



ACT
Government

Transport Canberra and
City Services

FREEDOM OF INFORMATION COVERSHEET

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI reference: TCCSFOI 19-056

Information to be published	Status
1. Access application	Published
2. Decision notice and schedule	Published
3. Documents	Pubilshed
4. Additional information identified	n/a
5. Fees	n/a
6. Processing time (in working days)	50 days
7. Decision made by Ombudsman	yes
8. Additional information identified by Ombudsman	yes
9. Decision made by ACAT	n/a
10. Additional information identified by ACAT	n/a

Martyniak, Alexandra

From: [REDACTED]
Sent: Tuesday, 18 June 2019 6:18 PM
To: CMTEDD FOI; ACT Health FOI; EPSDFOI; TCCS_FreedomOfInformation
Cc: [REDACTED]
Subject: FOI Request - Major Projects Canberra

Good afternoon

I write to request under the *Freedom of Information Act 2016* documents related to Major Projects Canberra.

These documents may include but are not limited to Ministerial briefs, Ministerial correspondence or other correspondence within Ministerial offices, Ministerial directions or directions from within Ministerial offices, internal correspondence within the ACT Government, correspondence to any external agencies, any reports by the consultants or contractors, analysis or recommendations, internal planning for the body, media plans and announcements, cost analysis and modelling, internal documents or materials, presentations, meeting agendas and minutes, notes, call logs, organisational charts, budget materials, strategy documents, transfers of responsibility or assets, selection criteria, job advertisements, whole of government emails, and any other types of documents.

Should you require any further information or clarification about my request, please contact my office on [REDACTED]

Kind regards,

[REDACTED]
ACT Legislative Assembly

[REDACTED]

P: [REDACTED]
E: [REDACTED]




ACT
Government

Transport Canberra and
City Services



ACT Legislative Assembly

Email: @parliament.act.gov.au

Dear 

Freedom of information request: Reference – 19-056

I refer to your application made under the *Freedom of Information Act 2016* (the FOI Act), received by Transport Canberra and City Services Directorate (TCCS) on 19 June 2019, in which you sought access to:

- Documents related to Major Projects Canberra.

Your office recently agreed to a rescoping of the request to exclude human resource information about the identification of staff and officer information. Information excluded as out of scope includes, for example, the compilation of names and details of officers that may potentially be transferred to the new agency and emails with individuals about the transfer and their potential employment. I have also removed as out-of-scope as human resource information, communication with industrial unions about the impact on the workforce they represent. These documents were prepared by Chief Minister, Treasury and Economic Development Directorate (CMTED) and provided for information only to TCCS Executive.

I am an Information Officer appointed by the Director-General under section 18 of the FOI Act to deal with access applications made under Part 5 of the FOI Act. I am obliged under the Act to take all reasonable steps to identify all government information within the scope of your request.

TCCS is required to provide a decision on your access application by 17 July 2019. Thank you for your agreement to an extension until 28 August 2019.

Decision on access

I have taken the scope of your request to be documents about the recently announced machinery of government changes which create a new ACT government agency that will cover major projects. I note that TCCS is not responsible for the decision to create a new agency and in this respect no documents have been identified with this as their purpose. I am advised that you have also requested information from the CMTED. On this basis, I did not seek partial transfer of your request to that agency which may hold other documents.

Searches were completed for relevant documents and 235 pages were identified that fall within the scope of your request. This includes an MP3 recording of an interview with Mr Duncan Edgehill who it has been announced will act in the Chief Projects Officer role while permanent recruitment for the position is undertaken.

I have included at Attachment A to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of the documents.

Documents identified as relevant to your request contain information that I consider to be, on balance, contrary to the public interest to disclose under the test set out in section 17 of the Act. I have decided to grant access, under section 50 of the Act, to copies of documents with deletions applied to information that I consider would be contrary to the public interest to disclose (Attachment B).

Statement of Reasons

In reaching my access decision, I have taken the FOI Act into account including the following:

Factors favouring disclosure (Schedule 2.1 (a))

- (i) Promote open discussion of public affairs and enhance the government's accountability;
- (viii) reveal the reasons for a government decision and any background or contextual information that informed the decision.

Factors favouring non-disclosure (Schedule 2.2(a))

- (ii) prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2004*;
- (xv) prejudice the management function of an agency or the conduct of industrial relations by an agency;
- (xvi) prejudice a deliberative process of government.

As an Information Officer, I am required to decide where, on balance, public interest lies under the test contained in section 17 of the Act. As part of this process I must consider public interest factors favouring the disclosure or non-disclosure of information.

The information sought is information about machinery of government decisions. Changes announced will impact the operations of TCCS and move parts of this and other agencies to a new agency. It is in the public interest that information be released that will inform the public about the reasons for a government decision and the background information that informed the decision. In this respect, I believe it is generally in the public interest to release the information requested.

Changes to the way that the public sector will operate including where decisions are made about major projects will impact the community. The community should be informed about decisions that will impact it. Machinery of government changes can be

characterised as public affairs and discussion of such matters will contribute to the government's accountability. These factors also support a view that the public interest is served by the release of the information requested.

On the other hand, I was cognisant that information about decisions leading to machinery of government changes may prejudice deliberative processes of government. That is, the thinking process of reflection and the weighing of decisions or a course of action.

I identified a number of deliberative documents that I do not believe are in the public interest to release. In particular, a draft *Business plan on a page* and draft organisational structure. The documents were created by the announced acting head of the agency, Mr Duncan Edghill. The documents were prepared and sent to Ms Kathy Leigh, Head of Service. Mr Edghill's cover email, which I am releasing, contains deliberative language that supports my conclusion that these are merely the thinking of Mr Edghill and do not reflect the government's view but were prepared for deliberative contemplation by Government Executive and the Head of Service. I have decided that at this time in the creation of the new agency there is substantial weight against release in the public interest.

I also considered if information released might prejudice the management function of TCCS or the conduct of industrial relations. This is because changes to directorate structures and where people work is inherently about the management of the directorate.

I considered if the draft copies of staff notice and drafts of other communication documents are in the public interest to release.

In weighing the public interest, I have decided that it is not in the public interest at this time to release these drafts as it could affect the management functions of the agency. The drafts leading up to the accepted version do not contain the message as finally released. It is important that the publicly available messaging be that agreed by government. It is not in the public interest in this case to release the iterations of drafts.

Online publishing – disclosure log

Under section 28 of the Act, TCCS maintains an online record of access applications called a disclosure log. Your original access application and my decision will be published in the TCCS disclosure log from 3 days after the date of this decision. Your personal details will not be published.

You may view TCCS' disclosure log at www.tccs.act.gov.au/about-us/freedom_of_information.

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the FOI Act within 20 working days from the day that my decision is published in the TCCS disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ombudsman@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the FOI Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore Street
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
www.acat.act.gov.au

If you have any queries concerning the directorate's processing of your request, or would like further information, please contact the directorate's FOI Coordinator on 6205 5408 or email tccs.foi@act.gov.au.

Yours sincerely


Cherie Hughes
Information Officer

28 August 2019

FREEDOM OF INFORMATION REQUEST SCHEDULE

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: https://www.tccs.act.gov.au/about-us/freedom_of_information/disclosure-log

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST
FOI – 19-056	Documents related to Major Projects Canberra

Ref No	Folio No	Description	Date	Status	Reason for non-release or deferral	Open Access release status
1	1-2	Email	16 June 2019	Full release		
2	3-4	Email	14 June 2019	Full release		
3	5-7	Email	14 June 2019	Full release		
4	8-9	Email	13 June 2019	Partial release	Schedule 2.2(a)(xvi) prejudice a deliberative process of government	

5	10-14	Email and attachments (talking points)	13 June 2019	Full release		
6	15-19	Draft talking points	June 2019	Partial release	Schedule 2.2(a)(xvi)	
7	20-22	Communications on a page	13 June 2019	Partial release	Schedule 2.2(a)(xvi)	
8	23-25	Draft message TCCS DG	13 June 2019	Partial	Schedule 2.2(a)(xvi)	
9	26-27	Email	13 June 2019	Partial	Schedule 2.2(a)(xvi)	
10	28-29	Email – and copy of mp3 interview	17 June 2019	Full release		
11	30-31	Email	16 June 2019	Full release		
12	32-33	Email	14 June 2019	Full release		
13	34-36	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi)	

14	37-41	Email	18 June 2019	partial	Schedule 2.2(a)(xvi)	
15	42-45	Email and attachments	13 June 2019	Partial	Schedule 2.2(a)(xvi)	
16	46-48	Email	13 June 2019	Partial	Schedule 2.2(a)(xvi)	
17	49-50	Email	13 June 2019	partial	Schedule 2.2(a)(xvi)	
18	51-52	Email	13 June 2019	partial	Schedule 2.2(a)(xvi)	
19	53-54				Out of scope	
20	55-56	Email	13 June 2019	Full release		
21	57	Email	13 June 2019	Full release		
22	58-60	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Out of scope Schedule 2.2(a)(ii) prejudice the protection of an individual's right to privacy	

23	61 - 64	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	
24	65-68	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	
25	69-72	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	
26	73-77	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	
27	78-78	Email	14 June 2019	Full release		
28	79-80	Email	14 June 2019	Full release		
29	81-86	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	
30	87-93	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	
31	94-100	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	

32	101-107	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	
33	108-109	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi)	
34	110-112	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi)	
35	113-114	Email	14 June 2019	Full release		
36	115-116	Email	16 June 2019	Full release		
37	117-118	Email	17 June 2019	Full release		
38	119-120	Email	17 June 2019	Full release		
39	121-122				Out of scope	
40	123	Email	18 June 2019	Full release		
41	124	Email	18 June 2019	Full release		
42	125	Email	19 June 2019	Full release		
43	126 -128				Out of scope	
44	129	Email	19 June 2019	Full release		
45	130-136	Email	14 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	
46	137-138	Email	18 June 2019	Partial	Schedule 2.2(a)(xvi) Schedule 2.2(a)(ii) Out of scope	

47	139	Email	18 June 2019	Full release	Schedule 2.2(a)(xvi)	
48	140-142	Email	18 June 2019	Partial release		
49	143-146	Email	18 June 2019	Full release		
50	147	Email	19 June 2019	Full release		
51	148-149	Email	7 June 2019	Partial		
52	150-151	Email	12 June 2019	Partial	Schedule 2.2(a)(xvi)	
53	152	Email	12 June 2019	Partial	Schedule 2.2(a)(xvi)	
54	153-154	Email	12 June 2019	Partial	Schedule 2.2(a)(xvi)	
55	155-156	Email	13 June 2019	Full release		
56	157-158	Email	14 June 2019	Full release		
57	169-162	Email	19 June 2019	Full release		
58	163-164	Email	21 June 2019	Partial	Out of scope	
59	165-166	Email	13 June 2019	Partial	Schedule 2.2(a)(xvi)	
60	167-167	Email	13 June 2019	Full release		
61	168	Email	13 June 2019	Full release		
62	169	Email	13 June 2019	Full release		
63	170-172	Email	14 June 2019	Partial release		
64	173-174	Email	16 June 2019	Full release		
65	175-176	Email	13 June 2019	Partial release		

66	177	Email	13 June	Full release		
67	178	Email	13 June	Full release		
68	179-180	Email	13 June 2019	Full release		
69	181-183	Email	13 June 2019	Full release		
69	184-185	Email	12 June 2019	Full release		
70	186-187	Email	13 June 2019	Partial release		
71	188	Email	14 June 2019	Full release		
72	189	Email	17 June	Full release		
73	190	Email	18 June 2019	Partial release		
74	191-192	Email	18 June 2019	Full release		
75	193	Email	19 June 2019	Full release		
76	194-195	Email	19 June 2019	Full release		
77	196-198	Email	13 June 2019	Partial release		
78	199-201	Email	19 June 2019	Partial release		
79	202-203	Email	13 June 2019	Partial	Schedule 2.2(a)(xvi)	
80	204-205	Email	13 June 2019	Partial	Schedule 2.2(a)(xvi)	
81	206-207	Email	13 June 2019	Full release		
82	208-209	Email	18 June 2019	Partial	Schedule 2.2(a)(xvi)	
83	210-211	Email	18 June 2019	Partial release		

84	212-214	Talking Points and FAQ's	June 2019	Full release		
85	215-219	Talking Points and FAQ's	June 2019	Full release		
86	220-221	Communications on a page	13 June 2019	Partial	Schedule 2.2(a)(xvi)	
87	222	Communications on a page	13 June 2019	Full release		
88	223-227	Email	18 June 2019	Partial	Schedule 2.2(a)(xvi)	
89	228-230	Email	17 June 2019	Partial	Schedule 2.2(a)(xvi)	
90	231	Email	17 June 2019	Full release		
91	232-233	Email	17 June 2019	Full release		
92	234-235	Email	17 June 2019	Partial release		
93	236-237	Email	17 June 2019	Partial release		
94	238-238	Email	17 June 2019	Full release		
95	239-241	Email with attachment	17 June 2019	Partial release		
100	242-243	Email	17 June 2019	Full release		
101	244-245	Email	17 June 2019	Full release		
102	246-247	Email	17 June 2019	Full release		
103	248	Email	16 June 2019	Full release		
104	249	Email	16 June 2019	Partial	Schedule 2.2(a)(xvi)	
105	250-250	Email	13 June 2019	Full release		
106	251-251	Email	13 June 2019	Full release		

107	252-254	Email	17 June 2019	Partial release		
108	255-258	Email with attachments	17 June 2019	Partial release		
109	259-263	Email with attachments	17 June 2019	Partial release		
110	264-266	Email	17 June 2019	Partial release	Out of scope	
111	267-269	Email	17 June 2019	Full release		
112	270-271	Email	17 June 2019	Full release		
113	272-273	Email	17 June 2019	Partial release	Out of scope	
114	274-278	Email with attachments	17 June 2019	Partial release	Out of scope	
115	279-282	Email with attachments	17 June 2019	Partial release		
116	283-285	Email with attachments	17 June 2019	Partial release	Schedule 2.2(a)(xvi)	
117	286-287	Email	17 June 2019	Full release		
118	288-289	Email	17 June 2019	Full release		
119	290-291	Email	17 June 2019	Full release		
120	292-292	Email	16 June 2019	Full release		
121	293-293	Email	16 June 2019	Full release		
122	294-294	Email	13 June 2019	Full release		

Total No of Documents 122 (294 pages)

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Sunday, 16 June 2019 8:11 PM
To: Playford, Alison; Hughes, Cherie
Subject: RE: FOR INFORMATION: Drop for Monday
Attachments: DG message for Monday

UNCLASSIFIED

Allison

Confirming union consultation is underway as I'd thought. Message drafted last week attached for info. It's consistent with your comments on Thursday and references individual meetings, EAP etc.
 Helen has it and I've had no comments from others.

Also, FYI, Duncan (as incoming chief projects officer) has the approved Q&A below and ABC has expressed an interest in an interview and will confirm tomorrow.

Ed

From: O'Daly, Edward
Sent: Friday, 14 June 2019 6:07 PM
To: Playford, Alison <Allison.Playford@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Subject: RE: FOR INFORMATION: Drop for Monday

UNCLASSIFIED

Yes. Although I'd drafted to say unions had been consulted. Had I misunderstood?

From: Playford, Alison
Sent: Friday, 14 June 2019 5:54 PM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>; O'Daly, Edward <Edward.O'Daly@act.gov.au>
Subject: Fwd: FOR INFORMATION: Drop for Monday

I assume a message for me to send to all staff is being updated to include. This needs tccs action including that we have commenced process of individual discussions where people can seek info re their manager, Cherie, Petra and eap. Good to include assurance unions will be consulted
 Get Outlook for IOS

From: Van Aalst, Sally <sally.vanaalst@act.gov.au>
Sent: Friday, June 14, 2019 5:02 pm
To: Edghill, Duncan; Playford, Alison; Nicol, David; De'Ath, Michael (Health)
Cc: Hughes, Cherie; Perkins, Anita; Lopa, Liz (Health); Strachan, Shaun
Subject: FOR INFORMATION: Drop for Monday

UNOFFICIAL

Dear all

Please see below final response as approved by HoS and the CMO.

Kind regards, Sally

1. How many people will work for Major Projects Canberra?

There will be approximately 140 staff in this new body, but numbers will likely change as the SPIRE and LRS2 teams ramp up for delivery.

2. Who will lead the team?

It will be an expert infrastructure delivery team led by a Chief Projects Officer and reporting to the Head of Service and relevant Ministers. The Deputy Director-General of Transport Canberra, Duncan Edghill, will act in the Chief Projects Officer role while longer term recruitment for this role is undertaken. The Chief Engineer will also play a key leadership role in the new body.

3. What is MPC's annual budget (Please specify, even if it is drawn from CIM directorate's budget)

The precise details of the Major Projects Canberra budget are being finalised, but its budget will be drawn from existing funding within the ACT public service.

It is likely there will be a series of roles advertised as some staff move between positions.

4. You state that staff will be sourced from other directorates. Will extra staff have to be hired to fill [vacancies at Transport Canberra etc?

An EOJ will be conducted to fill the existing Deputy Director-General, Transport Canberra role while Mr Edghill is acting in the Chief Projects Officer role.

The team will bring together staff currently responsible for the delivery areas of major projects from TCCS, Health Directorate, and Treasury.

5. Is it the government's view that the creation of Major Projects Canberra will help to fast-track the delivering of projects? Could it accelerate the timeline of light rail stage two, for instance?

The timeline of light rail to Woden will in large be driven by Commonwealth planning approval timelines. Bringing together our infrastructure delivery expertise into one area will help facilitate all our major infrastructure projects.

6. Is Major Projects Canberra modelled on similar agencies interstate or overseas? If so, can you list/detail some of those agencies?

A number of other Australian jurisdictions have similar delivery bodies for major infrastructure.

7. When will 10-year Infrastructure Program be released?

The forward infrastructure plan will be released in September 2019.

8. Will Major Projects Canberra oversee the delivering of all of the projects on the list, or only SPIRE and light rail stage two?

Future projects to be developed and delivered by Major Projects Canberra will be at the direction of Cabinet.

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Friday, 14 June 2019 6:07 PM
To: Playford, Alison; Hughes, Cherie
Subject: RE: FOR INFORMATION: Drop for Monday

UNCLASSIFIED

Yes. Although I'd drafted to say unions had been consulted. Had I misunderstood?

From: Playford, Alison
Sent: Friday, 14 June 2019 5:54 PM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>; O'Daly, Edward <Edward.O'Daly@act.gov.au>
Subject: Fwd: FOR INFORMATION: Drop for Monday

I assume a message for me to send to all staff is being updated to include. This needs tccs action including that we
 ive commenced process of individual discussions where people can seek info ie their manager, Cherie, Petra and
 eap. Good to include assurance unions will be consulted
 Get Outlook for iOS

From: Van Aalst, Sally <sally.vanaalst@act.gov.au>
Sent: Friday, June 14, 2019 5:02 pm
To: Edghill, Duncan; Playford, Alison; Nicol, David; De'Ath, Michael (Health)
Cc: Hughes, Cherie; Perkins, Anita; Lopa, Liz (Health); Strachan, Shaun
Subject: FOR INFORMATION: Drop for Monday

UNOFFICIAL

Dear all

Please see below final response as approved by HoS and the CMO.

Kind regards, Sally

1. How many people will work for Major Projects Canberra?

There will be approximately 140 staff in this new body, but numbers will likely change as the SPIRE and LRS2 teams ramp up for delivery.

2. Who will lead the team?

It will be an expert infrastructure delivery team led by a Chief Projects Officer and reporting to the Head of Service and relevant Ministers. The Deputy Director-General of Transport Canberra, Duncan Edghill, will act in the Chief Projects Officer role while longer term recruitment for this role is undertaken. The Chief Engineer will also play a key leadership role in the new body.

3. What is MPC's annual budget (Please specify, even if it is drawn from CM directorate's budget)

The precise details of the Major Projects Canberra budget are being finalised, but its budget will be drawn from existing funding within the ACT public service.

It is likely there will be a series of roles advertised as some staff move between positions.

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An EOJ will be conducted to fill the existing Deputy Director-General, Transport Canberra role while Mr Edghill is acting in the Chief Projects Officer role:

The team will bring together staff currently responsible for the delivery areas of major projects from TCCS, Health Directorate, and Treasury.

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7. When will 10-year Infrastructure Program be released?

The forward Infrastructure plan will be released in September 2019.

8. Will Major Projects Canberra oversee the delivering of all of the projects on the list, or only SPIRE and light rail stage two?

Future projects to be developed and delivered by Major Projects Canberra will be at the direction of Cabinet.

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Friday, 14 June 2019 5:22 PM
To: Willson, Helen (TCCS); Hughes, Cherie; Edghill, Duncan
Cc: Crowe, Petra
Subject: DG message for Monday

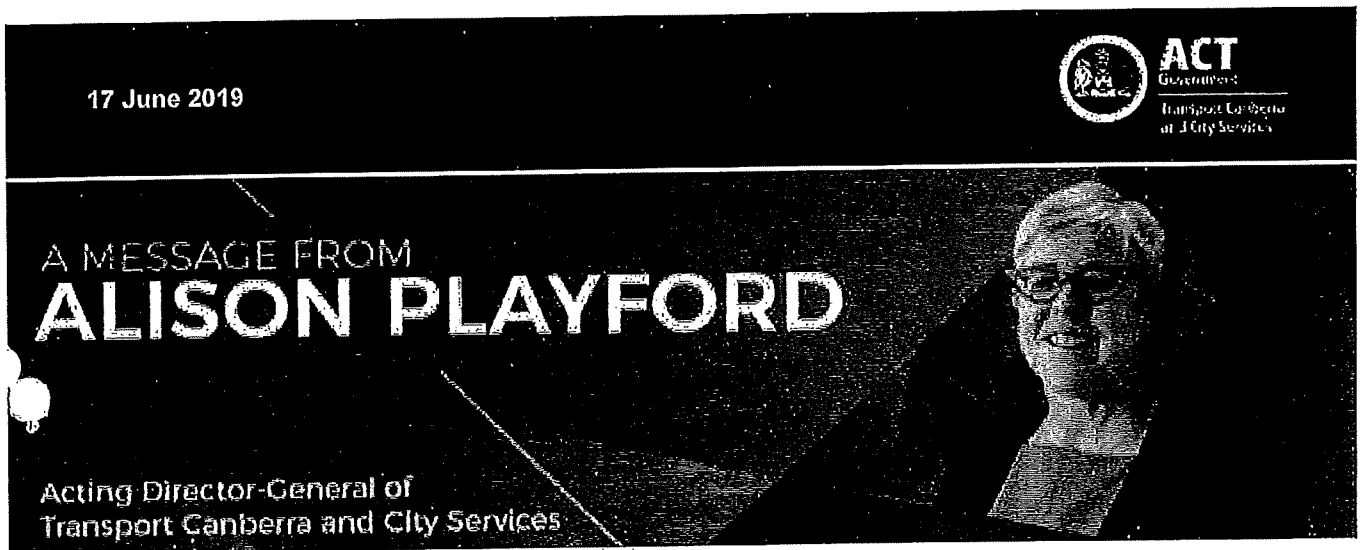
UNCLASSIFIED Sensitive: Personal

Hi Helen

Here's a message for Monday. It is consistent with what Alison said yesterday so, unless Cherie or Duncan have further comments, it is good to go.

