report be tracked?

FAQs answered on information hub

Question	Answer	Category
Who is leading the change process?	Ms Caroline Edwards PSM has been appointed to Chair the MoG Changes Taskforce and started in the position on 6 January 2025. There is a small Taskforce Project Team who are providing support for the work of the Taskforce. Caroline will lead consultation and engagement with staff and the relevant employee representative unions and support Directors-General to keep staff informed on the progress of the review.	Taskforce
How can I provide feedback to the Taskforce?	There are lots of opportunities for staff to provide feedback and receive information from the Taskforce. Email the taskforce at actps2025@act.gov.au , complete the staff survey (from 13 February), join a lunchtime session (from 17 February) or come along to a town hall meeting (from 24 February). Details will be provided via email or on the Taskforce Information Hub.	Taskforce
How will management ensure that communication is clear and transparent?	The implementation of the MoG will be supported by a range of resources to help staff navigate the change and transition effectively. There will be a number of things put in place including; support processes from the Taskforce to leadership teams to ensure an open communication line regarding changes to roles, responsibilities, and reporting lines; central information hub on the WHoG intranet that will contain all available information as the consultation and implementation progresses; a dedicated email contact point for people to provide feedback or ask questions; a detailed 'Frequently Asked Questions' section on the information hub that will be regularly updated based on progression and any regular themes emerging through the taskforce/emails; contact points will be established in all affected directorates to enable staff to ask questions and provide feedback to be fed into the Taskforce; regular updates from your directorate's executive.	Taskforce
Who is on the Taskforce?	The ACTPS 2025 Taskforce is made up of Caroline Edwards as Chair. There are three CMTEDD staff who have been seconded to the Taskforce Project Team (Sam Tyler, Bec Buchanan and Skye Haffner). Additional assistance for the Taskforce is being provided from CMTEDD Communications (Tamerra Rogers and Catherine Braybon) and Strategic Finance (Trang Tran).	Taskforce

Can I join the taskforce project team?	There is no current plan to expand the project team but there may be the opportunity for you to be involved within your Directorate as we move through the project, and as determined by your Directorate Executive. There is also a discovery and engagement phase in February which will provide directorate staff the opportunity to input ideas and issues for consideration in the development of the Taskforce Report. This discovery and engagement will be a mix of face to face, online and written opportunities.	Taskforce
Where can I find the Terms of Reference for the ACTPS 2025 Taskforce?	You can find a link to the Terms of Reference on the home page of the ACTPS 2025 Taskforce SharePoint or go directly to this link https://actgovernment.sharepoint.com/sites/Intranet-ACTPS2025/SitePages/Terms-of-Reference.aspx	Taskforce
What is the scope of the Taskforce?	The Terms of Reference for the ACTPS 2025 Taskforce are available on the ACTPS 2025 Taskforce SharePoint. These outline the scope of the review. You can read them here: https://actgovernment.sharepoint.com/sites/Intranet-ACTPS2025/SitePages/Terms-of-Reference.aspx Any feedback that staff have on policy, program and regulatory synergies, opportunities and challenges are welcome through one of the ACTPS 2025 Taskforce discovery and engagement opportunities.	Taskforce
What is the Taskforce's approach to ensuring lessons learnt from previous MOG changes are applied?	The Taskforce and Project Team are talking to staff who have had a role in recent machinery of government changes to learn from those processes and look at the best way to implement these changes. The Taskforce is interested in hearing from staff who have experienced previous changes on how to make this transition as smooth as possible. Feedback can be provided to actps2025@act.gov.au or by responding to the ACPTS survey.	Taskforce
Who does the Chair of the Taskforce report to?	The Chair was appointed by government and is required to provide her report and recommendations to the Government and the Head of Service.	Taskforce

What is the Chair of the taskforce reviewing?	The core aspects that the Review will consider, as set out in the Terms of Reference (https://actgovernment.sharepoint.com/sites/Intranet-ACTPS2025/SitePages/Terms-of-Reference.aspx) 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.	Taskforce
What will be included in the Taskforce Report?	The Terms of Reference set out the reporting requirements for the Taskforce. Specifically, 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.	Taskforce

