

## Checklist for agencies

This checklist has been released to assist agencies involved in implementing Machinery of Government (MOG) changes. It has been developed by the Public Sector Commission (Commission) in consultation with the Department of the Premier and Cabinet (DPC), the Department of Treasury (Treasury) and the State Records Office (SRO), together with the input of agencies.

The tasks listed in the checklist now apply, following the Premier's announcement that the government has determined that a MOG structural change will be undertaken. It focuses on the short-term actions necessary to give effect to the changes and does not cover more operational obligations placed on a new agency, such as to establish new policies or develop a code of conduct.

The types and scale of MOG changes varies and each is likely to require different actions for proper completion. The checklist is not intended to be an exhaustive list of all tasks that may be associated with a MOG change, nor will every item listed be relevant to every change. Instead, it highlights some common issues for consideration, which can be used as a starting point when consulting with central agencies to identify the actions that need to be undertaken. Relevant agencies to contact for further information or assistance are also identified.

### Planning and governance

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|--------------------------|--|
| <input type="checkbox"/> | Establish an internal MOG steering committee, with external representation if necessary, in consultation with the Commission.  |
| <input type="checkbox"/> | Review the Cabinet decision from which the MOG change initiates and ensure all relevant issues are identified.                 |
| <input type="checkbox"/> | Determine any requirements for confidentiality. Usually, until a media statement is made, the MOG changes remain confidential. |
| <input type="checkbox"/> | Identify key actions, deliverables and completion dates, and allocate responsibilities.  |

<input type="checkbox"/>	Prepare a comprehensive list of the agency's functions and programs, administered legislation, assets and liabilities, accommodation arrangements and contracts, as well as staff numbers, positions, pay and conditions, to form the basis for change process decision making.
<input type="checkbox"/>	Identify any material risks (internal and external) to the transition process and take appropriate steps to manage them.
<input type="checkbox"/>	Where relevant, identify the roles and relationships currently existing between the affected agency(ies) and the responsible minister(s), and how these will change.
<b>Communication</b>	
<input type="checkbox"/>	Develop a communications plan to ensure adequate consultation and communication occurs with the minister(s), senior management, staff and other relevant stakeholders. Identify key messages to be delivered, associated responsibilities and dates.
<input type="checkbox"/>	Develop supplementary information resources, such as a website and/or frequently asked questions (FAQ) to update and assist staff with the change process, and nominate agency points of contact to provide affected employees with further information where necessary.
<b>Legislation and delegations</b>	
<input type="checkbox"/>	Advise the State Solicitor's Office (SSO) of the MOG change and seek advice on any relevant legislative issues.
<input type="checkbox"/>	Determine which legislation, or parts of legislation, are to be administered by the affected agency(ies) and identify the responsible minister. Review legislation to determine if there are any impediments to the proposed allocation of statutes.
<input type="checkbox"/>	Prepare the Executive Council submission for the legislation to be allocated to the relevant minister(s).
<input type="checkbox"/>	Consider whether instruments are needed under the <i>Alteration of Statutory Designations Act 1974</i> to transition titles of relevant agencies or positions.
<input type="checkbox"/>	Where a new agency is being created, determine whether any existing authorities to carry out commercial operations need to be established under the <i>State Trading Concerns Act 1916</i> .
<input type="checkbox"/>	Identify existing statutory appointments and delegations and determine any impact from the change.

<input type="checkbox"/>	Determine if there are any governance documents, (such as memorandums of understanding (MOUs)), heads of agreements or ministerial directions that require review as a result of the MOG change.
<input type="checkbox"/>	Consider whether there are any matters relevant to the MOG changes required by legislation to be published in the <i>Government Gazette</i> , noting that the gazettal of MOG changes required by section 35(2) of the <i>Public Sector Management Act 1994</i> will be arranged by the Commission.
<b>Financial management</b>	
<input type="checkbox"/>	Develop and establish a MOU on the amount of appropriation and unspent cash balances to be transferred. Take into consideration any relevant budget items from other sources and any additional funds that have been approved by the EERC.
<input type="checkbox"/>	Establish how any new agency will access corporate services. This may include the preparation of a service delivery agreement (SDA) between the agency and the provider of corporate services. Identify any associated budgetary impacts.
<input type="checkbox"/>	Prepare a register of all transferring assets and liabilities, contracts and funding arrangements and liaise with Treasury to affect their movement.
<input type="checkbox"/>	Prepare a MOU agreeing on how issues such as costs, payment of invoices and recovery of moneys will be undertaken between the agencies.
<input type="checkbox"/>	Determine the accountable authority and liaise with Treasury to identify their obligations under the <i>Financial Management Act 2006</i> .
<input type="checkbox"/>	Arrange to report on functions in financial statements for the relevant periods and include notes in financial statements about the restructure and partial reporting of a function. Consider recasting the financials for budget and annual reporting purposes. If an agency is to be abolished, make arrangements for appropriate final reports to be prepared.
<input type="checkbox"/>	Arrange relevant accounts to be established, closed, or renamed and signatories to be changed. Obtain, update or cancel as appropriate ABN and GST registrations. Ensure that bank accounts have sufficient funds for the new agency's first pay cycle as well as any other significant expenses.
<input type="checkbox"/>	Clarify responsibilities for reporting issues such as annual report, taxation and GST reporting. Arrange for revisions to accounting and financial reporting systems as appropriate.
<input type="checkbox"/>	Implement an Outcome Based Management (OBM) structure or revise the existing OBM structure as appropriate. Ensure financial management and recording systems can cater for the new OBM structure.