Have a good weekend.

Ed



Colleagues

The Chief Minister has announced the ACT Government will establish a new infrastructure delivery agency, Major Projects Canberra, from 1 July 2019 to lead the territory's signature infrastructure projects.

This expert agency will lead the procurement and delivery of infrastructure programs with significant complexity and scale, which means it will initially take responsibility for Light Rail

Stage 2 and the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) at Canberra Hospital. Future projects will be at the direction of the Chief Minister.

TCCS staff were briefed on Thursday that staff from Light Rail Stage One construction completion, Light Rail Stage Two and parts of TC Commercial will join the new agency. The Infrastructure Delivery Branch will stay and continue to work with IFCW on TCCS projects. The Light Rail Operations team will remain as part of Transport Canberra.

This change coincides with our transition from delivering to operating light rail and the arrival of new projects in the new financial year, so it is an opportunity for us to consider how we can best structure and rebalance ourselves to meet these new challenges. We will continue this conversation in the coming weeks.

The new agency will be led by a Chief Projects Officer reporting to the Head of Service and relevant Ministers. The Deputy Director-General of Transport Canberra, Duncan Edghill, will act in the Chief Projects Officer role while permanent recruitment is undertaken. We will issue an EoI for the DDG of Transport Canberra role this week.

Functions and their associated staff will be moved under machinery of government provisions to the new structures as occurs with any administrative changes. We are working through arrangements for support staff in the new agency and we have already begun conversations with affected staff and unions.

The usual support arrangements are in place under our Employee Assistance Program if you require additional assistance and support.

A dedicated transition team will assist Duncan with the planning and delivery of the new agency. Cherie Hughes is the TCCS executive representative and I encourage you to email her direct with suggestions, questions or concerns.

Further information will follow as we work to have the new agency up and running on 1 July 2019.

Regards

Allison



Ed O'Daly | Executive Branch Manager

Phone: 02 6205 0384 | Mobile: 0408 829 618

Communications | Transport Canberra and City Services Directorate | ACT Government

496 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601

www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Thursday, 13 June 2019 9:44 AM
To: Willson, Helen (TCCS); Hughes, Cherie; Crowe, Petra
Subject: DG message: Establishment of Major Projects Canberra

UNCLASSIFIED Sensitive: Personal

Helen

Here's a draft message for the DG to send to all staff. It is consistent with the whole of govt TPs, with the exception of the added line she requested last week.

This change coincides with our transition from delivering to operating light rail and the arrival of new projects in the new financial year, so it is an opportunity for us to consider how we can best structure ourselves to meet these new challenges. We will continue this conversation in the coming weeks.

Something for the leadership team will follow shortly.

Ed

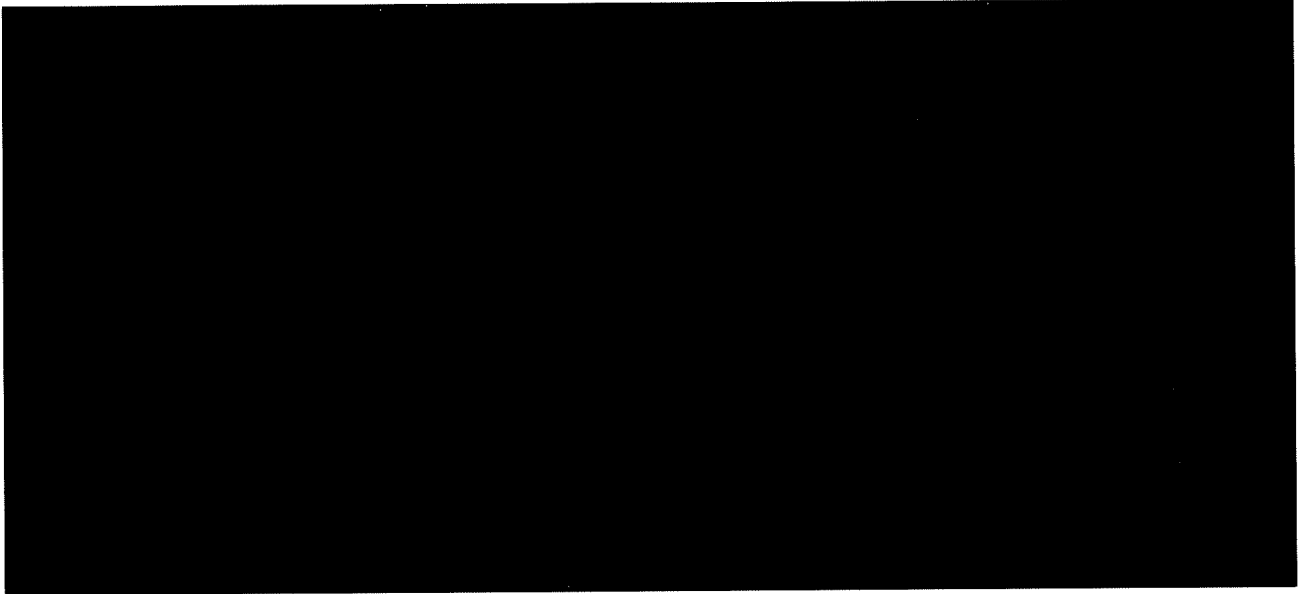
13 June 2019



ACT
 Government
 Transport Canberra
 and City Services

A MESSAGE FROM
ALISON PLAYFORD

Acting Director-General of
 Transport Canberra and City Services



www.tccs.act.gov.au

EXCELLENCE COLLABORATION
INNOVATION INTEGRITY
SAFETY RESPECT

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Thursday, 13 June 2019 2:00 PM
To: Crowe, Petra; Abel, Tynan
Subject: Fwd: Comms pack for tomorrow
Attachments: TPs and FAQs_Major Projects Canberra.docx; Comms on a Page_Major Projects Canberra.docx

Ed O'Daly | communications | TCCS
+61 (0)408 829 618

This email has been 'thumb-typed' on a mobile device at the mercy of autocorrect. Please forgive brevity and typos.

From: Perkins, Anita <anita.perkins@act.gov.au>
Sent: Thursday, June 13, 2019 12:21 pm
To: Leigh, Kathy; Playford, Allison; Edghill, Duncan; De'Ath, Michael (Health); Nicol, David; Strachan, Shaun; Hughes, Cherie; Lopa, Liz (Health); Power, Leanne; Noud, Russell; Whitten, Meredith; O'Daly, Edward
Subject: RE: Comms pack for tomorrow

UNOFFICIAL

Hi All

Updated TPs and FAQs attached based on feedback from a number of you, to guide your conversations this afternoon.

If you have any further edits please make them in tracked changes in the documents and share with the group. The CMO has everything they need at this stage for the announcement.

Regards
Anita

From: Perkins, Anita
Sent: Wednesday, 12 June 2019 6:56 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Allison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: Comms pack for tomorrow

UNOFFICIAL

Hi All

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards

Anita

Anita Perkins | Executive Group Manager

Phone: 02 6205 0035 | Mobile: 0407 073 000

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au



TALKING POINTS AND FAQs

Minister: Chief Minister, Minister for Health, Minister for Transport

Date: June 2019

SUBJECT: Creation of Major Projects Canberra

ISSUE: Advice to TCCS staff

KEY MESSAGES:

- The creation of the new Infrastructure delivery agency, Major Projects Canberra coincides with our transition from delivering to operating light rail and presents us with an opportunity to consider how we can best structure and rebalance ourselves to meet these new challenges.
- Functions and their associated staff will be moved under machinery of government provisions to the new structures as occurs with any administrative changes.
 - Staff from Light Rail Stage One construction completion, Light Rail Stage Two and parts of Transport Canberra Commercial will join the new agency.
 - The Light Rail Operations team will remain as part of Transport Canberra as will the Infrastructure Delivery Branch who will continue to work with IFCW on TCCS projects.
- Whilst I understand that with any change comes uncertainty, I want to reassure you that both myself and my executive colleagues are committed to keeping you informed and involved in the conversation around how we might best reshape TCCS moving forward.
- Cherie Hughes is the TCCS executive representative and I encourage you to email her direct with suggestions, questions or concerns. Alternatively contact Petra Crowe in our People and Capability Branch.
- The usual support arrangements are in place under our Employee Assistance Program if you require additional assistance and support.

TCCS internal FAQs

Is my role/position moving to the new establishment?

- You will be notified directly in the coming days if your position is affected by this Machinery of Government (MOG) arrangement.

Where will the office accommodation be?

- Accommodation arrangements are still being determined.
- Any accommodation moves will be strategically planned to ensure there are minimal impacts to the region.

Do I have a choice in moving under these arrangements?

- This depends on your circumstances. For example, you will transfer if you are the nominal occupant (i.e. owner) of a position that has been identified in the new agency's establishment. However, if you are not the nominal occupant of the identified position you may choose not to move and return to your substantive role.
- There are some roles, skills and capabilities that have been identified as essential in the new agency. These new roles will need to be established and may mirror the role you are currently performing in TCCS. This may present you with the opportunity to be considered for a potential transfer.
- All staff positions in the new body will remain ACT Public Servants, employed under the *Public Sector Management Act 1994* and the existing ACT Public Service Industrial Agreements.

I am on a temporary contract in one of the areas identified to move; how will these changes affect me?

- You will be notified directly in the coming days if your position is affected by this Machinery of Government (MOG) arrangement.
- Over time and as the new structure matures, as is the case with all new agencies, organisational arrangements and requirements may change.
- In the event this occurs, any impact on overall employment and particular jobs will be dealt with through the established procedures set out in our industrial agreements, and in keeping with prevailing Government policy.

When will the changes occur?

- The changes will be effective from 1 July 2019.

What new opportunities/roles will be available in the new agency?

- There will be a variety of roles. Some of these will include communications, governance, ministerial, and executive and financial support.

Who will I report to?

- The agency will be led by a small expert team, headed up by a Chief Projects Officer, reporting to the Head of Service and relevant Ministers.
- Specific details around reporting lines and the overall structure are being refined and will be communicated in due course.
- Functions and their associated staff will be moved under machinery of government provisions to the new structures as occurs with any administrative changes.

Who will provide HR support in the new agency?

- These details are still being determined, so stay in touch with your TCCS People and Capability team until we have greater clarity.

Have the unions be informed?

- Discussions will be held with relevant unions, and we provide updates to those unions at the same time as staff.

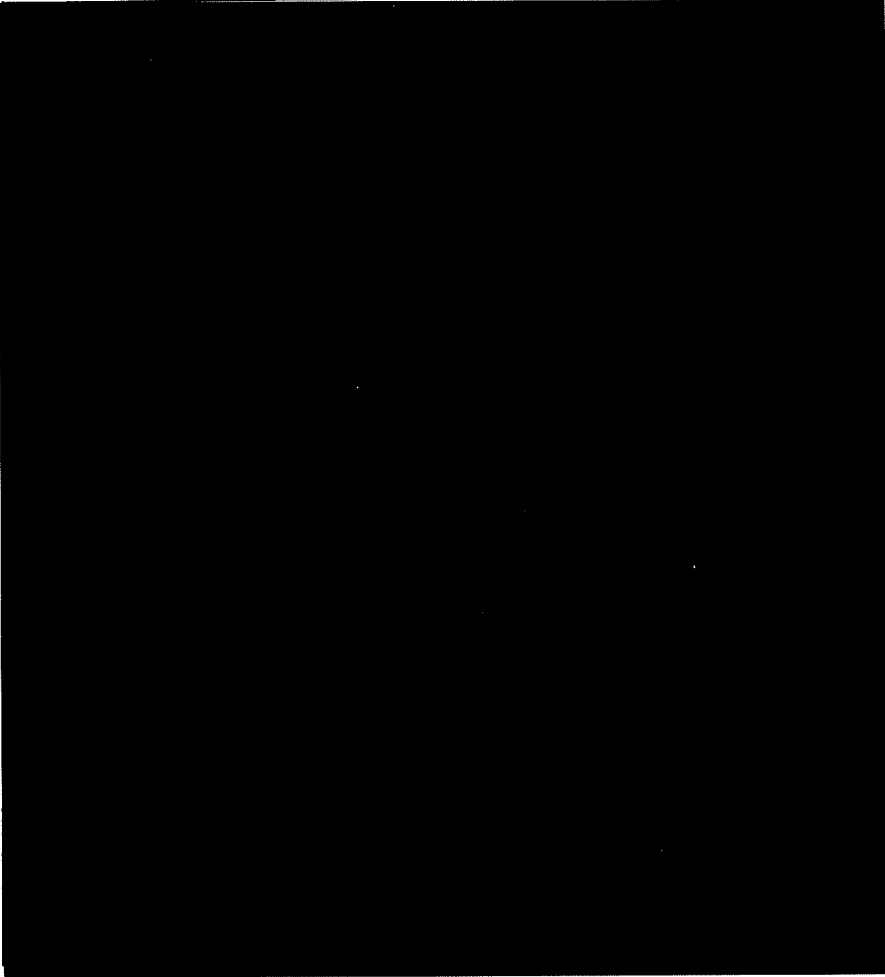
Action officer: Petra Crowe
Cleared by: Alison Playfield
Date: 13 June 2019



TALKING POINTS AND FAQs

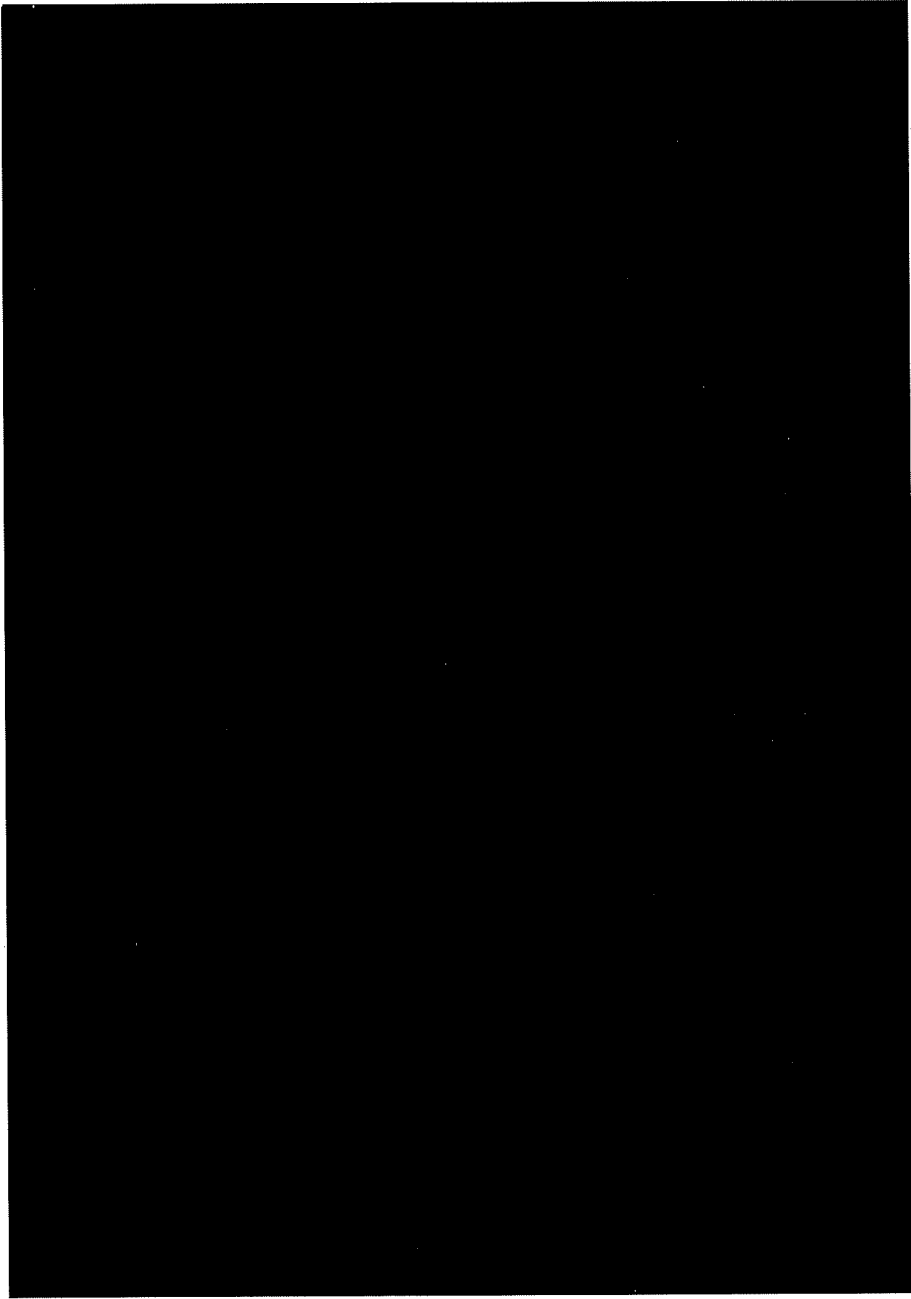
Minister: Chief Minister, Minister for Health, Minister for Transport
Date: June 2019

SUBJECT: Creation of Major Projects Canberra
ISSUE: Advice for staff and stakeholders



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Action officer: Anita Perkins
Cleared by: Kathy Leigh
Date: 12 June 2019



Communications on a page

Issue: Creation of the ACT's first Infrastructure delivery body

Directorate: CMTEDD

Release date: 13 June 2019

What is government's Involvement/interest?	Creation of new Infrastructure delivery body, Major Projects Canberra		
Why are we communicating on this issue?	The ACT Government will establish a new infrastructure delivery body from 1 July 2019. Staff and stakeholders need to be advised and consulted throughout the transition.		
Does it cross over other Directorates/ agencies?	Chief Minister, Treasury and Economic Development Directorate, Transport Canberra and City Services, Health Services, CIT	Spokesperson	Chief Minister external, HOS internal, CIT CEO
Communications project tier	Tier two announcement		
Target audience/ stakeholders/third party endorsers	<i>Expected position and/or commentary</i>		
Workforce joining body	<p>Clarity will be required for teams splitting between existing directorates and new body.</p> <p>Will want to know where the offices will be and from when. Some have moved several times in recent years.</p> <p>Clarity will be required for staff in relevant policy/corporate/financial /communications and engagement roles in the impacted agencies, who currently support these major projects.</p> <p>May seek to have opportunities to remain in directorates rather than moving to the new body.</p> <p>Will be interested in recruitment processes for the new position of Chief Projects Officer.</p>		
Workforce from related agencies	Will require clarity around delineation of responsibilities between directorates and the new body, movement of people within teams, service level agreements and protocols for external communications and engagement.		
Opposition			
Industry/Peak bodies			
Community Groups			
Commonwealth Government			

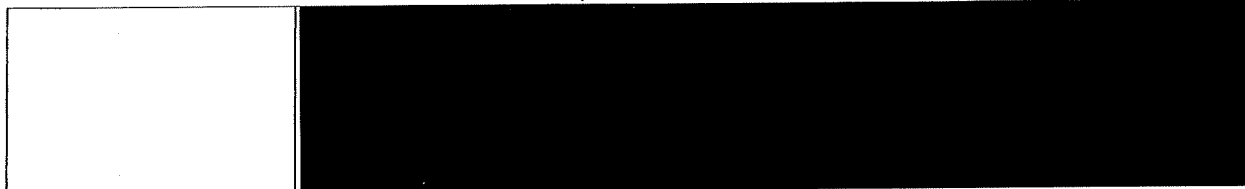


Communications on a page

Issue: Creation of the ACT's first Infrastructure delivery body

Directorate: CMTEDD

Release date: 13 June 2019



Key Messages

What are we doing and why?

- The ACT Government will establish a new Infrastructure delivery body from 1 July 2019, to lead the planning and delivery of the territory's signature infrastructure projects.
- Investing in infrastructure that supports Canberra's prosperity, liveability and social inclusion is a key priority for the ACT Government.
- The ACT's population reached 422,500 people in 2018. As one of Australia's fastest-growing communities, Canberra's infrastructure needs to keep pace.
- Over the past few years we have stepped up our investment in a new hospital and health facilities and public transport. The first stage of light rail has been delivered, it was the ACT's largest ever infrastructure project and one of its first public private partnerships.
- With \$2.8 billion committed to further infrastructure projects over the next four years, the new body will provide a clear focus on major project delivery.
- Creation of this body will bring the ACT in line with every other Australian jurisdiction.

What will they be responsible for?