What do you need to do if you are affected?	Nothing different for now. Continue to undertake your role as per normal. The taskforce will be formed in January and from there you will start to receive information about consultation and how you can be involved and provide feedback or ask questions. If you are concerned or need support, please reach out to your supervisor or EAP for free confidential support and services.	MOG Process
Why can't I have all the details now?	We are still in discovery and engagement phase where the Chair of the Taskforce is speaking to staff and listening to their ideas and concerns. There will be a wide range of ways you can get involved and have your say. We won't have all the details until after the Chair's report of recommendations are considered by the Government which will decide the way forward.	MOG Process
What happens to the work I currently have underway?	You should continue to discuss your work program with your supervisor as per your normal business process. We are committed to maintaining momentum on projects already underway and processes will be put in place to ensure appropriate handovers take place if required.	MOG Process
How will decisions on structures be made?	Following consideration of the Taskforce Report by government there will be consultation with affected staff. The final decision on directorate structures will be made, taking into consideration feedback from staff, by the Head of Service and Directors-General. There may be some elements of structural change that are made after 1 July to allow appropriate time for transition and bringing together of processes from current directorates to the new directorates.	MOG Process
What do we know?	Two new Directorates will be formed by bringing together existing directorates/functions and/or teams. TCCS, EPSDD, Access Canberra and some related regulatory functions will come together and; CSD and ACT Health will come together. There will be no redundancies for non-SES staff as a result of the MoG changes. Thorough consultation with staff and employee representative unions will be undertaken.	Transition

What is changing and will other directorates be impacted?	The Environment, Planning and Sustainable Development Directorate, Transport Canberra and City Services and Access Canberra and some related regulatory functions will come together to form a new Directorate. The ACT Health and Community Services directorates will come together to form a second new Directorate. There may be some consequential changes in other directorates but the core focus of the changes is the formation of the two new directorates. It is still early in the process and the detail will be made available in due course. The full scope of the Taskforce work is outlined in the Terms of Reference which are available here https://actgovernment.sharepoint.com/sites/Intranet-ACTPS2025/SitePages/Terms-of-Reference.aspx	Transition
What regulatory functions are being moved?	As we are still in the early stages of planning, these details are not yet available. All movements will be considered by the ACTPS 2025 Taskforce and undergo appropriate consultation in line with enterprise agreements. There are multiple different opportunities for staff to contribute thoughts and ideas as part of the process and regular communications will be provided from the Taskforce.	Transition
Why is this change happening?	The changes that have been announced are being made to place priority on service delivery to the community, strengthen whole of ACT Government coordination and deliver the Government's election commitments and priorities.	Transition
Who will I report to during the transition?	You should continue to report to your current supervisor. Any changes to reporting lines will be the subject of effective consultation with employees and their representatives.	Transition
Which Directorate is absorbing which?	None. The directorates will be brought together and given new names. A new Directorate will be created by bringing together functions currently performed by TCCS, EPSDD, Access Canberra and some related regulatory functions. A new Directorate will be created by bringing together functions currently performed by CSD and ACT Health.	Transition
How will a name of the directorate be chosen?	It is expected that the Taskforce will make recommendations about the names of new directorates but the final decision on names of new directorates will be made by the government. If you have any ideas please send them to actps2025@act.gov.au or include them in your survey answers.	Transition
Will I have to get a new uniform?	Any future decisions about logos and uniforms would be made by the new directorate. This is not in the scope of the Taskforce.	Transition