<input type="checkbox"/>	Liaise with Treasury for cash flow draw-downs, funding for staff transfers, new funding, and separate budget authorised appropriation as stipulated under the Financial Management Act. Also liaise with Treasury in regards to adjustment to out-year estimates, resource agreements, OBM structure, key performance indicators, Separate Division within the Budget estimates.
<input type="checkbox"/>	Create as appropriate divisional and branch cost centres, including chart of account for payment of invoices. Authorise officers to incur expenses and certifying officers for each cost centre. Arrange new purchasing credit cards for relevant staff of the new agency.
<input type="checkbox"/>	Contact RiskCover to discuss whether a review of the risk profile and adjustment of premiums needs to be considered.
<b>People management</b>	
<input type="checkbox"/>	Prepare a human resource plan to include information on employer and employee responsibilities, the process for filling positions, redeployment/retraining and available support. Ensure all affected staff are notified of relevant changes in accordance with applicable industrial and agency requirements.
<input type="checkbox"/>	Determine how many and which public service offices and officers currently within an agency are to be moved to the new agency. Liaise with the Commission and Labour Relations to determine the appropriate mode of transfer, which may include transfer under section 65 of the PSM Act or disposition under section 22B of the PSM Act. Ensure officers on extended leave or secondment are included. Identify if there are any other officers not part of the current agency that should be moved to the new agency.
<input type="checkbox"/>	Consider and develop the desired executive structure for the new agency and identify which Senior Executive Service officers are to be transitioned into the new structure.
<input type="checkbox"/>	Note that the Commission will manage the process for the appointment or transfer of a CEO or chief employee for the relevant agency(ies).
<input type="checkbox"/>	If there are any officers not employed under the <i>Public Sector Management Act 1994</i> , consult with the Commission and Labour Relations to determine relevant processes to achieve movement of these staff.
<input type="checkbox"/>	If there are any redeployees in the existing agency, consultation should be undertaken with the Commission to determine appropriate management processes.
<input type="checkbox"/>	Identify any staff subject to workers compensation claims, disciplinary or substandard performance processes, grievances or occupational health and safety issues. Address if and how those matters will move from one agency to another.

<input type="checkbox"/>	Identify any incomplete recruitment actions relating to positions that will be moved and take appropriate action.
<input type="checkbox"/>	Determine if there are any superannuation issues to be addressed, and liaise with Treasury and GESB.
<input type="checkbox"/>	Identify if there are any changes to industrial entitlements for employees moved as a result of the MOG change. These matters should be discussed with Labour Relations and the Commission early in the process, before any verbal or written undertakings are given.
<input type="checkbox"/>	Provide advice regarding the restructure to applicable unions or professional bodies.
<b>Information and communications technology (ICT)</b>	
<input type="checkbox"/>	Determine impacts on key applications, such as payroll, recruitment, accounting, records and document management.
<input type="checkbox"/>	Identify current contracts for hardware, software and services, and determine the effects of the MOG changes. Advise vendors as appropriate. Review hardware and software licences and determine any implications.
<input type="checkbox"/>	Prepare a new website. Contact the <a href="#">Office of the Government Chief Information Officer</a> for approval for a new domain name. Update the existing website with relevant redirection links and revise the intranet.
<input type="checkbox"/>	Ensure successful migration and site back-up procedures are implemented for relevant websites and databases prior to the MOG changes.
<input type="checkbox"/>	Establish new logons and email addresses.
<input type="checkbox"/>	Liaise with the Finance/Accounts section to identify all the ICT assets to be transferred. Identify equipment to be relocated, make appropriate arrangements, including transportation and cabling at the new site.
<input type="checkbox"/>	Upload personnel data from the current to new HR and payroll systems, including personnel/payroll and recruitment.
<input type="checkbox"/>	Transfer systems, applications, databases, emails and personal files. Migrate existing agency systems to those in use by the new organisation as appropriate.
<input type="checkbox"/>	Address requirements for disaster recovery and business continuity.
<input type="checkbox"/>	Identify the telephone and related services required in the new agency.

Accommodation, furniture and equipment	
<input type="checkbox"/>	Evaluate location options for the new agency and determine the cost of each option.
<input type="checkbox"/>	Determine if there any funds provided for accommodation, including records storage costs.
<input type="checkbox"/>	Determine if existing furniture and equipment will be retained and the associated costs. Make relevant arrangements such as packing and removal services, IT involvement etc.
<input type="checkbox"/>	Make arrangements for any transferring employees to return agency items in their possession (e.g. laptops, mobile phones, security passes, credit cards) consistent with normal exit procedures.
<input type="checkbox"/>	Prepare new letterheads, with compliment slips, envelopes and business cards, in accordance with State Government Badge Style Guide.
Records management	
<input type="checkbox"/>	Advise the Director of State Records of the MOG change and seek advice specific to the custody, ownership and migration of records.
<input type="checkbox"/>	Identify and list records, both paper and electronic, and determine any allocation of these records between the existing and new agency. Identify custody and ownership issues relating to both sets of records.
<input type="checkbox"/>	Ensure appropriate disposal exercises are undertaken with reference to approved recordkeeping plans. Develop or revise recordkeeping plans as appropriate.
<input type="checkbox"/>	Address security and access to electronic and paper based records in the new agency. Determine access arrangements to records needed by both agencies.
<input type="checkbox"/>	Provide copies of computer systems and/or storage media used to create and manage current and inactive electronic records of the agency being transferred.
<input type="checkbox"/>	Check that all the relevant records have been received. Update record systems to reflect the movement of records.
<input type="checkbox"/>	Advise the organisation/s storing the inactive and archived records of the new arrangements.
<input type="checkbox"/>	Identify arrangements for splitting accounts for records storage and maintenance charges.
<input type="checkbox"/>	Make arrangements for archiving web sites.