- Major Projects Canberra will be a small expert major projects team, led by a Chief Projects Officer, reporting to the Head of Service and relevant Ministers.
- It will be its own administrative unit.
- The body will lead the planning and delivery of Light Rail Stage 2, SPIRE, and CIT Woden. Future projects will be at the direction of the Chief Minister.
- It will also be responsible for whole of government functions currently provided within IFCW in Treasury, including Executive Support, Contract conformance and dispute support, Pre-qualification and IRE Certification, PMARS, Finance and reporting, Superintendent of Works, Active Certification, Secretariat and project governance support, Commercial Infrastructure delivery, Civil infrastructure delivery, Social infrastructure delivery, Major projects delivery.
- It will take over the role of IFCW in the delivery of capital works projects and the role of directorates will remain as is.
- Strategic advice to government on the Territory's infrastructure priorities will continue to be provided by Infrastructure, Finance and Capital Works division, in the Chief Minister, Treasury and Economic Development Directorate.

FAQs and Internal Comms at Attachment A.

Approved by: Kathy Leigh
 Action officer: Anita Perkins, x50035
 Date: 12 June 2019



Communications on a page

Issue: Creation of the ACT's first Infrastructure delivery body

Directorate: CMTEDD

Release date: 13 June 2019

Timeline for 13 June

Date	Communications collateral	Responsibility
10am 1.30pm	Message to Unions	Meredith Whitten Russell Noud
TBC	Phone call with Craig Sloan, CIT	Minister Fitzharris
2pm	Stand up with staff at AFCW Nature Conservation House Belconnen	Kathy Leigh David Nicol Duncan Edghill Shaun Strachan Robert Wright
3.30pm	Standup with staff at TCCS DPMH Dickson at 496 Northbourne Ave Dickson	Kathy Leigh Alison Playford Duncan Edghill Cherie Hughes
4.30pm	Standup with staff at Health Directorate	Kathy Leigh Michael De'Ath Duncan Edghill Liz Lopa
	Phone calls to key stakeholders	HOS, UT, DGs TCCS and Health

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Thursday, 13 June 2019 1:45 PM
To: Crowe, Petra; Abel, Tynan
Subject: RE: DG message: Establishment of Major Projects Canberra

UNCLASSIFIED Sensitive: Personal

Ty, Petra

Here's a draft message for the DG to send to all staff on Monday It is consistent with the whole of govt TPs, with the exception of the added line below she requested last week.

This change coincides with our transition from delivering to operating light rail and the arrival of new projects in the new financial year, so it is an opportunity for us to consider how we can best structure and rebalance ourselves to meet these new challenges. We will continue this conversation in the coming weeks.

Ed

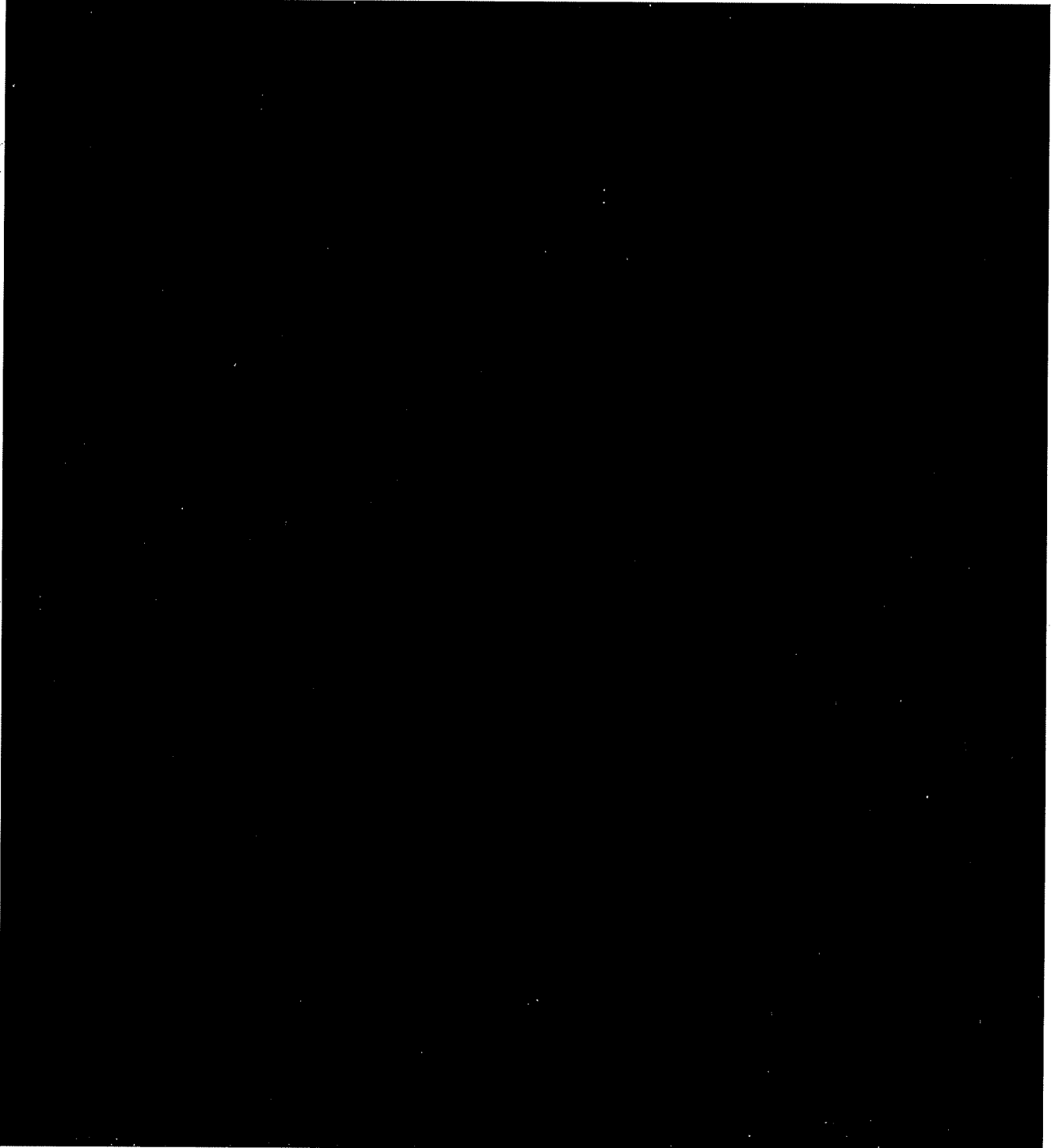
17 June 2019

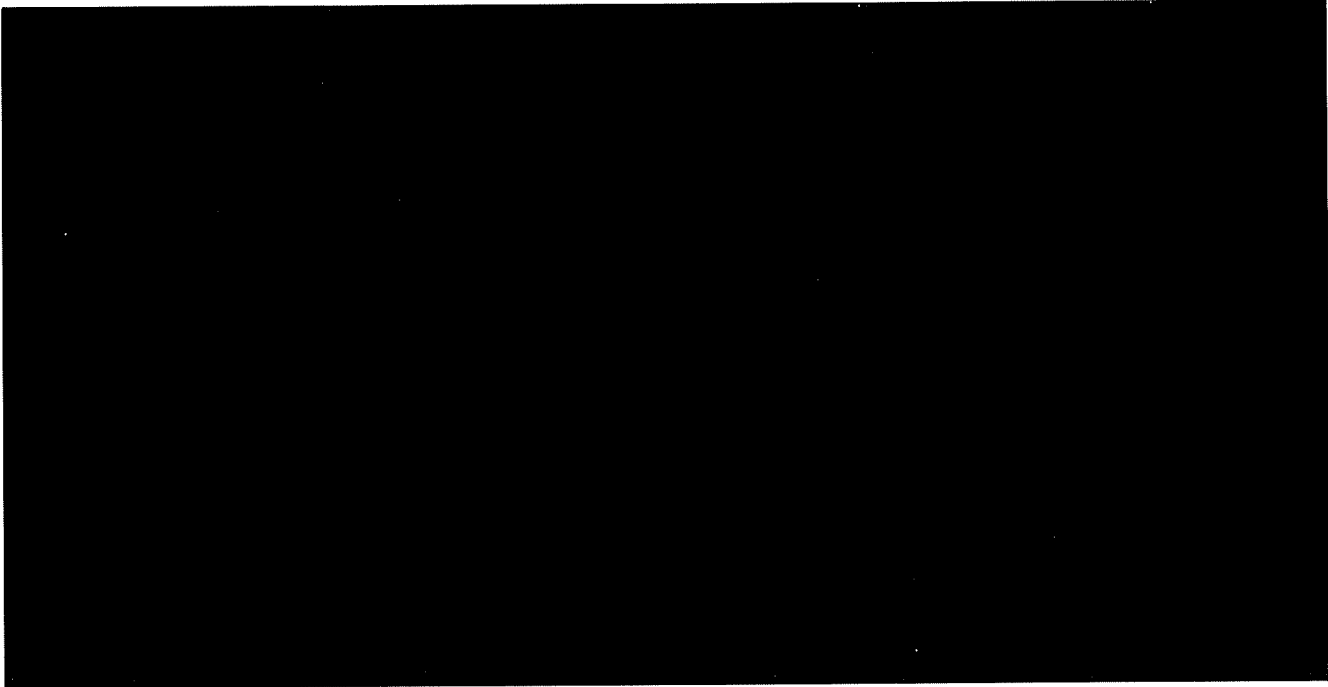


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Martyniak, Alexandra

From: O'Daly, Edward
Sent: Thursday, 13 June 2019 9:44 AM
To: Willson, Helen (TCCS); Hughes, Cherie; Crowe, Petra
Subject: DG message: Establishment of Major Projects Canberra

UNCLASSIFIED Sensitive: Personal

Helen

Here's a draft message for the DG to send to all staff. It is consistent with the whole of govt TPs, with the exception of the added line she requested last week.

This change coincides with our transition from delivering to operating light rail and the arrival of new projects in the new financial year, so it is an opportunity for us to consider how we can best structure ourselves to meet these new challenges. We will continue this conversation in the coming weeks.

Something for the leadership team will follow shortly.

Ed

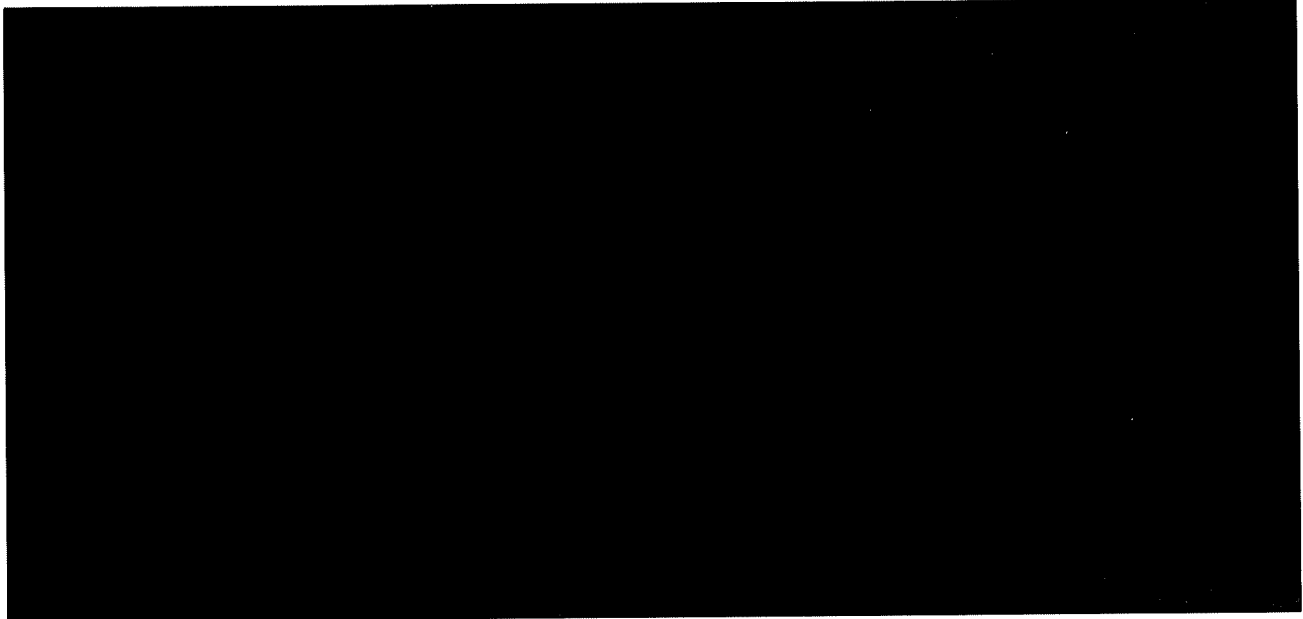
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Martyniak, Alexandra

From: O'Daly, Edward
Sent: Monday, 17 June 2019 10:18 AM
To: Playford, Alison; Hughes, Cherie
Subject: RE: FOR INFORMATION: Drop for Monday
Attachments: 17.06.19 ABC 9.10 am- Duncan on new ACT Government agency.mp3

UNCLASSIFIED

Further to yesterday's message, Duncan's ABC interview is attached.

From: O'Daly, Edward
Sent: Sunday, 16 June 2019 8:11 PM
To: Playford, Alison <Alison.Playford@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Subject: RE: FOR INFORMATION: Drop for Monday

UNCLASSIFIED

Alison

Confirming union consultation is underway as I'd thought. Message drafted last week attached for info. It's consistent with your comments on Thursday and references individual meetings, EAP etc. Helen has it and I've had no comments from others.

Also, FYI, Duncan (as incoming chief projects officer) has the approved Q&A below and ABC has expressed an interest in an interview and will confirm tomorrow.

Ed

From: O'Daly, Edward
Sent: Friday, 14 June 2019 6:07 PM
To: Playford, Alison <Alison.Playford@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Subject: RE: FOR INFORMATION: Drop for Monday

UNCLASSIFIED

Yes. Although I'd drafted to say unions had been consulted. Had I misunderstood?

From: Playford, Alison
Sent: Friday, 14 June 2019 5:54 PM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>; O'Daly, Edward <Edward.O'Daly@act.gov.au>
Subject: Fwd: FOR INFORMATION: Drop for Monday

I assume a message for me to send to all staff is being updated to include. This needs tccs action including that we have commenced process of individual discussions where people can seek info re their manager, Cherie, Petra and eap. Good to include assurance unions will be consulted
 Get [Outlook for iOS](#)

From: Van Aalst, Sally <sally.vanaalst@act.gov.au>
Sent: Friday, June 14, 2019 5:02 pm
To: Edghill, Duncan; Playford, Alison; Nicol, David; De'Ath, Michael (Health)

Cc: Hughes, Cherie; Perkins, Anita; Lopa, Liz (Health); Strachan, Shaun
Subject: FOR INFORMATION: Drop for Monday

UNOFFICIAL

Dear all

Please see below final response as approved by HoS and the CMO.

Kind regards, Sally

1. How many people will work for Major Projects Canberra?

There will be approximately 140 staff in this new body, but numbers will likely change as the SPIRE and LRS2 teams ramp up for delivery.

2. Who will lead the team?

It will be an expert infrastructure delivery team led by a Chief Projects Officer and reporting to the Head of Service and relevant Ministers. The Deputy Director-General of Transport Canberra, Duncan Edghill, will act in the Chief Projects Officer role while longer term recruitment for this role is undertaken. The Chief Engineer will also play a key leadership role in the new body.

3. What is MPC's annual budget (Please specify, even if it is drawn from CM directorate's budget)

The precise details of the Major Projects Canberra budget are being finalised, but its budget will be drawn from existing funding within the ACT public service.

It is likely there will be a series of roles advertised as some staff move between positions.

4. You state that staff will be sourced from other directorates. Will extra staff have to be hired to fill [vacancies at Transport Canberra etc?

An EOJ will be conducted to fill the existing Deputy Director-General, Transport Canberra role while Mr Edghill is acting in the Chief Projects Officer role.

The team will bring together staff currently responsible for the delivery areas of major projects from TCCS, Health Directorate, and Treasury.

5. Is it the government's view that the creation of Major Projects Canberra will help to fast-track the delivering of projects? Could it accelerate the timeline of light rail stage two, for instance?

The timeline of light rail to Woden will in large be driven by Commonwealth planning approval timelines. Bringing together our infrastructure delivery expertise into one area will help facilitate all our major infrastructure projects.

6. Is Major Projects Canberra modelled on similar agencies interstate or overseas? If so, can you list/detail some of those agencies?

A number of other Australian jurisdictions have similar delivery bodies for major infrastructure.

7. When will 10-year Infrastructure Program be released?

The forward Infrastructure plan will be released in September 2019.

8. Will Major Projects Canberra oversee the delivering of all of the projects on the list, or only SPIRE and light rail stage two?

Future projects to be developed and delivered by Major Projects Canberra will be at the direction of Cabinet.

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Attachments: DG message for Monday

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Martyniak, Alexandra

From: O'Daly, Edward
Sent: Friday, 14 June 2019 5:22 PM
To: Willson, Helen (TCCS); Hughes, Cherie; Edghill, Duncan
Cc: Crowe, Petra
Subject: DG message for Monday

UNCLASSIFIED Sensitive: Personal

Hi Helen

Here's a message for Monday. It is consistent with what Alison said yesterday so, unless Cherie or Duncan have further comments, it is good to go.

Have a good weekend.

-d

17 June 2019

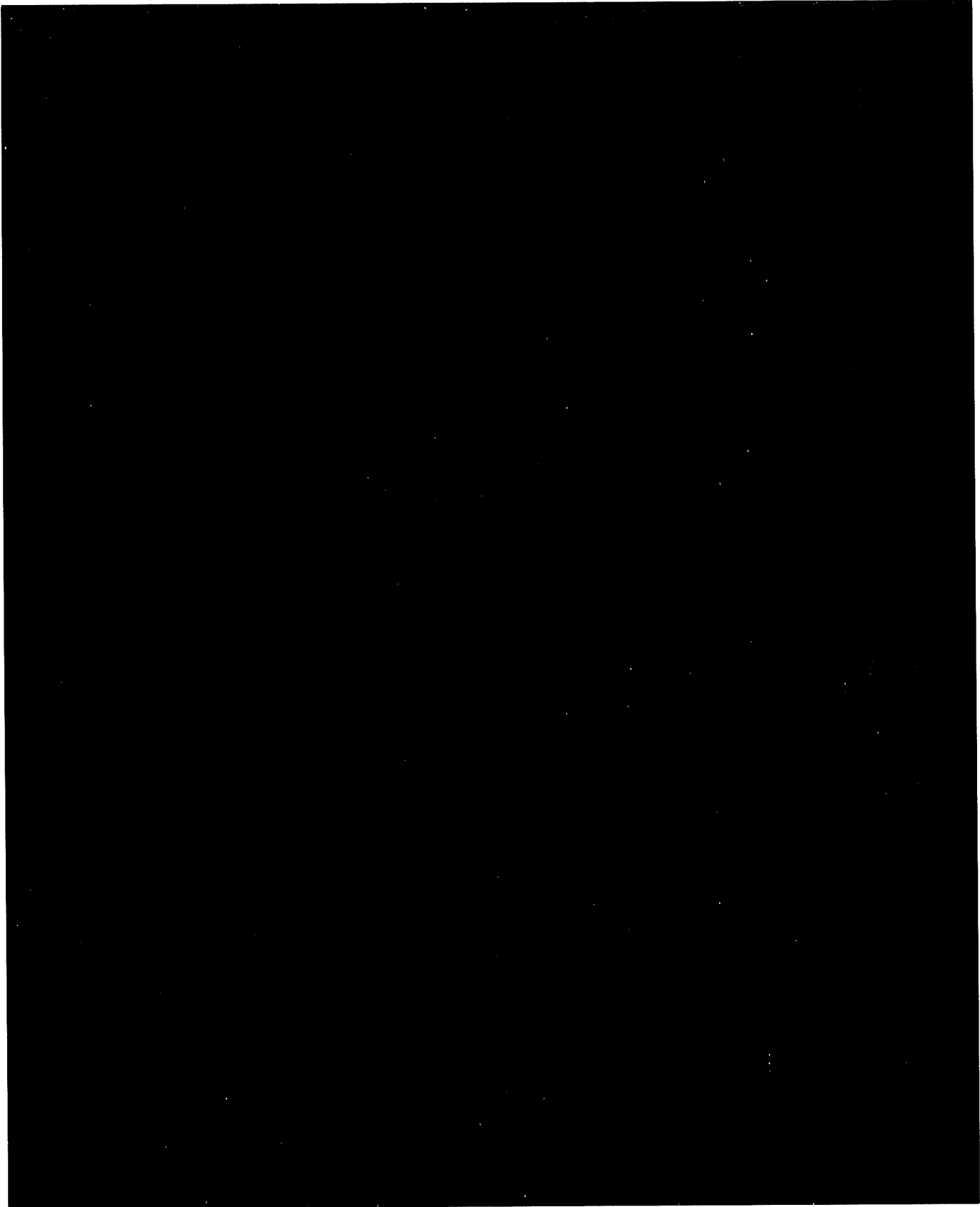


ACT
Government
Housing, Canberra
and City Services

A MESSAGE FROM
ALISON PLAYFORD

Acting Director-General of
Transport Canberra and City Services





Ed O'Daly | Executive Branch Manager
Phone: 02 6205 0384 | Mobile: 0408 829 618
Communications | Transport Canberra and City Services Directorate | ACT Government
496 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601
www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)

Martyniak, Alexandra

From: Perkins, Anita
Sent: Tuesday, 18 June 2019 11:44 AM
To: Mahar, Nicole; O'Daly, Edward
Cc: Bailey, Kylie
Subject: FW: Draft Org Structure - Comms

Importance: High

UNCLASSIFIED For-Official-Use-Only

Hi Nicole and Ed

1. Email banner for Transition leader for Major Projects Canberra

Nicole, can you please organise (today) with Pubs an email banner header for Duncan as the Transition leader for Major Projects Canberra (It isn't a legal entity yet so we shouldn't use a formal logo), the email will need to go out tomorrow, and it will need to go through HOS first. From 1 July we'll have a version of it officially as Acting Chief Projects Officer for Major Projects Canberra.

Ed, can you please send us both Duncan's existing email banner as DDG of TC, and separately a jpeg of Duncan for an email banner – we'll create sort the new banner.