Will we be consolidating depots? (eg Parks and Conservation with City Presentation)	As we are still in the early stages of planning, these details are not yet available. All movements will be considered by the ACTPS 2025 Taskforce and undergo appropriate consultation in line with enterprise agreements. There are multiple different opportunities for staff to contribute thoughts and ideas as part of the process and regular communications will be provided from the Taskforce.	Transition
will my team get the same type of corporate support that we currently do in the new directorate?	Corporate teams from all affected directorates have commenced discussions about how to ensure appropriate corporate services to the new Directorates. More information will be available as the process continues.	Transition
What will happen with our current systems that are different to the systems used by the directorates we will be with in the new arrangements?	The new directorates are to be established by 1 July 2025. Whilst this is the case, there may be some systems and processes that will take a longer period of time to transition and some work may be ongoing. Chief Operating Officers across affected directorates are meeting already to discuss the issues for consideration in transition planning. If you have any specific concerns or queries about business systems please discuss them with your supervisors.	Transition
Will there be a loss of jobs or positions?	The changes will bring together the current organisational structures, into one new structure. The final structure will be determined during the transition period after consultation has taken place. If certain roles and responsibilities are no longer required, all redeployment options will be explored and prioritised. There will be no redundancies for non-SES staff as a result of the MoG changes.	HR
Will there be redundancies?	There will be no redundancies for non-SES staff as a result of the MoG changes. Where roles and responsibilities are no longer operationally necessary, redeployment options within the ACTPS will be investigated and prioritised, including any training.	HR
Will I be able to retain my flexible working arrangements?	The Flexible Working Arrangements Policy: Facilitating Flexible Work outlines the process for flexible work in the ACTPS.	HR
Is the current pause on recruitment linked to the review?	No. The pause on recruitment is related to the 2024-25 Budget and is a temporary measure. Changes to directorates that have been announced and are part of the scope of the ACTPS 2025 Taskforce have been decided to get the best possible outcomes for the ACTPS, the ACT Government and especially our community. If you have further questions on the temporary recruitment pause please discuss these with your supervisor.	HR

Do I have to change my work location? Where will I be located?	There may be some changes to the work locations of some staff, however this will not be known until after final decisions are made by government. If your work location is required to change, you will be consulted on this as outlined in enterprise agreements.	HR
Will the roles/role descriptions change in the new Directorates?	Some roles may change in the new directorates and position descriptions will be updated in line with the usual processes.	HR
Can my roster be changed without me agreeing to it?	Staff will be consulted regarding any proposed roster changes in line with the Enterprise Agreements.	HR
With cost savings expected does this mean I will have less access to overtime?	Overtime decisions are made due to operational requirements and are managed at a local level by management.	HR
What will the consultation process be to change an employee's role?	The consultation processes required to change the roles of officers and employees is set out in enterprise agreements. You can find out more in your enterprise agreement here https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements	HR
Can we choose a different area/role to work in (i.e could we move into a policy role)	The process for redeployment is being considered as part of the Taskforce's work. This information will be updated as it becomes available.	HR
Impacts on individuals/what does this mean for me?	Much of the work we do will continue unchanged. The changes that do occur affect different people in the ACTPS in different ways. The Taskforce is interested in hearing staff on their thoughts and ideas about the changes. As we are still in the discovery and engagement phase we don't have all the details. If you are going to be affected there will be a formal consultation process as outlined in enterprise agreements during phase 2.	Engagement & Consultation

Will staff be consulted about the changes?	Phase 1 of Taskforce work includes a discovery and engagement process which will provide directorate staff the opportunity to input ideas and issues for consideration in the development of the Taskforce Report. This will occur throughout February and will include townhall meetings, a survey, some smaller lunchtime sessions and direct communication. Formal consultation on structures as required in Enterprise Agreements will be part of Phase 2 of Taskforce work following consideration of the Taskforce Report by government.	Engagement & Consultation
How long will the change take to implement?	The proposed changes were announced in December 2024 to ensure that staff, relevant employee representative unions and other stakeholders are effectively consulted and there is ample time to provide a successful transition with minimal disruption. The changes are expected to be in place by 1 July 2025.	Engagement & Consultation
When does consultation on structures commence?	It is proposed that the formal consultation will take place after the report of recommendations is provided to government for approval. The timeframe for this formal consultation as per enterprise agreements is not yet known.	Engagement & Consultation
What are the town halls and what will be discussed?	Town hall meetings will be held both online and in person sessions. They are open to all staff in all locations and will be starting from Monday, 24 February. Caroline Edwards (Chair, ACTPS 2025 Taskforce) will provide an update and then listen to your comments, concerns and try to answer your questions. The online sessions will also be recorded and uploaded to the ACTPS 2025 Information Hub so if you can't attend any of the scheduled sessions, you can catch up when convenient for you. We will try to get through as many questions as possible on the day. For any remaining, we will sort through and add the answers to our FAQs. You are also welcome to provide ideas or ask questions through the actps2025@act.gov.au email address at any time and we will respond or get the information passed on.	Engagement & Consultation
What can I do if I need wellbeing support during this process?	You can speak to your supervisor, or you can contact EAP if you would like confidential support and advice. EAP provides access to counselling, stress management, and wellbeing resources. All services are free, voluntary, and completely confidential.	Support