

MoG Change Implementation - 13 Week* Milestones

* Where the Government **has not** specified a completion date for the MoG change.

Start planning as early as possible, for example:

- Establish steering committee
- Prepare for an immediate and thorough due diligence exercise.

See [Due Diligence and Change Management](#).

- Responsibility for the performance and delivery of functions transfers to the receiving entity
- Transfer of special appropriations
- Transfer of special accounts
- Responsibility for revenues and expenses collected or incurred under specific legislation transfers
- Annual appropriations can be transferred to receiving entity (if required and organised with Finance prior to this date)
- Delegation of powers can be made to take effect (if required).

Entities provide 4-weekly updates to the Taskforce on:

- Progress against key milestones
- Status of negotiations
- Existence of any contested issues (consider appointing an independent adviser if contested issues will impact completion of milestones)
- Engagement with staff and stakeholders.

See [Due Diligence and Change Management](#).

By the completion date:

- Transfer of appropriations, subject to minor balance adjustments
- Movement of employees under PS Act
- Transfer of assets and liabilities
- Agreement on reporting
- Plan/strategy developed to resolve remaining matters.

As soon as it becomes clear a MoG change will occur

MoG change announced / AAO released

MoG change date of effect (commencement)

1

2

3

4

Week 4

5

6

7

8

Week 8

9

10

11

12

Week 12

13

Week 13

Government advises PM&C of MoG changes.
Governor-General makes/amends AAO.
For large MoG changes, Finance establishes Taskforce with representatives from APSC and PM&C.
Taskforce convenes first meeting with CFOs (and relevant officers) covering:

- Principles for MoG implementation
- Operational protocols
- Scope of MoG changes (PM&C)
- Key dates
- Key contacts
- Information on people matters (APSC).

Entities implement [First 72 Hours for Entities – Tasks List](#), for example:

- Confirm scope of functions transferring
- Establish lead contacts/steering committee
- Delegation of powers
- Review outcome statements etc.

Key activities to be completed **during the 13-week period** (see also [Common Tasks Tool](#)) for example:

- Delegations and Accountable Authority Instructions
- Transfer of assets and liabilities
- Banking, credit cards and travel
- Average Staffing Levels
- Grants, contracts, procurements
- Employee matters
- Insurance
- Reporting and taxation matters
- Property
- Information Technology
- Communications
- Information assets

Section 72 determinations to move employees under the PS Act:

- APSC makes section 72 determinations under PS Act the day before employees move
- Agreed employee lists provided 1 week prior.

Section 75 determinations to transfer annual appropriations between NCEs under the PGPA Act:

- CFOs to agree on amounts to transfer and provide CFO sign-off to Finance (minimum 2 weeks prior or as advised)
- Transfer may be made in tranches, with the first determination typically made to commence on the MoG change date of effect.