2. Major Projects Canberra logo and stationery

Nicole can you also please brief Pubs to create a logo for Major Projects Canberra consistent with direct logos (but don't include the word directorate). And associated letterhead, brief templates for the new body etc. There is no ministerial portfolio so we don't need to update Ministerial letterheads/templates etc.

We'll need to think about a web landing page too (act.gov.au/majorprojectscanberra and/or majorprojects.act.gov.au) – don't need to do this yet but can you pls ask Pubs if they could do that, or if we should ask Shared Services – Claire Harper.

Thanks
 Anita

Anita Perkins | Executive Group Manager
 Phone: 02 6205 0035 | Mobile: 0407 073 000
 Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

From: Perkins, Anita
Sent: Tuesday, 18 June 2019 11:32 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Hi Duncan

Sight edits made below, highlighted.

I'll get an email banner set up for you. Suggest you run this past HOS and Meredith before its issued given we're still in transition and unions very interested.

Cheers

anita

From: Edghill, Duncan

Sent: Tuesday, 18 June 2019 10:38 AM

To: Perkins, Anita <Anita.Perkins@act.gov.au>

Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Anita,

Thank you. I'm also keen to get a transition note out to relevant staff (ideally tomorrow) to provide an update on where we're up to. There may not be a great deal in addition to say at the moment, but would like to keep the information flowing. In this respect:

1. We'd need to create a mailing list of relevant staff. I'd propose to ask Kylie Bailey to organise with each of the transition lead heads; and
2. I'd propose a note from me with a header / head shot. I suggest the following message – If you're OK with it I'll circulate to the broader transition team for their OK before sending:

Establishment of Major Projects Canberra – Transition Update



Thanks
Duncan

From: Perkins, Anita
Sent: Tuesday, 18 June 2019 6:56 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: Re: Draft Org Structure - Comms

Hi Duncan
 Just on the products, you need a Communications and Engagement strategy prepared first. This should be the first job of your Comms leader.
 I've got Estimates this morning. I'll turn my attention to duty statements and recruitment once that's out of the way.
 Regards
 Anita

Get [Outlook for iOS](#)

From: Edghill, Duncan
Sent: Monday, June 17, 2019 12:07:26 PM
To: Perkins, Anita
Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Done

From: Perkins, Anita
Sent: Monday, 17 June 2019 12:07 PM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Got it.

I'm not sure Publishing is right either – it's a bit old fashioned. [REDACTED]
 [REDACTED] I'll do a bit more work on this in coming days and let you know. Can you please leave it as Communications and Engagement for now.

I'll come back to you with draft EOIs.

From: Edghill, Duncan
Sent: Monday, 17 June 2019 11:56 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Anita,

Thank you. By "project reporting" I was really getting at "report publishing" – I had in mind a group that would put project information (produced by others) in a glossy form fit for Ministerial / DG / community digestion. I have changed this to be "Communications and Publishing" instead.

If you might be able to assist with the level and job sizing, that would be great. I have EBM in mind. If you might be able to help with a position description that would be great.

Do you also have template EOIs I might be able to play with please for both the Comms role and the digital content advisor?

Not exactly sure yet how they will be funded, but the comms and publishing team will be very important. At least some of it will come from the Light Rail and SPIRE budgets. Given its importance I'll find the funding one way or another.

Thanks
Duncan

From: Perkins, Anita
Sent: Monday, 17 June 2019 8:56 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Hi Duncan

I fully agree Comms should report to you. I'm not sure on the level and it should be formally job sized. I can help with this.

I would question 'project reporting' being in this team. In my experience a skilled comms and engagement professional has a clear responsibility to tell the community what is going on, however the administrative nature of project reporting is typically better with a Business Management team.

I can see if we can get you a SOG A for the coming weeks to get things up and running. And we should quickly put out an EOI for the lead role. You also need a digital content quickly, and you can buy in the design skills. I've spoken to a few people who are very interested but we'll need to do the EOI.

Would you like me to prepare some duty statements in the first instance for you to review?

And how are you going to fund them given they are new positions?

Cheers
Anita

From: Edghill, Duncan
Sent: Monday, 17 June 2019 7:50 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Subject: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Anita,

Please find attached my initial thoughts on how Major Projects Canberra could be structured at a high level. The exact number and nature of positions will need to be resolved, but hopefully it gives you an idea as to my thinking.

At least to begin with I'm keen to have the Comms and Reporting team report directly into me – I see at as one of the most crucial areas in the organisation. There are also some tasks that I'd like done almost immediately, being:

1. A glossy report setting out all of our projects and where they are up to. Initially for Ministerial / DG use. I have thoughts on layout; and
2. Generation of social media items that can be used by Ministers around their projects.

When we next speak, I'd be grateful if you might have any thoughts around who could fill this position, either long-term or for an initial temporary period. I'd also be grateful for your thoughts around whether external support might be useful to help generate materials in the first instance.

Thank you.

Kind Regards
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
GPO Box 158, Canberra ACT 2601

Please consider the environment before printing this e-mail.

Martyniak, Alexandra

From: Perkins, Anita
Sent: Thursday, 13 June 2019 12:22 PM
To: Leigh, Kathy; Playford, Alison; Edghill, Duncan; De'Ath, Michael (Health); Nicol, David; Strachan, Shaun; Hughes, Cherie; Lopa, Liz (Health); Power, Leanne; Noud, Russell; Whitten, Meredith; O'Daly, Edward
Subject: RE: Comms pack for tomorrow
Attachments: TPs and FAQs_Major Projects Canberra.docx; Comms on a Page_Major Projects Canberra.docx

UNOFFICIAL

Hi All

Updated TPs and FAQs attached based on feedback from a number of you, to guide your conversations this afternoon.

If you have any further edits please make them in tracked changes in the documents and share with the group.

The CMO has everything they need at this stage for the announcement.

Regards

Anita

From: Perkins, Anita
Sent: Wednesday, 12 June 2019 6:56 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: Comms pack for tomorrow

UNOFFICIAL

All

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards

Anita

Anita Perkins | Executive Group Manager
 Phone: 02 6205 0035 | Mobile: 0407 073 000
 Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au



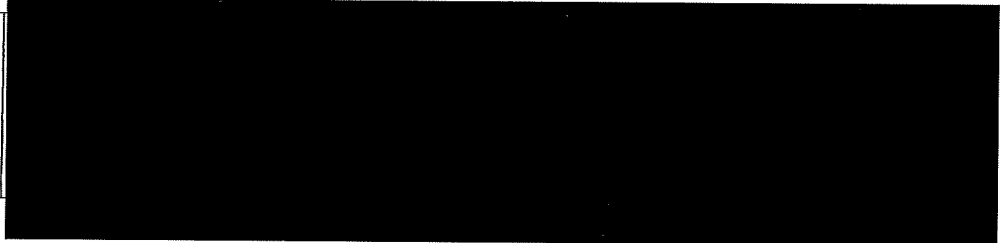
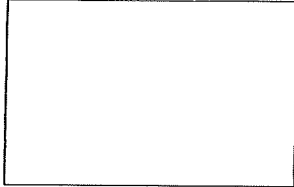
Communications on a page
Issue: Creation of the ACT's first Infrastructure delivery body
Directorate: CMTEDD
Release date: 13 June 2019

What is government's involvement/interest?	Creation of new Infrastructure delivery body, Major Projects Canberra		
Why are we communicating on this issue?	The ACT Government will establish a new infrastructure delivery body from 1 July 2019. Staff and stakeholders need to be advised and consulted throughout the transition.		
Does it cross over other Directorates/ agencies?	Chief Minister, Treasury and Economic Development Directorate, Transport Canberra and City Services, Health Services, CIT	Spokesperson	Chief Minister external, HOS internal, CIT CEO
Communications project tier	Tier two announcement		
Target audience/ stakeholders/third party endorsers	<i>Expected position and/or commentary</i>		
Workforce joining body	<p>Clarity will be required for teams splitting between existing directorates and new body.</p> <p>Will want to know where the offices will be and from when. Some have moved several times in recent years.</p> <p>Clarity will be required for staff in relevant policy/corporate/financial /communications and engagement roles in the impacted agencies, who currently support these major projects.</p> <p>May seek to have opportunities to remain in directorates rather than moving to the new body.</p> <p>Will be interested in recruitment processes for the new position of Chief Projects Officer.</p>		
Workforce from related agencies	Will require clarity around delineation of responsibilities between directorates and the new body, movement of people within teams, service level agreements and protocols for external communications and engagement.		
Opposition			
Industry/Peak bodies			
Community Groups			
Commonwealth Government			

Approved by: Kathy Leigh
Action officer: Anita Perkins, x50035
Date: 12 June 2019



Communications on a page
Issue: Creation of the ACT's first Infrastructure delivery body
Directorate: CMTEDD
Release date: 13 June 2019



Key Messages

What are we doing and why?

- The ACT Government will establish a new infrastructure delivery body from 1 July 2019, to lead the planning and delivery of the territory's signature infrastructure projects.
- Investing in infrastructure that supports Canberra's prosperity, liveability and social inclusion is a key priority for the ACT Government.
- The ACT's population reached 422,500 people in 2018. As one of Australia's fastest-growing communities, Canberra's Infrastructure needs to keep pace.
- Over the past few years we have stepped up our investment in a new hospital and health facilities and public transport. The first stage of light rail has been delivered, it was the ACT's largest ever infrastructure project and one of its first public private partnerships.
- With \$2.8 billion committed to further infrastructure projects over the next four years, the new body will provide a clear focus on major project delivery.
- Creation of this body will bring the ACT in line with every other Australian Jurisdiction.

What will they be responsible for?

- Major Projects Canberra will be a small expert major projects team, led by a Chief Projects Officer, reporting to the Head of Service and relevant Ministers.
- It will be its own administrative unit.
- The body will lead the planning and delivery of Light Rail Stage 2, SPIRE, and CIT Woden. Future projects will be at the direction of the Chief Minister.
- It will also be responsible for whole of government functions currently provided within IFCW in Treasury, including Executive Support, Contract conformance and dispute support, Pre-qualification and IRE Certification, PMARS, Finance and reporting, Superintendent of Works, Active Certification, Secretariat and project governance support, Commercial infrastructure delivery, Civil infrastructure delivery, Social infrastructure delivery, Major projects delivery.
- It will take over the role of IFCW in the delivery of capital works projects and the role of directorates will remain as is.
- Strategic advice to government on the Territory's infrastructure priorities will continue to be provided by Infrastructure, Finance and Capital Works division, in the Chief Minister, Treasury and Economic Development Directorate.

FAQs and Internal Comms at Attachment A.



Communications on a page
Issue: Creation of the ACT's first Infrastructure delivery body
Directorate: CMTEDD
Release date: 13 June 2019

Timeline for 13 June

Date	Communications collateral	Responsibility
10am-1.30pm	Message to Unions	Meredith Whitten Russell Noud
TBC	Phone call with Craig Sloan, CIT	Minister Fitzharris
2pm	Stand up with staff at AFCW Nature Conservation House Belconnen	Kathy Leigh David Nicol Duncan Edghill Shaun Strachan Robert Wright
3.30pm	Standup with staff at TCCS DPMH Dickson at 496 Northbourne Ave Dickson	Kathy Leigh Alison Playford Duncan Edghill Cherie Hughes
4.30pm	Standup with staff at Health Directorate	Kathy Leigh Michael De'Ath Duncan Edghill Liz Lopa
	Phone calls to key stakeholders	HOS, UT, DGs TCCS and Health

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Thursday, 13 June 2019 7:04 AM
To: Perkins, Anita
Cc: Hughes, Cherie; Strachan, Shaun; Lopa, Liz (Health)
Subject: RE: Comms pack for tomorrow

UNOFFICIAL

Anita,

Sorry – one last thought. Rather than directing people to email myself, Cherie, Shaun or Liz directly, can we instead please:

1. Set up a dedicated email address (we'll need to determine who has primary responsibility for managing). If they come directly to me there's a chance I may not be able to get to them straight away; and
2. Say that we'll send out a note setting out details of that address?

Between now and 1 July, I also think it would be useful if I could send out (on behalf of the transition team) to all moving staff periodic updates on where things are up to. May your team please help to that end? I'm thinking a simple banner and initial schedule of what should be sent out, when would be useful please. Happy to discuss, but perhaps an email tomorrow with the contact details in it would be good thanks?

Kind Regards
 Duncan

From: Edghill, Duncan
Sent: Thursday, 13 June 2019 6:51 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Cc: Hughes, Cherie <Cherie.Hughes@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>
Subject: RE: Comms pack for tomorrow

UNOFFICIAL

Sorry, I meant to add – I saw that Minister Fitzharris will speak with Craig Sloan re CIT. Are there any CIT / CMTEDD staff affected? I'll call Karina today in any event, but do we need to speak with Leanne as well?

From: Edghill, Duncan
Sent: Thursday, 13 June 2019 6:46 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Cc: Hughes, Cherie <Cherie.Hughes@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Subject: RE: Comms pack for tomorrow

UNOFFICIAL

Anita,

This is great, thank you. Without repeating the comments of Cherie or Shaun, the only points I would add are:

- These lines may need a little clarification:

[Redacted]

I suggest instead:

[Redacted]

- On this question:

Why create a new body – will it not lead to duplication?

I think you could add:

[Redacted]

- Add to this line:

[Redacted]

- Suggest changing:

[Redacted]

- Suggested change:

[Redacted]

Thank you.

Duncan

From: Perkins, Anita
Sent: Wednesday, 12 June 2019 6:56 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: Comms pack for tomorrow

UNOFFICIAL

Hi All

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards
Anita

Anita Perkins | Executive Group Manager

Phone: 02 6205 0035 | Mobile: 0407 073 000

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Nicol, David
Sent: Thursday, 13 June 2019 8:39 AM
To: Strachan, Shaun; Perkins, Anita
Cc: Leigh, Kathy; Playford, Alison; Edghill, Duncan; De'Ath, Michael (Health); Hughes, Cherie; Lopa, Liz (Health); Power, Leanne; Noud, Russell; Whitten, Meredith
Subject: RE: Comms pack for tomorrow [DLM=For-Official-Use-Only]

Thanks

David

From: Strachan, Shaun
Sent: Wednesday, 12 June 2019 8:41 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Cc: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Allison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: Re: Comms pack for tomorrow

Hi Anita

I've just seen this for the first time and would suggest some further clarity on the following be considered

I hope the above assists.

Regards

Sent from my iPhone

On 12 Jun 2019, at 6:55 pm, Perkins, Anita <Anita.Perkins@act.gov.au> wrote:

UNOFFICIAL

Hi All

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards
Anita

Anita Perkins | Executive Group Manager
Phone: 02 6205 0035 | Mobile: 0407 073 000
Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT
Government
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www.act.gov.au

<Comms on a Page_Major Projects Canberra.docx>

<TPs and FAQs_Major Projects Canberra.docx>

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Thursday, 13 June 2019 9:44 AM
To: Willson, Helen (TCCS); Hughes, Cherie; Crowe, Petra
Subject: DG message: Establishment of Major Projects Canberra

UNCLASSIFIED Sensitive: Personal

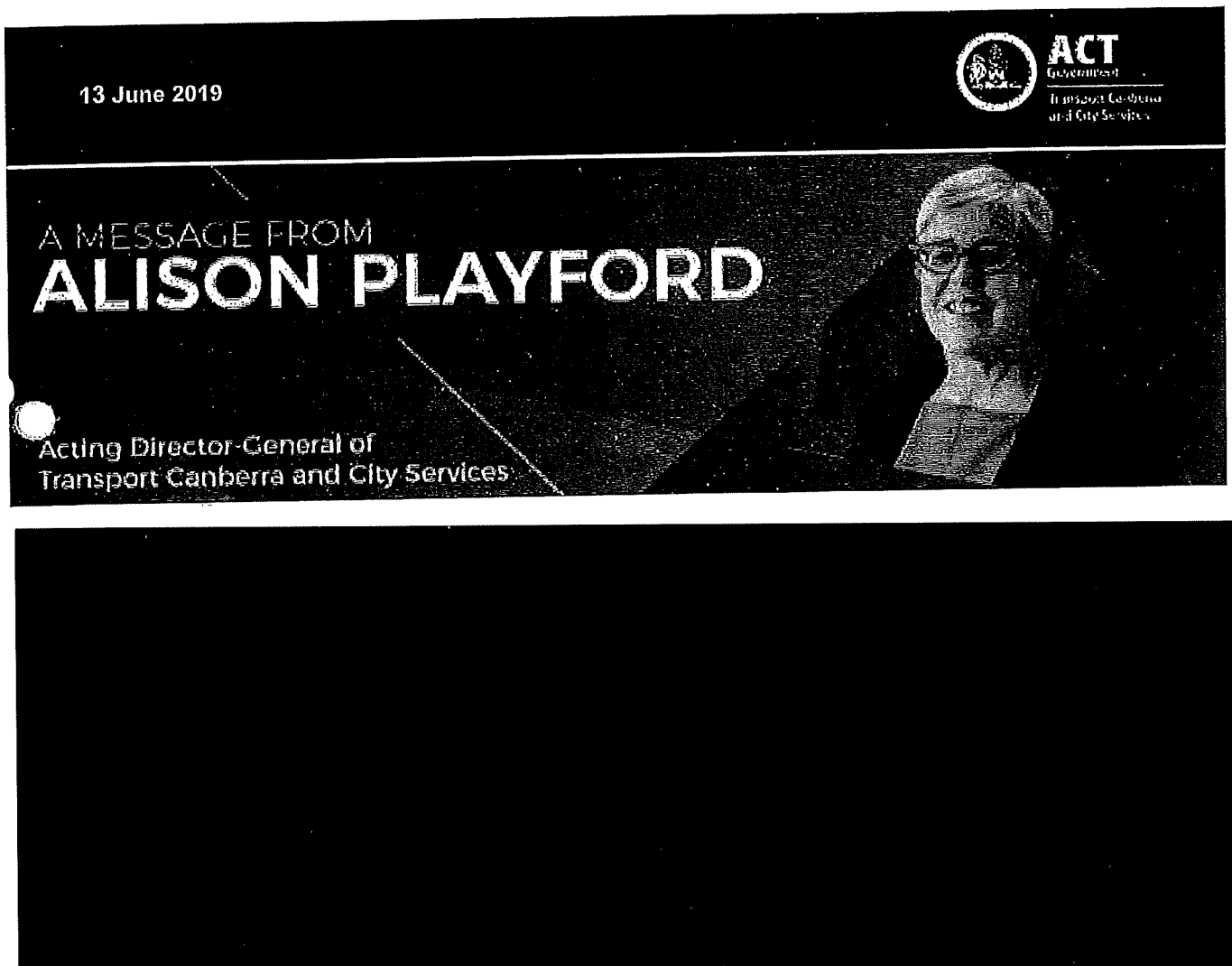
Helen

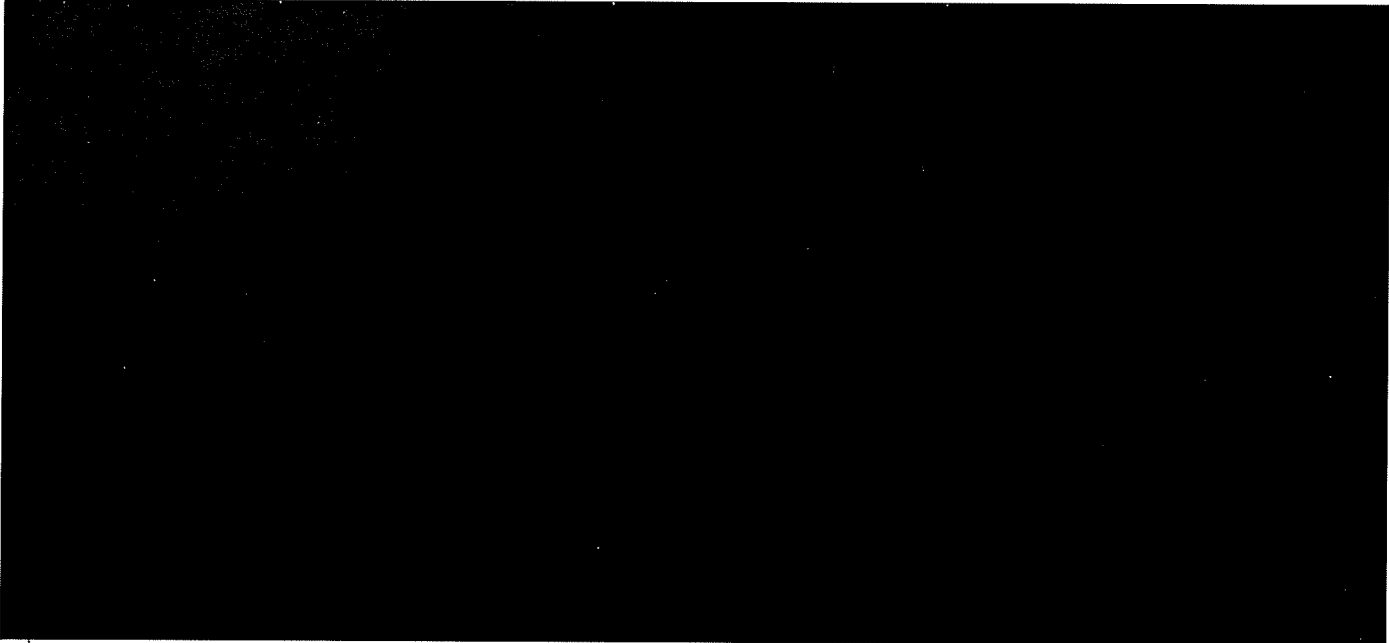
Here's a draft message for the DG to send to all staff. It is consistent with the whole of govt TPs, with the exception of the added line she requested last week.

This change coincides with our transition from delivering to operating light rail and the arrival of new projects in the new financial year, so it is an opportunity for us to consider how we can best structure ourselves to meet these new challenges. We will continue this conversation in the coming weeks.

Something for the leadership team will follow shortly.

Ed





 www.tccs.act.gov.au

EXCELLENCE COLLABORATION
INNOVATION INTEGRITY
SAFETY RESPECT

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Thursday, 13 June 2019 11:02 AM
To: Hughes, Cherie
Subject: NewAgency

UNCLASSIFIED Sensitive: Cabinet

Chief – may announce tomorrow
 Major Projects Canberra
 Chief Projects Officer

CIT Woden – part of announcement? Work to build business case ... How much in budget papers? Craig Sloan, Chair of the Board. Mid-year budget case. DE talk to Karina. No staff.

IFCW – mtg Friday

SPIRE – Erica - some funding. How much? 2 people, SOGB and SOGB (3 mth contract)

HoS

- Reassure everyone
- No job losses
- MoG change – people move with function
- Not duplicating skills for two significant projects in ACTPS
- Woden CIT is in
- IFCW capital works delivery function rolled in
- Directorates will continue to work in partnership with IFCW to roll out capital works delivery continues ... roads,
- Chief Engineer part of this agency, as part of IFCW, whilst also continuing role within EPSDD,
- Bringing everyone together – most likely in Callam
- 1 July start
- Iterative transition
- Duncan, Shaun, Cherie and Liz
- TCCS – will be new DDG process and what means more broadly to directorate.

DG

- to do re-assurance piece as soon as HoS done
- Direct questions to CH. TCCS – will be new DDG EOI process very quickly and what means more broadly to directorate
- EOI start 1 July for up to 3 months

DDG TC to say a few words, re-assurance too.

Questions:

- Invitations Okay to go? Teams agreed. Kylie to do. - underway

- Nothing central eg email address until after 1 July 2019.
- Corporate functions – agency to have own.
- Chief Projects Officer – will be accountable under FMA.

- HR requirement will be significant.

- Email to Leadership team without banner and talk to staff. Further information to be provided. Started having discussions with staff even though not formal announcement yet. Anita to review message
- Judith Sturman – DE to call
- Ed – talking points for DG – re assurance staff, back-fill DDG role, this is a significant opportunity ...
-

Martyniak, Alexandra

From: Perkins, Anita
Sent: Thursday, 13 June 2019 12:22 PM
To: Leigh, Kathy; Playford, Alison; Edghill, Duncan; De'Ath, Michael (Health); Nicol, David; Strachan, Shaun; Hughes, Cherie; Lopa, Liz (Health); Power, Leanne; Noud, Russell; Whitten, Meredith; O'Daly, Edward
Subject: RE: Comms pack for tomorrow
Attachments: TPs and FAQs_Major Projects Canberra.docx; Comms on a Page_Major Projects Canberra.docx

UNOFFICIAL

Hi All

Updated TPs and FAQs attached based on feedback from a number of you, to guide your conversations this afternoon.

If you have any further edits please make them in tracked changes in the documents and share with the group.

The CMO has everything they need at this stage for the announcement.

Regards

Anita

From: Perkins, Anita
Sent: Wednesday, 12 June 2019 6:56 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Allison <Allison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: Comms pack for tomorrow

UNOFFICIAL

All

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards

Anita

Anita Perkins | Executive Group Manager
 Phone: 02 6205 0035 | Mobile: 0407 073 000
 Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Crowe, Petra
Sent: Thursday, 13 June 2019 2:23 PM
To: Hughes, Cherle; O'Daly, Edward
Cc: Willson, Helen (TCCS)
Subject: TPs and FAQs_TCCS staff 20190613
Attachments: TPs and FAQs_TCCS staff 20190613.docx

UNCLASSIFIED

Internal TPs for this afternoon. They are consistent with the WHOd message drafted by Ed.

I have also included our own internal FAQs.

Shall I send directly to Alison??

Martyniak, Alexandra

From: Willson, Helen (TCCS)
Sent: Thursday, 13 June 2019 2:28 PM
To: Hughes, Cherie; Crowe, Petra; O'Daly, Edward
Subject: TPs and FAQs_TCCS staff 20190613
Attachments: TPs and FAQs_TCCS staff 20190613.docx

UNCLASSIFIED

Hi everyone

Petra has added an additional dot point number 4

Thanks

Helen

Martyniak, Alexandra

From: Perkins, Anita
Sent: Friday, 14 June 2019 8:52 AM
To: Van Aalst, Sally; Edghill, Duncan; Hughes, Cherie; Lopa, Liz (Health); Strachan, Shaun
Cc: Ogden, Paul; Dolan, Fiona
Subject: FW: Drop for Monday

Importance: High

UNCLASSIFIED

Hi All

We've some questions from the Canberra Times for Monday's paper.


Sally, can you please pull this together in liaison with Duncan in first instance with input from the other's cc'd who are representing each directorate coming together? I've answered some from information we already have.


We'll put the final response through relevant DGs and Kathy – need to have it back to CMO around lunchtime, so time is of the essence.

Regards

Anita




A. 

From: 
Sent: Thursday, 13 June 2019 9:14 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: Fwd: Drop for Monday

Hi! Dan is writing for Monday. He has some extra questions, can I grab some assistance with these please? Thanks!

Begin forwarded message:

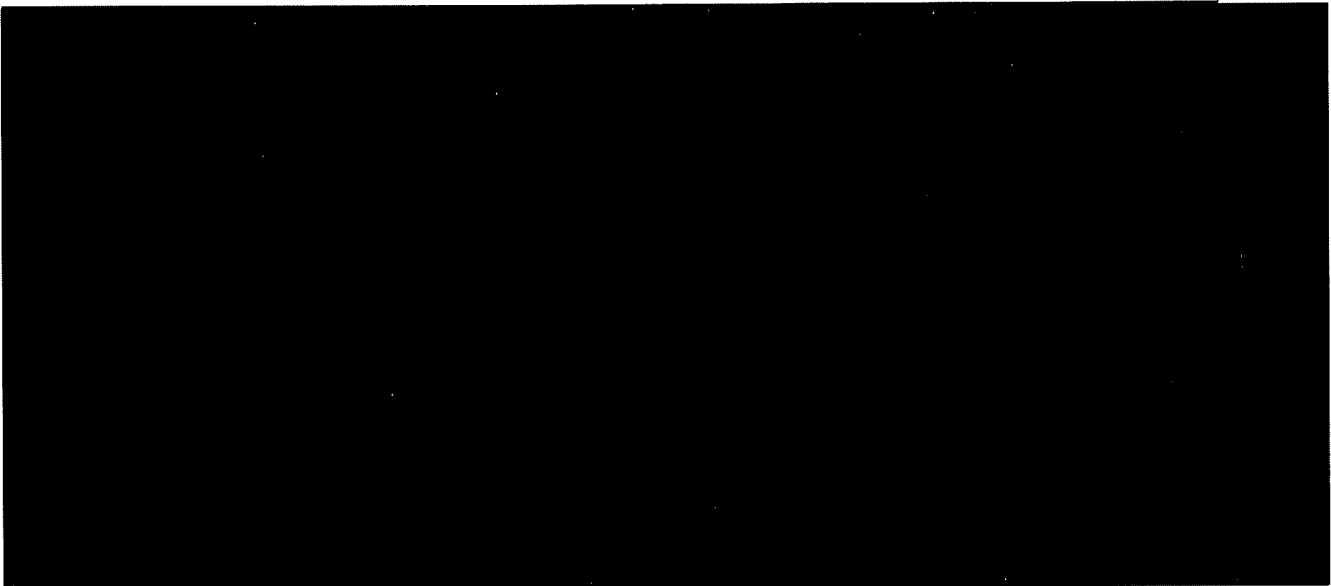
From: Dan Jervis-Bardy <dan.jervis-bardy@canberratimes.com.au>
Date: 13 June 2019 at 20:32:36 AEST
To:  <_____@act.gov.au>
Subject: Re: Drop for Monday

Thanks Kaarin,

Here are some additional questions. Any response before Sunday midday would be fine.



Cheers,

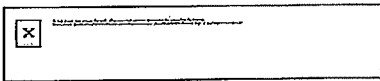




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Journalist
The Canberra Times
9 Pirie Street, Fyshwick, ACT, 2609
[Redacted]@canberrallines.com.au



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Martyniak, Alexandra

From: Van Aalst, Sally
Sent: Friday, 14 June 2019 9:31 AM
To: Hughes, Cherie
Subject: RE: Drop for Monday

UNCLASSIFIED

Thanks Cherie – I also understand that our Strat Finance team can assist with the below. will advise if that differs. Sal

From: Hughes, Cherie
Sent: Friday, 14 June 2019 9:30 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: RE: Drop for Monday

UNCLASSIFIED

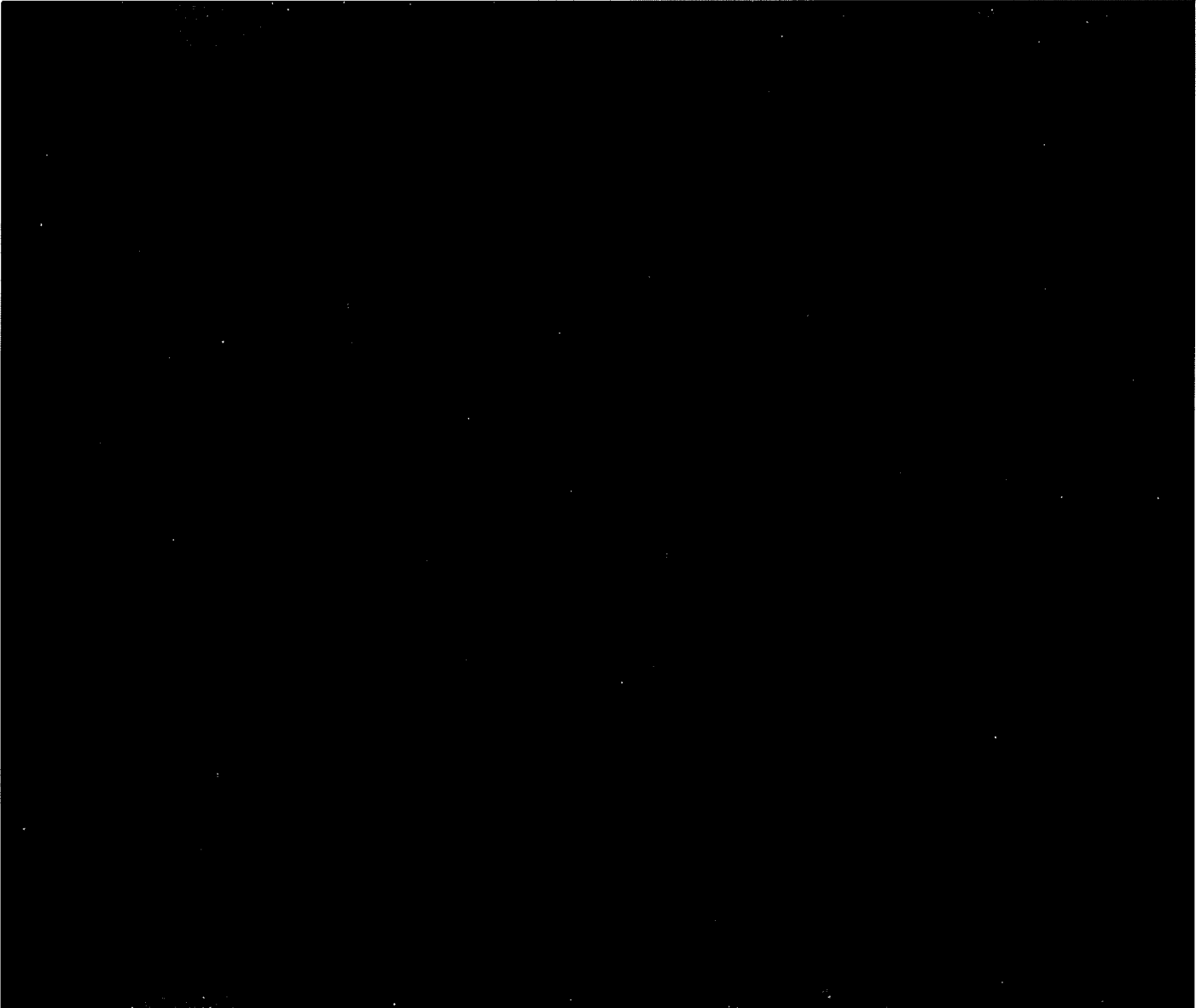
From: Perkins, Anita
Sent: Friday, 14 June 2019 8:52 AM
To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: FW: Drop for Monday
Importance: High

UNCLASSIFIED

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Regards
 Anita



From: Dynon, Kaarin
Sent: Thursday, 13 June 2019 9:14 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: Fwd: Drop for Monday

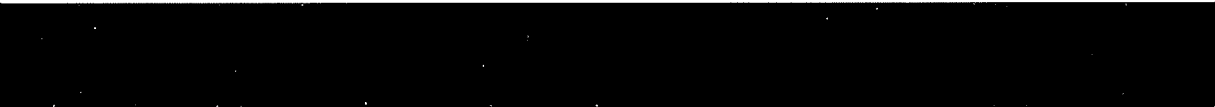
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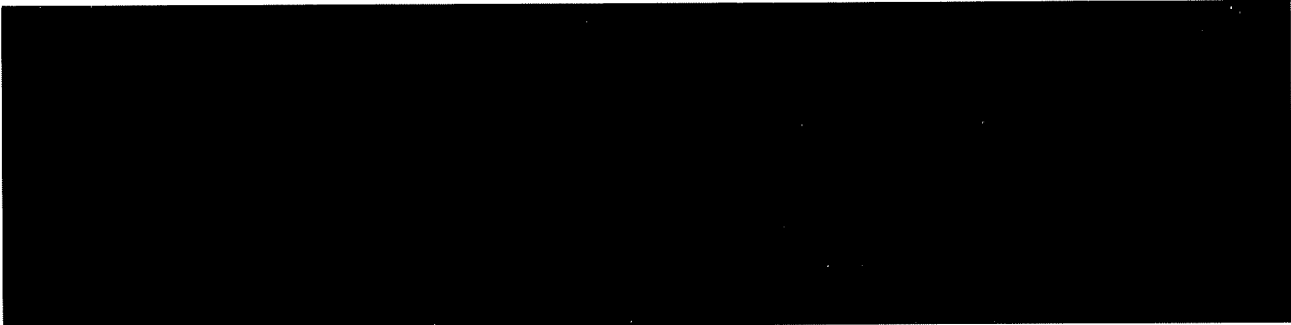
Begin forwarded message:

From: [REDACTED] <[REDACTED]@canberratimes.com.au>
Date: 13 June 2019 at 20:32:36 AEST
To: "Dynon, Kaarin" <Kaarin.Dynon@act.gov.au>
Subject: Re: Drop for Monday

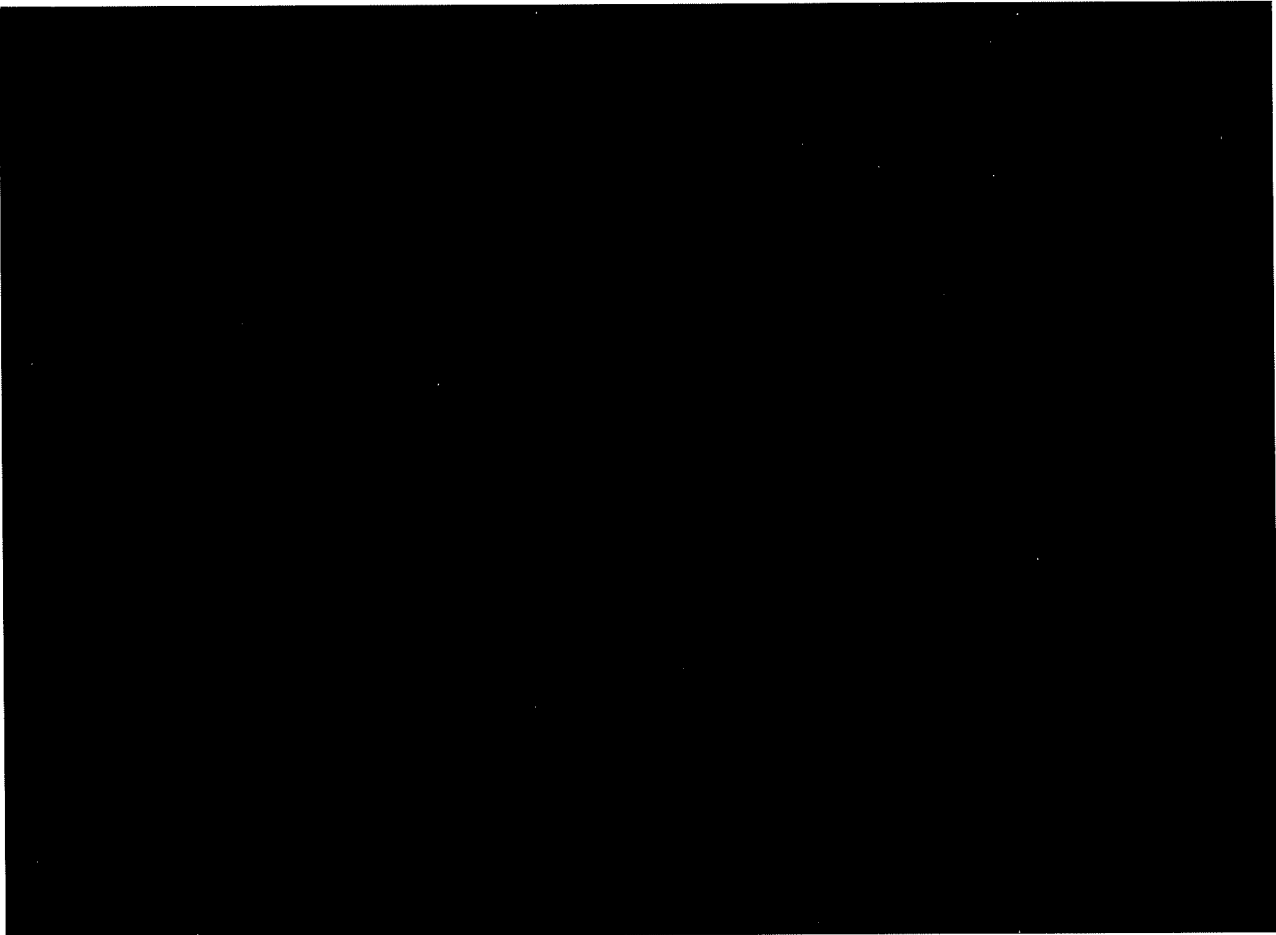
Thanks Kaarin,

Here are some additional questions. Any response before Sunday midday would be fine.



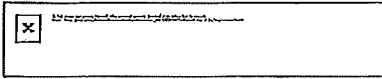


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9 Pirie Street, Fyshwick, ACT, 2609
journalist@canberratimes.com.au



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Martyniak, Alexandra

From: Perkins, Anita
Sent: Friday, 14 June 2019 9:40 AM
To: Hughes, Cherie
Subject: RE: Drop for Monday

UNCLASSIFIED

Thanks ☺

From: Hughes, Cherie
Sent: Friday, 14 June 2019 9:30 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: RE: Drop for Monday

UNCLASSIFIED

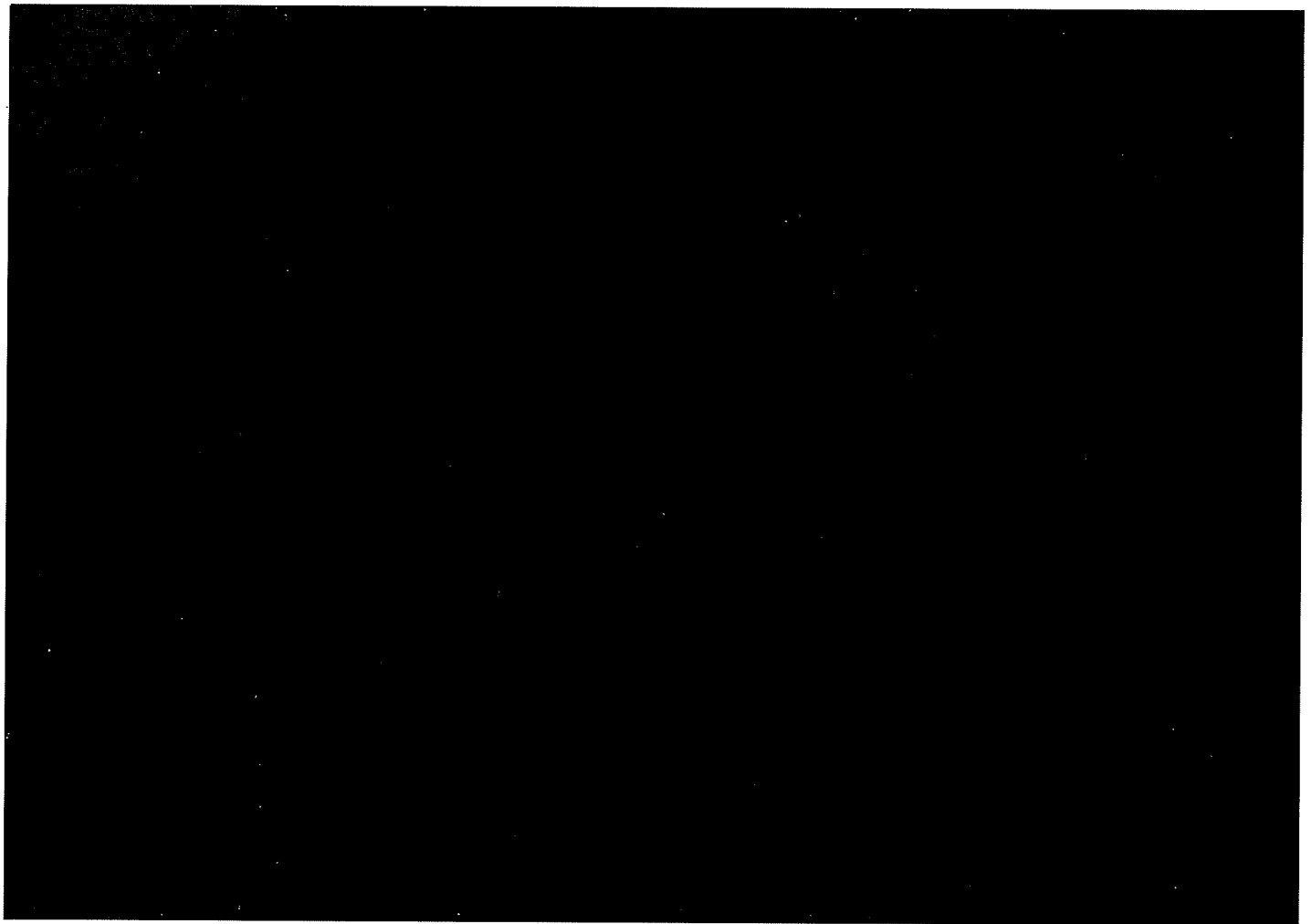
From: Perkins, Anita
Sent: Friday, 14 June 2019 8:52 AM
To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
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Importance: High

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Regards
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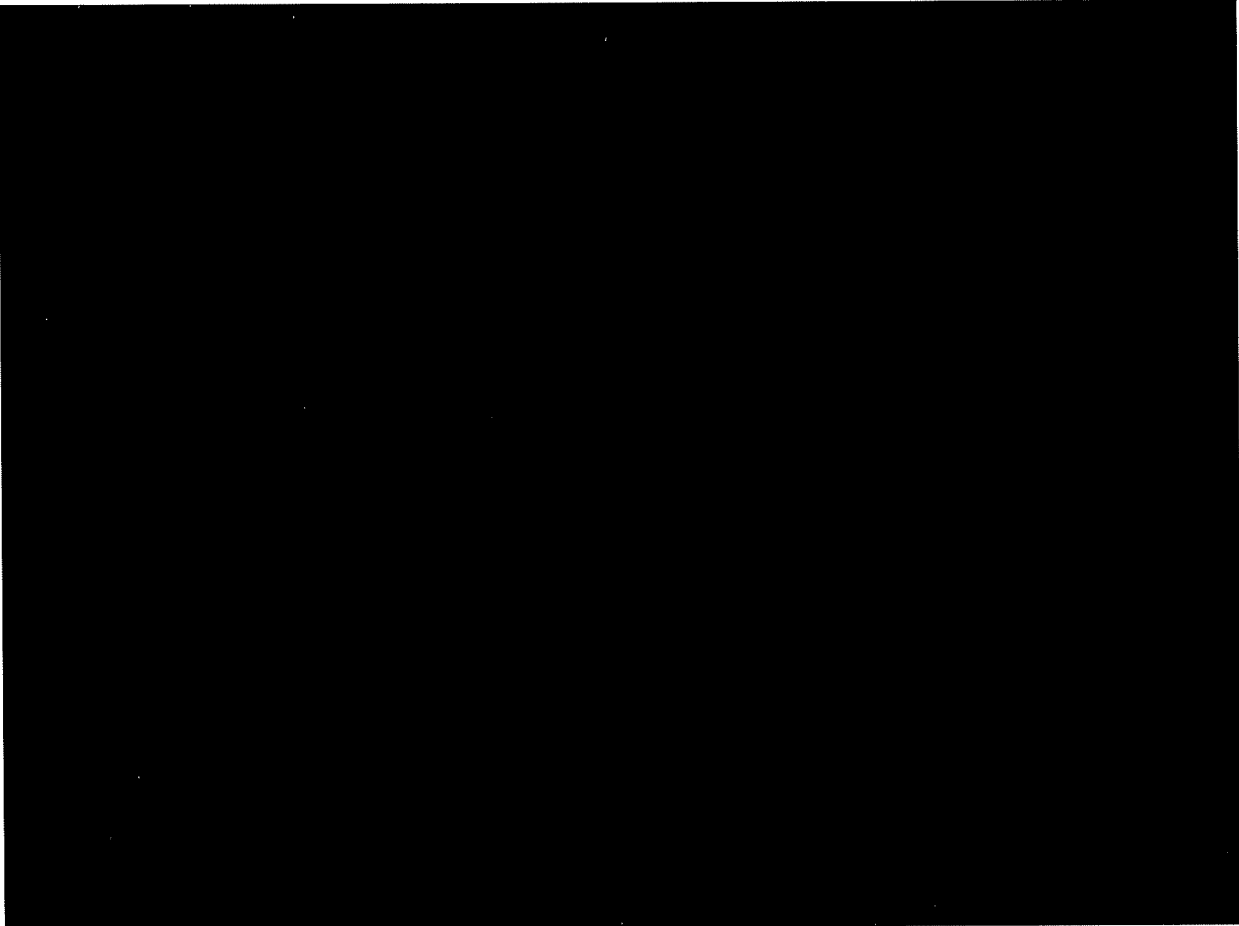
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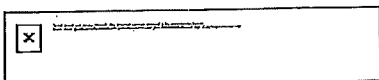


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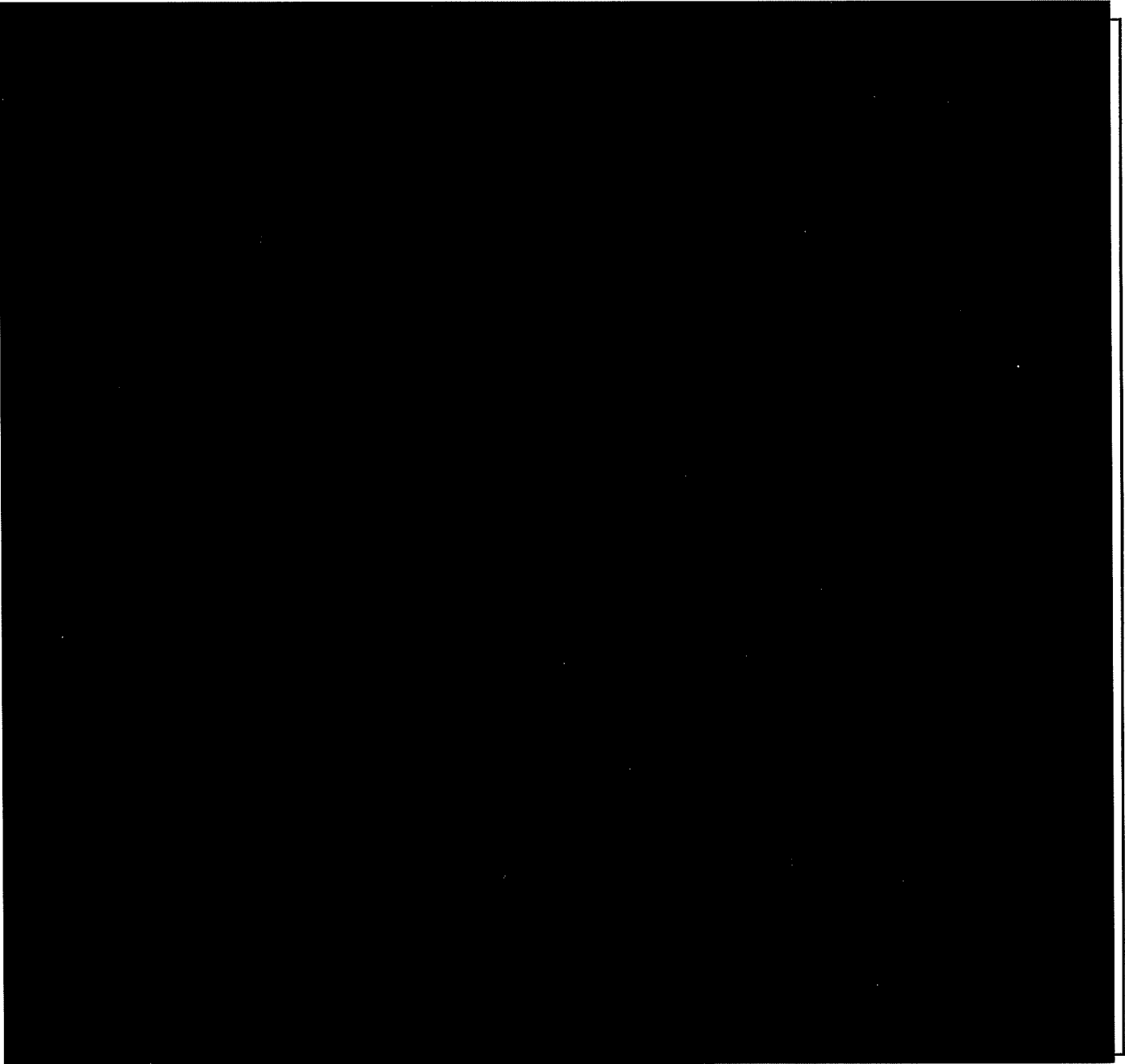
Martyniak, Alexandra

From: Edghill, Duncan
Sent: Friday, 14 June 2019 9:46 AM
To: Perkins, Anita; Van Aalst, Sally; Hughes, Cherie; Lopa, Liz (Health); Strachan, Shaun
Cc: Ogden, Paul; Dolan, Fiona
Subject: RE: Drop for Monday

UNCLASSIFIED

Anita,

Thank you. My suggestions / tweaks below thanks:





Thanks
Duncan

From: Perkins, Anita
Sent: Friday, 14 June 2019 8:52 AM
To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Hughes, Cherle <Cherle.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
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Subject: FW: Drop for Monday
Importance: High

UNCLASSIFIED


Hi All

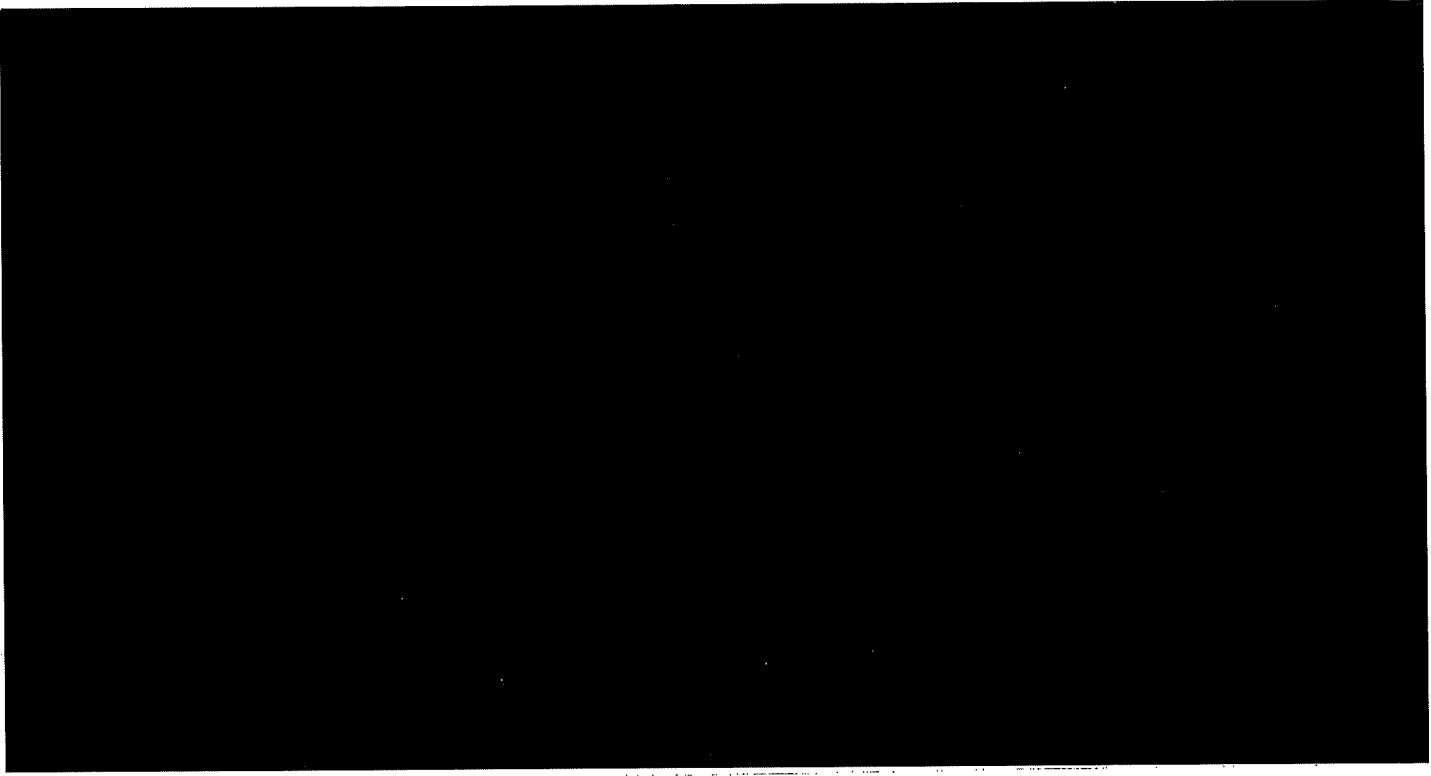
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Subject: Re: Drop for Monday

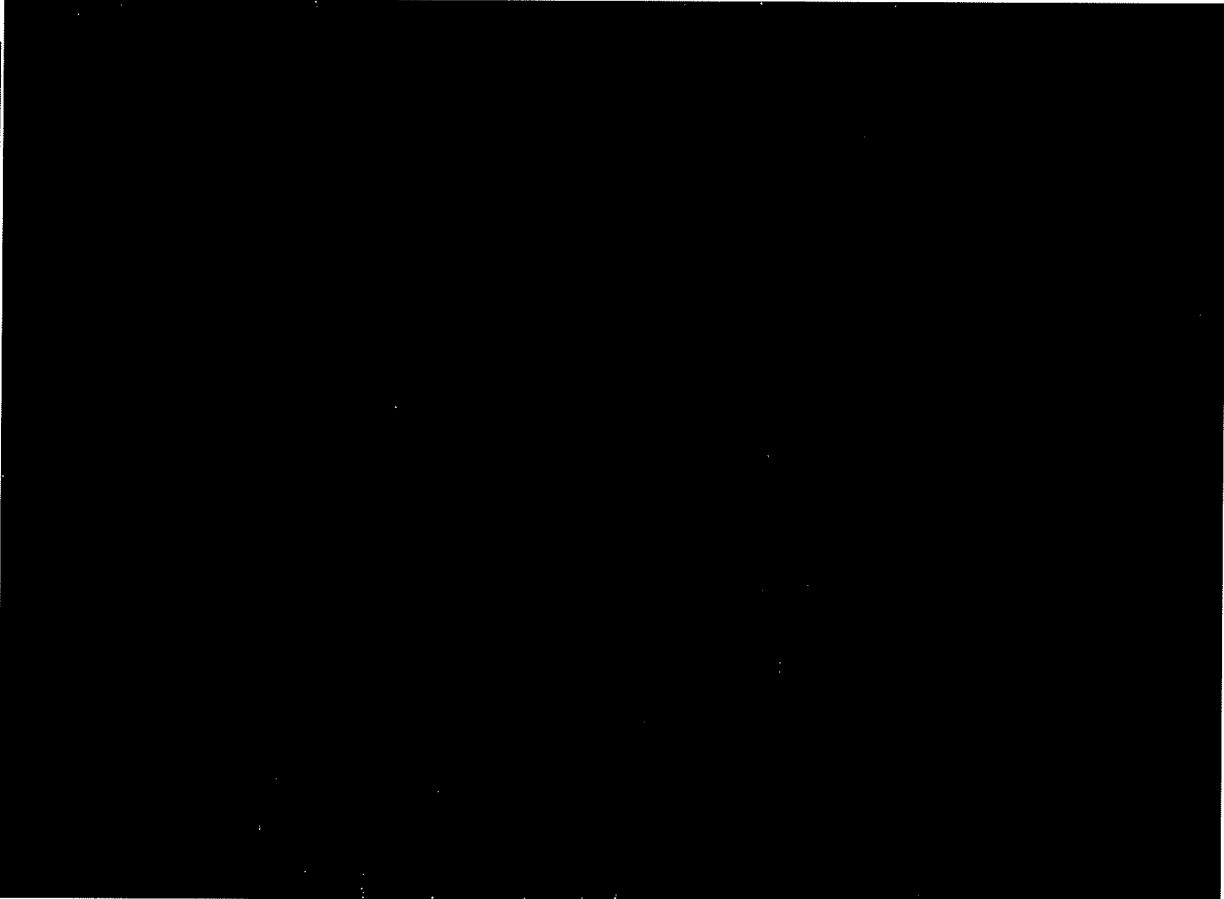
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Cheers,

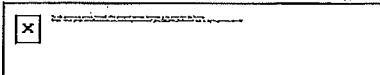




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Martyniak, Alexandra

From: Strachan, Shaun
Sent: Friday, 14 June 2019 9:54 AM
To: Edghill, Duncan; Perkins, Anita; Van Aalst, Sally; Hughes, Cherie; Lopa, Liz (Health)
Cc: Ogden, Paul; Dolan, Fiona
Subject: RE: Drop for Monday

UNCLASSIFIED

Hi Duncan

We should reword the final paragraph 


Cheers

From: Edghill, Duncan
Sent: Friday, 14 June 2019 9:46 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: RE: Drop for Monday

UNCLASSIFIED

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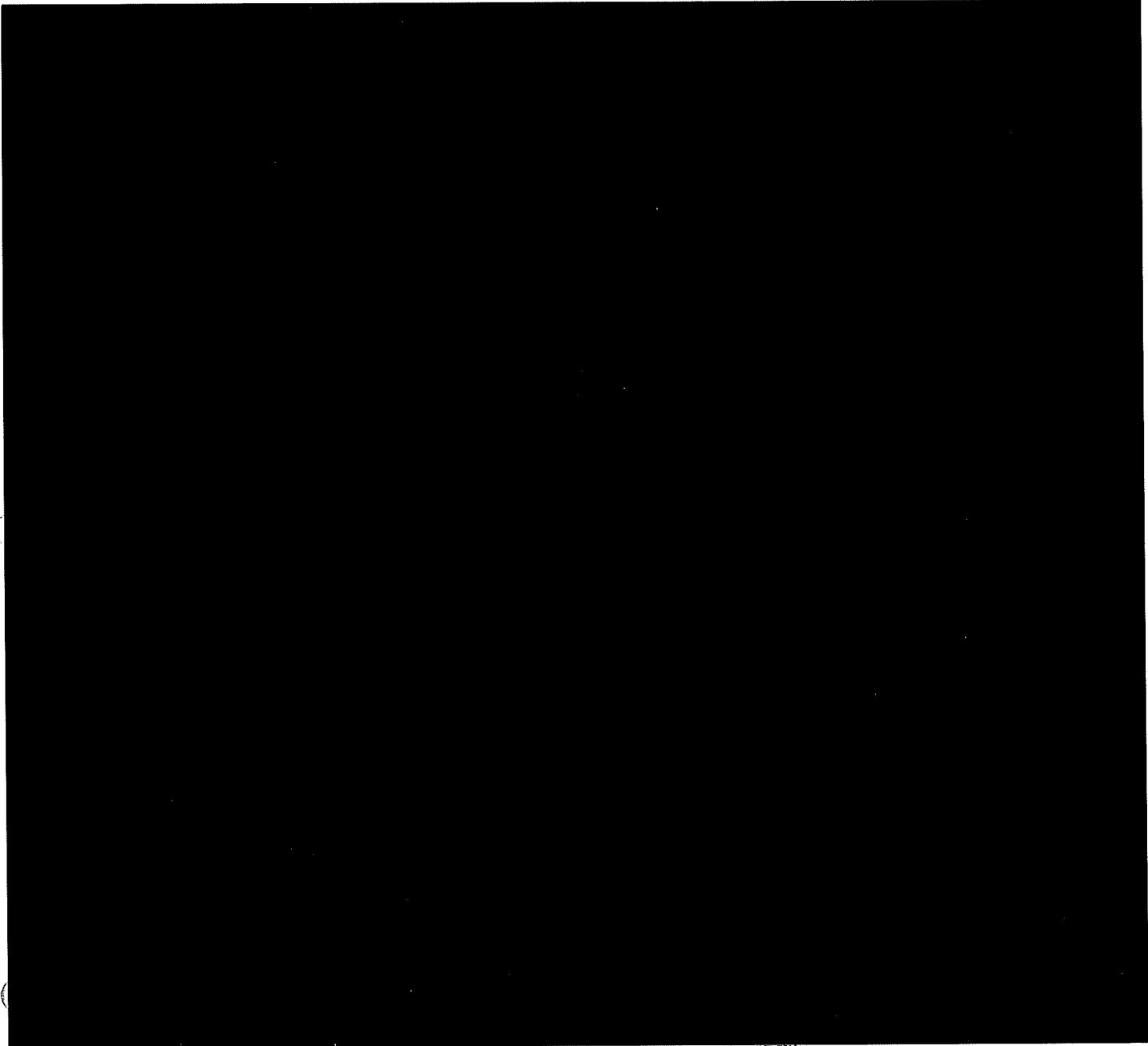


Thanks
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From: Perkins, Anita
Sent: Friday, 14 June 2019 8:52 AM
To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: FW: Drop for Monday
Importance: High

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To: Perkins, Anita <Anita.Perkins@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
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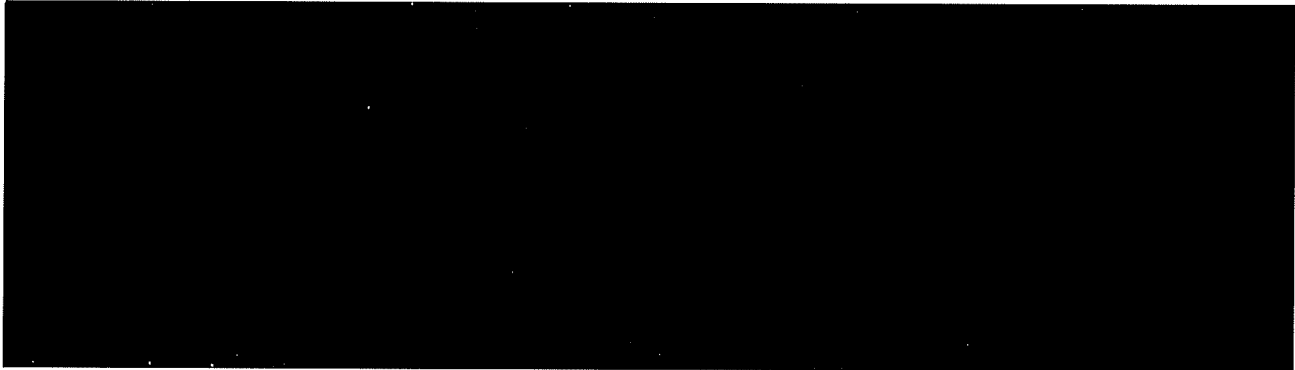
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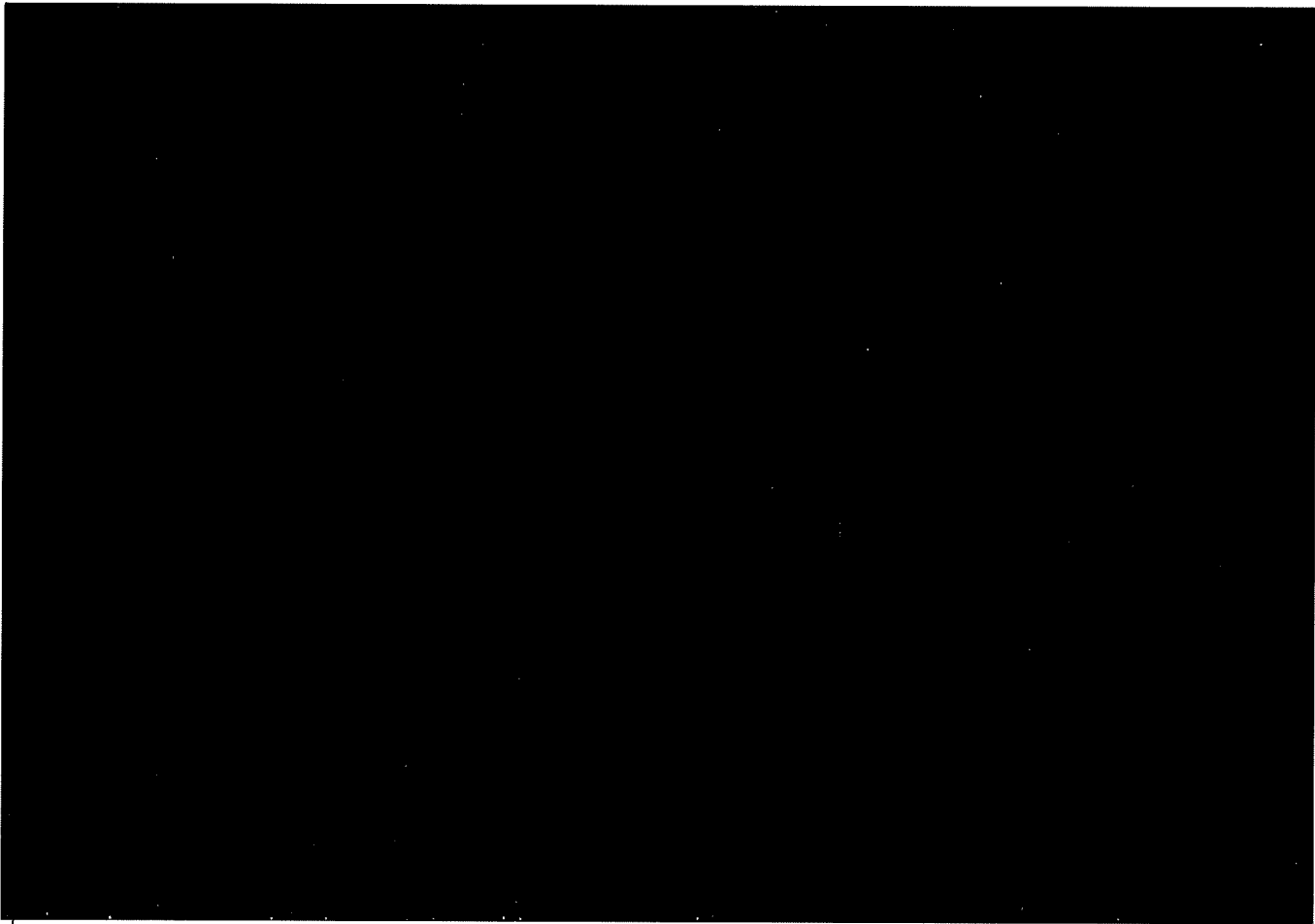
From: [REDACTED] <[\[REDACTED\]@canberratimes.com.au](mailto:[REDACTED]@canberratimes.com.au)>
Date: 13 June 2019 at 20:32:36 AEST
To: "Dynon, Kaarin" <Kaarin.Dynon@act.gov.au>
Subject: Re: Drop for Monday

Thanks Kaarin,





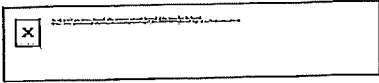
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[Redacted] @canberrallimes.com.au



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Martyniak, Alexandra

From: Playford, Alison
Sent: Friday, 14 June 2019 10:20 AM
To: Smith, Jeremy; Hughes, Cherie
Cc: Willson, Helen (TCCS); Hall, Damon
Subject: Re: New Administrative Business Unit - Financial Delegation Post 1 July 2019

Thanks for raising. As you identify there are a range of matters that will particularly affect your team. Agree delegations are critical and we should put high on the list to resolve.

Cherie. For the list.

Alison

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From: Smith, Jeremy <Jeremy.smith@act.gov.au>
Sent: Friday, June 14, 2019 9:50 am
To: Playford, Alison
Cc: Willson, Helen (TCCS); Hall, Damon
Subject: New Administrative Business Unit - Financial Delegation Post 1 July 2019

UNOFFICIAL

Hi Alison,

Upfront my apologies for what may be the start of a series of a few emails as we approach 1 July 2019 and the role out of the new administrative business unit delivering Major Projects.

We will need to work closely on how we manage some aspects of the Infrastructure Delivery (ID) team in the existing structure of TCCS. I look forward to the challenge of working through this process with you and the other executive team remaining including any new executives that we will welcome into the teams.

My immediate concern relates to Financial Delegations post the changes. When ID moved into Transport Canberra there were significant changes to the level of Financial Delegations placing much of this with the DDG Transport Canberra and reducing the delegations of the remaining two execs in the chain to EGM \$500k and EBM \$150k respectively. We have since managed to raise the EGM delegation to \$1M in the last few months which has allowed to expedite some approvals, however many still are required to go to the DDG TC. With suggestions yesterday that aspects of Transport Canberra Commercial moving to the new Administrative Unit, I would imagine that we may lose of current EGM in these moves. I imagine this is likely to place pressure on our financial delegation chain in the short term.

Can we please consider a review of the delegations to allow projects to still track along in the new financial year whilst we bed new Execs and Structures in.

Thanks

Jez

Jeremy Smith | Executive Branch Manager, Infrastructure Delivery

Phone 02 6207 2738 | Fax 02 6207 6212

Transport Canberra and City Services | ACT Government

Level 7, 490 Northbourne Ave, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

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Martyniak, Alexandra

From: Smith, Jeremy
Sent: Friday, 14 June 2019 10:31 AM
To: Hughes, Cherie
Subject: FW: New Administrative Business Unit - Financial Delegation Post 1 July 2019

UNOFFICIAL

Morning – sorry I wasn't sure if you were focussing on the transition out, or if you were also looking at mechanics internally. I stuck my head up before sending the email but couldn't find you. Moving forward I'll pop you on emails too.

Thanks

Jez

From: Playford, Alison
Sent: Friday, 14 June 2019 10:20 AM
To: Smith, Jeremy <Jeremy.Smith@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Cc: Willson, Helen (TCCS) <Helen.Willson@act.gov.au>; Hall, Damon <Damon.Hall@act.gov.au>
Subject: Re: New Administrative Business Unit - Financial Delegation Post 1 July 2019

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From: Lopa, Liz (Health)
Sent: Friday, 14 June 2019 11:24 AM
To: Van Aalst, Sally; Edghill, Duncan; Strachan, Shaun
Cc: Perkins, Anita; Ogden, Paul; Hughes, Cherie
Subject: RE: FOR REVIEW: Drop for Monday [SEC=UNCLASSIFIED]

Looks good to me – thanks Sally

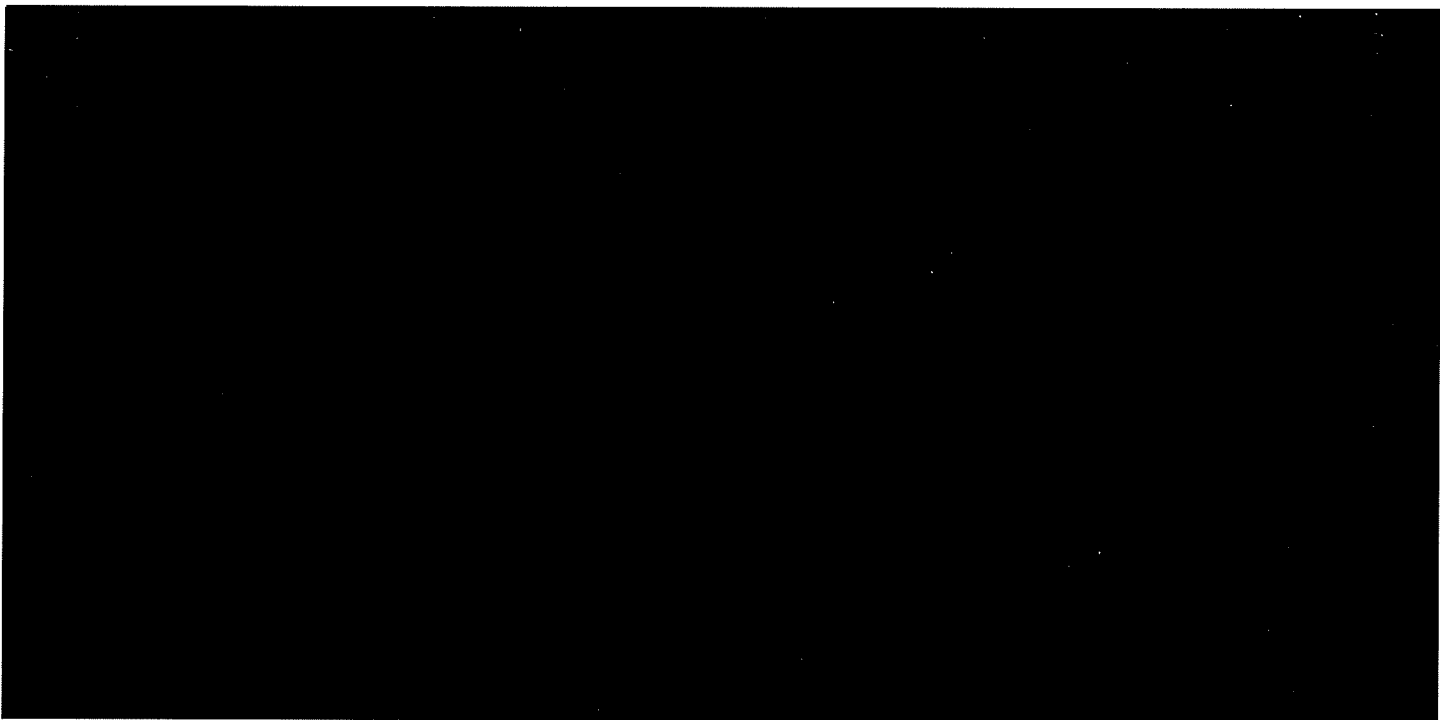
From: Van Aalst, Sally
Sent: Friday, 14 June 2019 11:18 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Perkins, Anita <Anita.Perkins@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Subject: FOR REVIEW: Drop for Monday

UNCLASSIFIED

Hi Duncan, Liz and Shaun

Please see below the responses as they stand currently with everyone's input. Could you please advise if you'd like any further changes before it goes up to Michael, Alison and Kathy for approval?


Thank you, Sally




From: Edghill, Duncan
Sent: Friday, 14 June 2019 10:52 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: RE: Drop for Monday

UNCLASSIFIED

Anita,

Thank you. OK by me. My only suggestion is that the 5th 



Shaun

From: Perkins, Anita
Sent: Friday, 14 June 2019 9:54 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: RE: Drop for Monday

UNCLASSIFIED

Hi Duncan

Thanks.

We'll need to cut it down a bit, the shorter the better with these responses to specifically answer their questions and ensure our clear responses are included in the story. See below.

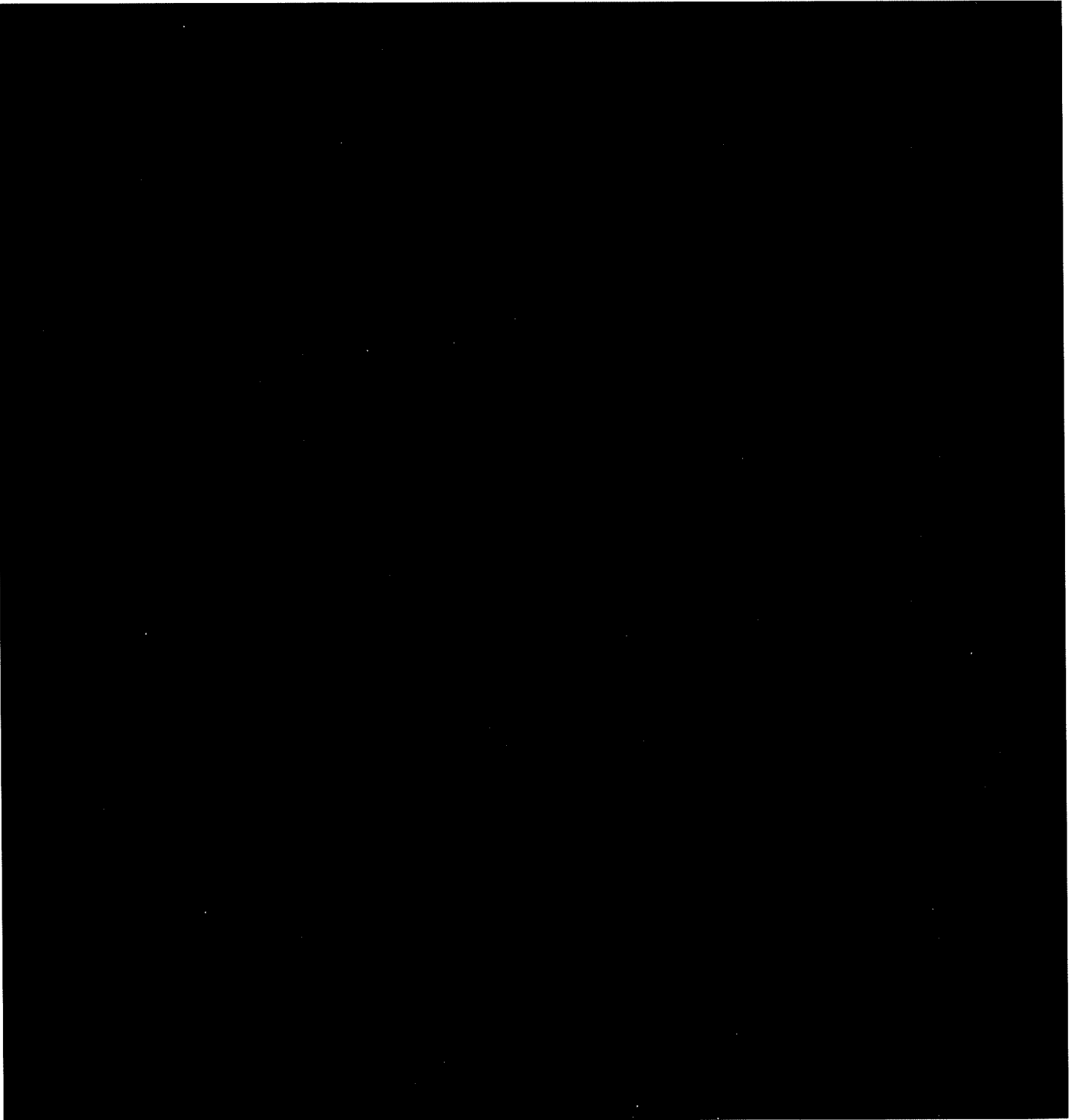
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Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>

Subject: FW: Drop for Monday

Importance: High

UNCLASSIFIED

Hi All

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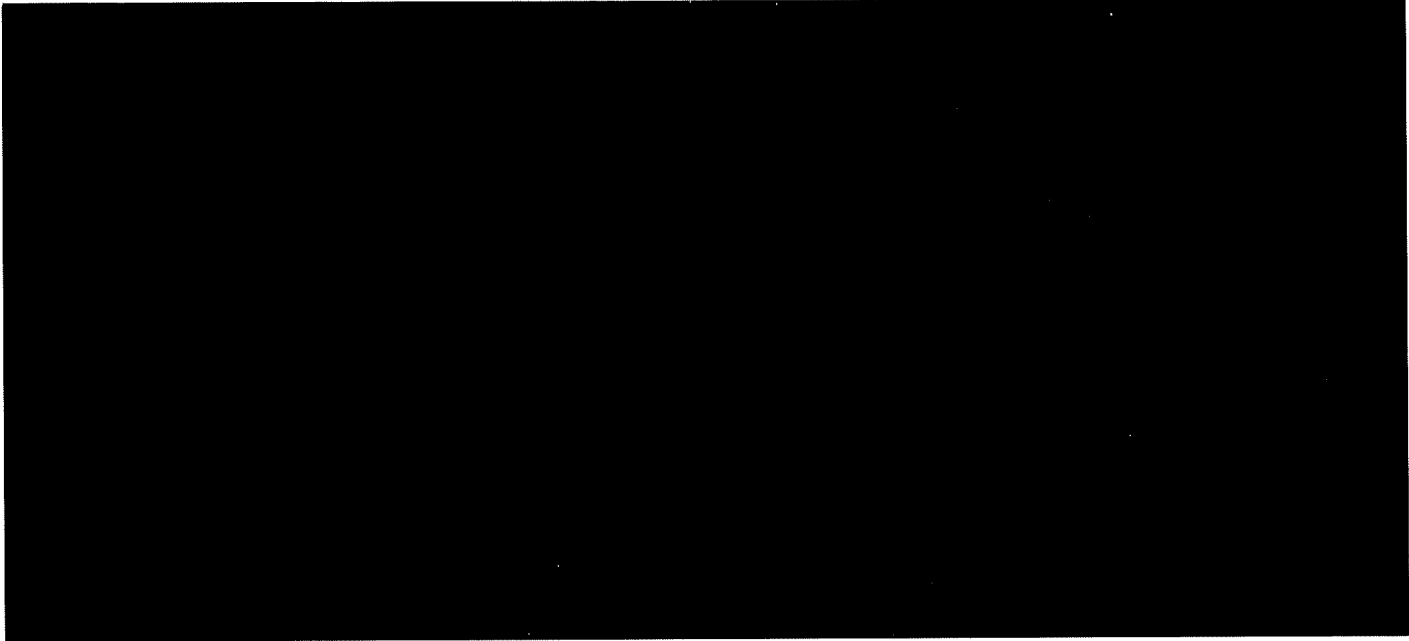
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From: Dynon, Kaarin
Sent: Thursday, 13 June 2019 9:14 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: Fwd: Drop for Monday

Hi [redacted] is writing for Monday. He has some extra questions, can I grab some assistance with these please? Thanks!

Begin forwarded message:

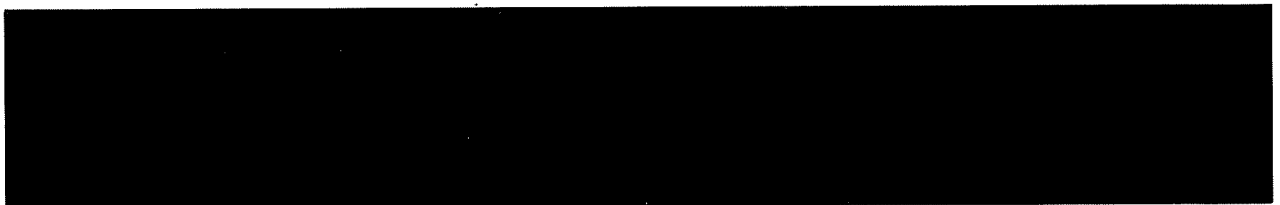
From: [redacted] <[\[redacted\]@canberratimes.com.au](mailto:[redacted]@canberratimes.com.au)>
Date: 13 June 2019 at 20:32:36 AEST
To: "Dynon, Kaarin" <Kaarin.Dynon@act.gov.au>
Subject: Re: Drop for Monday

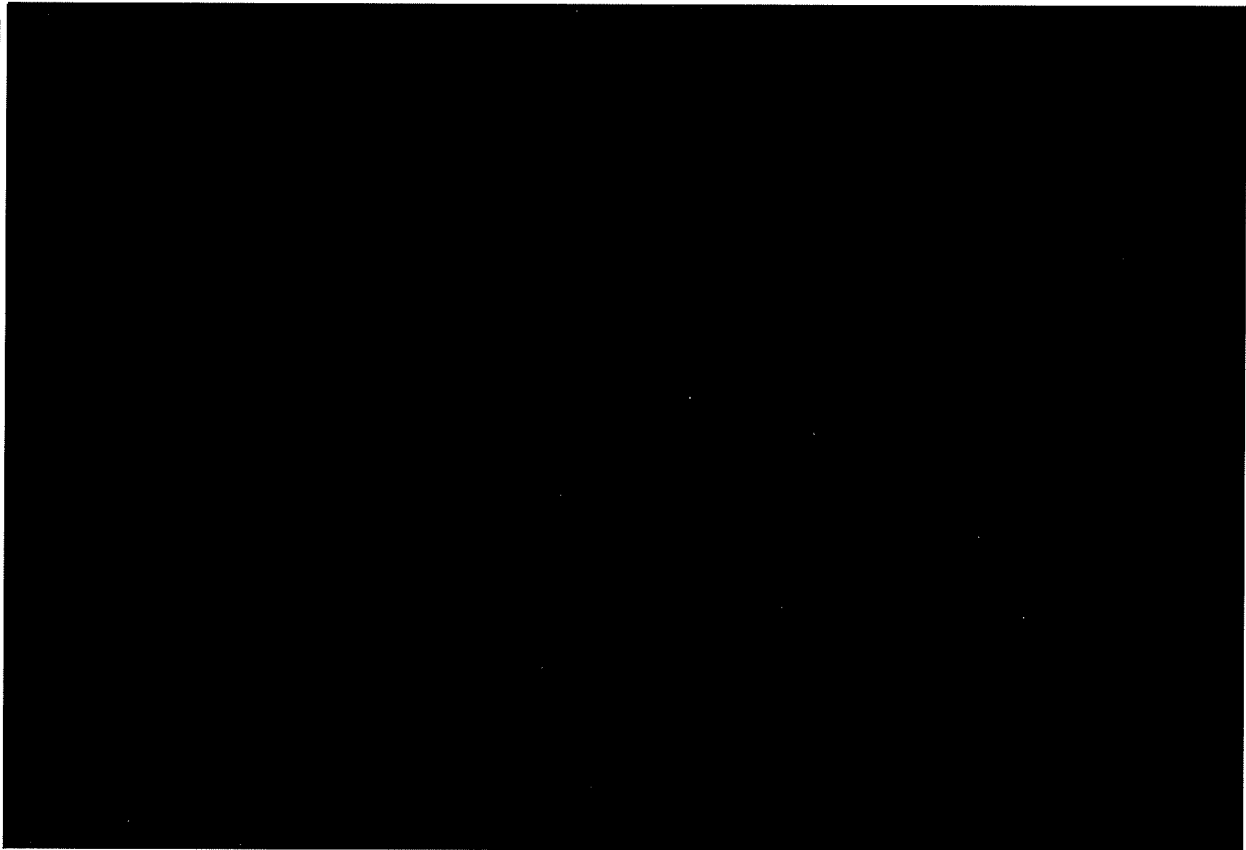
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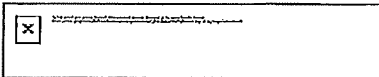
Cheers,





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[Redacted]
Journalist
The Canberra Times
9 Pirie Street, Fyshwick, ACT, 2609
[Redacted]@canberratimes.com.au



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Martyniak, Alexandra

From: Edghill, Duncan
Sent: Friday, 14 June 2019 11:29 AM
To: Lopa, Liz (Health); Van Aalst, Sally; Strachan, Shaun
Cc: Perkins, Anita; Ogden, Paul; Hughes, Cherie
Subject: RE: FOR REVIEW: Drop for Monday [SEC=UNCLASSIFIED]

UNCLASSIFIED

OK by me thanks.

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Cc: Perkins, Anita <Anita.Perkins@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
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Anita,

Thank you. OK by me.



Shaun

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Subject: RE: Drop for Monday

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We'll need to cut it down a bit, the shorter the better with these responses to specifically answer their questions and ensure our clear responses are included in the story. See below.

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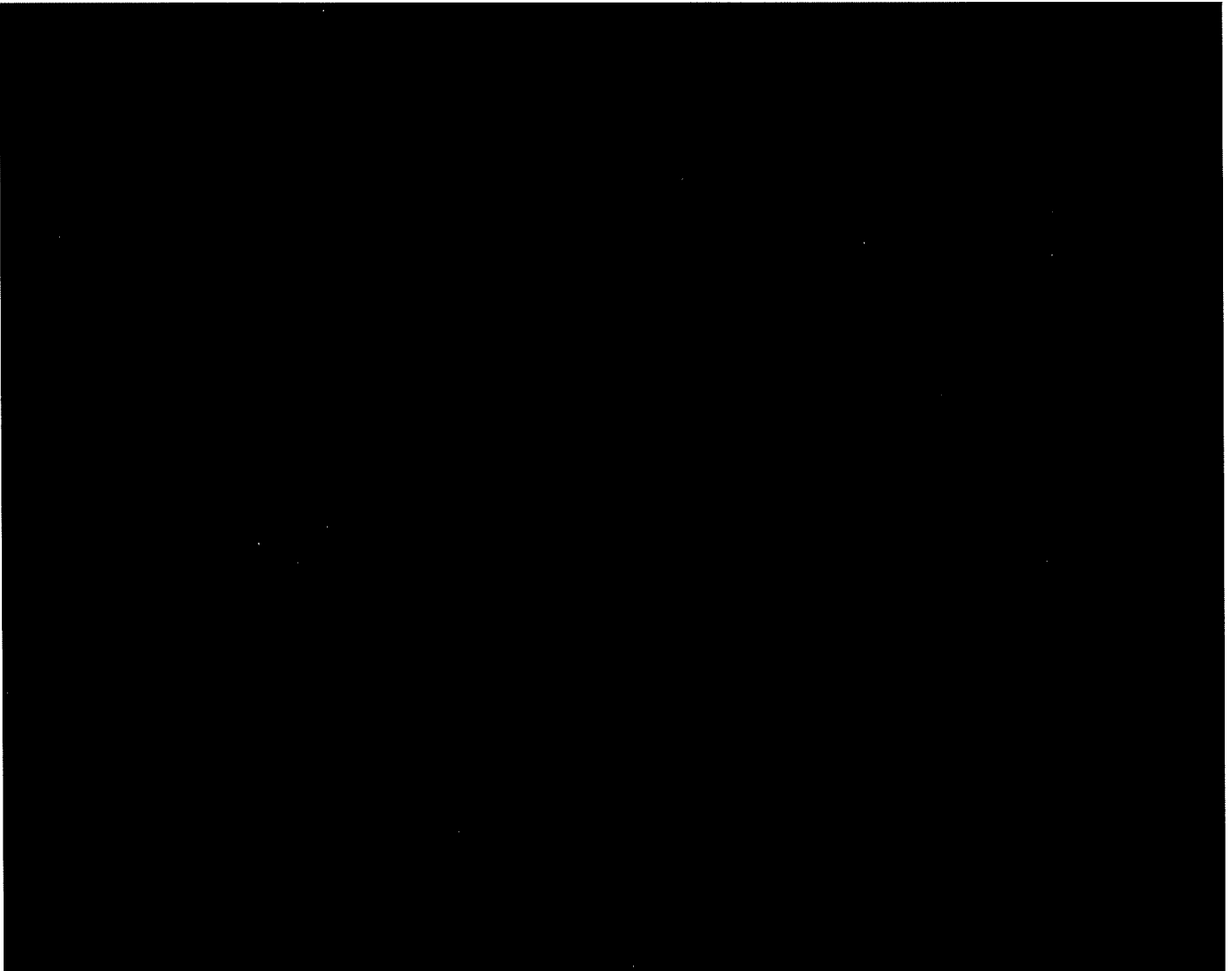
Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>

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Thanks
Duncan

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Subject: FW: Drop for Monday
Importance: High

UNCLASSIFIED

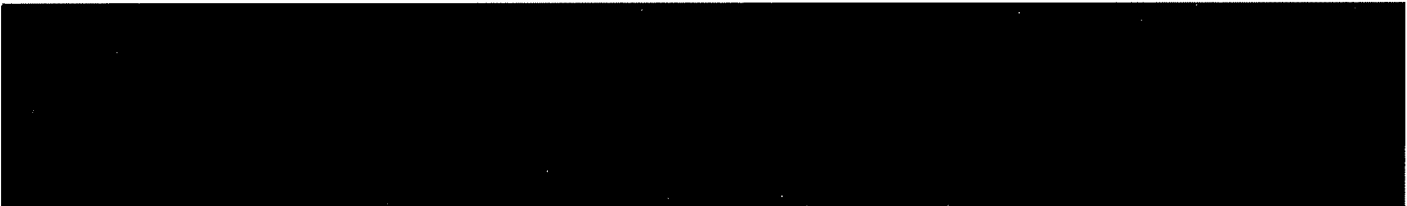
Hi All

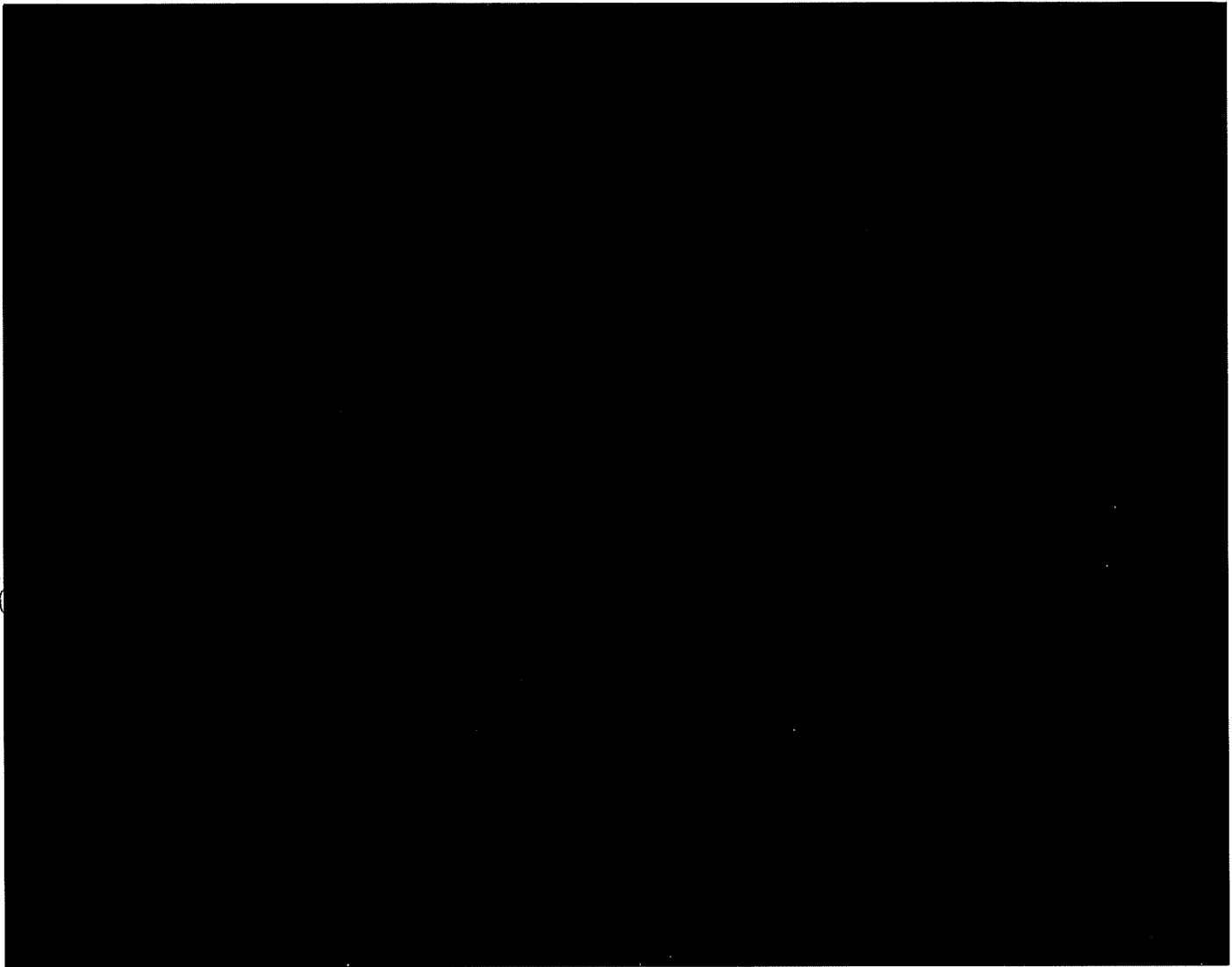
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Regards
Anita





From: Dynon, Kaarin

Sent: Thursday, 13 June 2019 9:14 PM

To: Perkins, Anita <Anita.Perkins@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>

Subject: Fwd: Drop for Monday

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From: [redacted] <[\[redacted\]@canberratimes.com.au](mailto:[redacted]@canberratimes.com.au)>

Date: 13 June 2019 at 20:32:36 AEST

To: "Dynon, Kaarin" <Kaarin.Dynon@act.gov.au>

Subject: Re: Drop for Monday

Thanks Kaarin,

Here are some additional questions. Any response before Sunday midday would be fine.



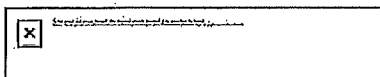


Cheers,



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Journalist
The Canberra Times
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From: Van Aalst, Sally
Sent: Friday, 14 June 2019 11:33 AM
To: Hughes, Cherie; Edghill, Duncan; Lopa, Liz (Health); Strachan, Shaun
Cc: Perkins, Anita; Ogden, Paul
Subject: RE: FOR REVIEW; Drop for Monday [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thank you. Done.

From: Hughes, Cherie
Sent: Friday, 14 June 2019 11:32 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Perkins, Anita <Anita.Perkins@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>
Subject: RE: FOR REVIEW: Drop for Monday [SEC=UNCLASSIFIED]

UNCLASSIFIED

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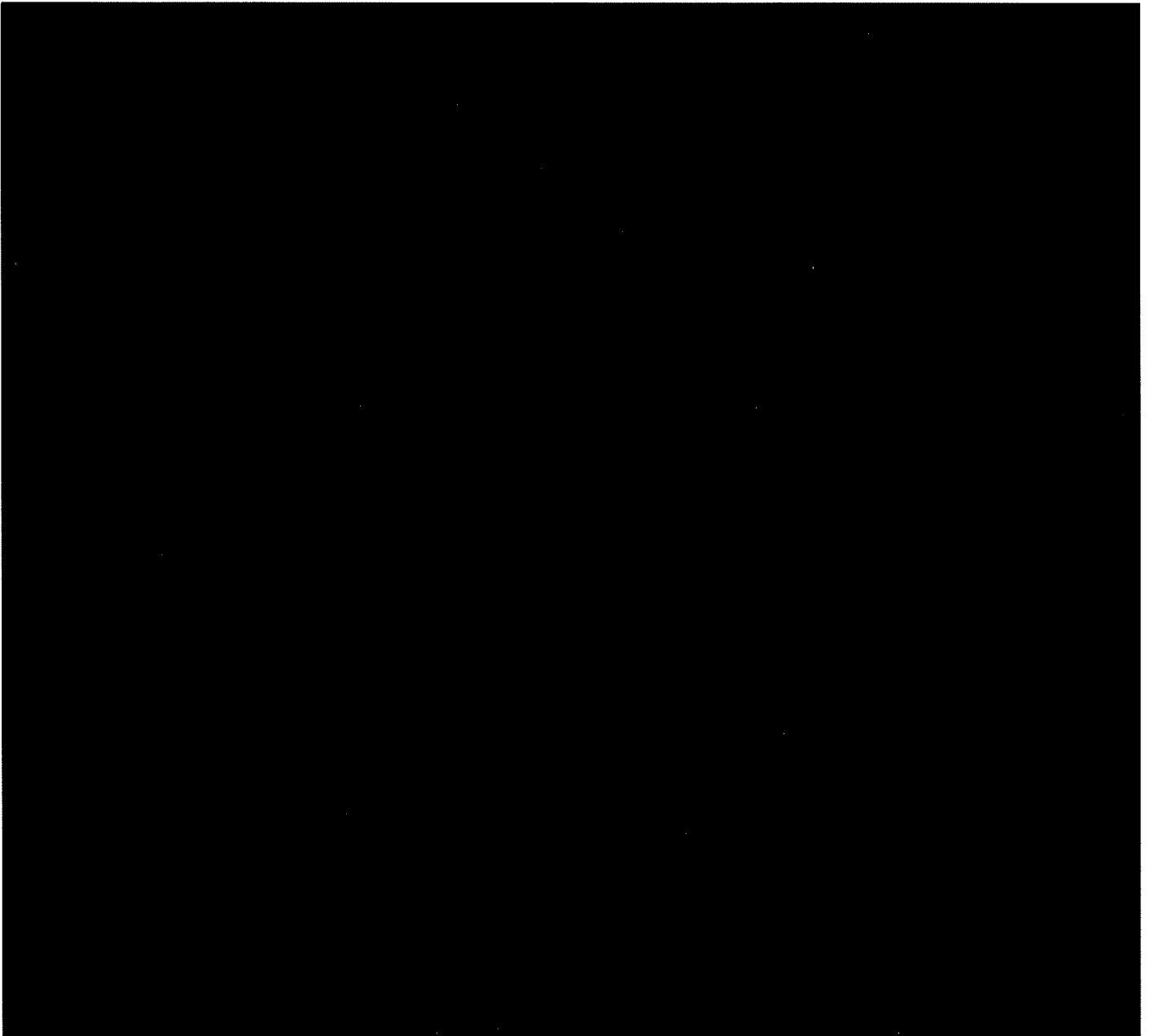
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To: Edghill, Duncan <Duncan.Edghill@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: RE: Drop for Monday

UNCLASSIFIED

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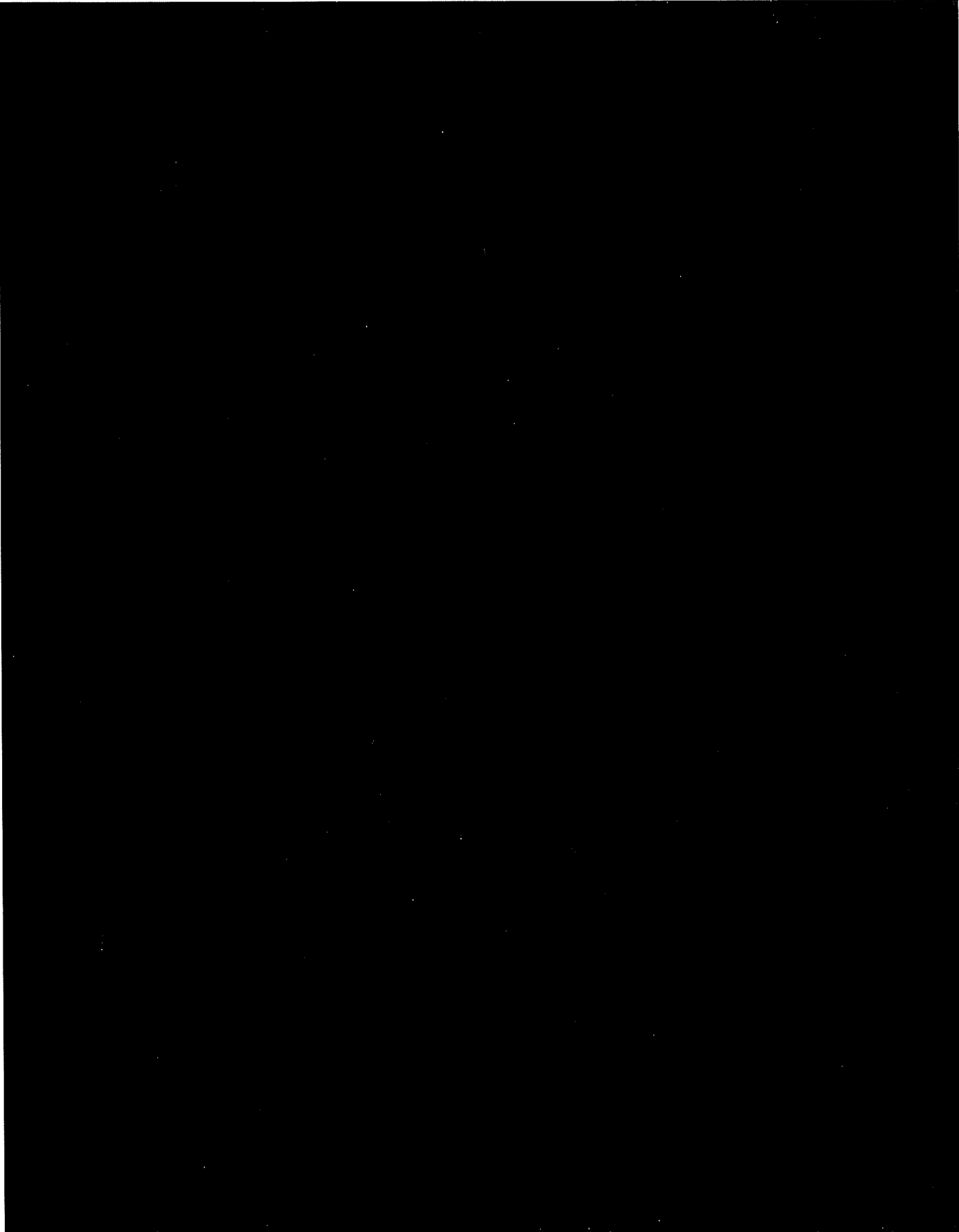
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Cc: Ogdén, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: FW: Drop for Monday
Importance: High

UNCLASSIFIED

Hi All

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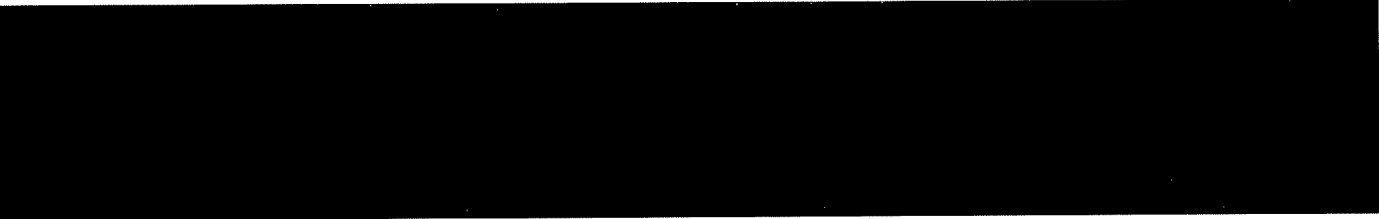
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Regards

Anita





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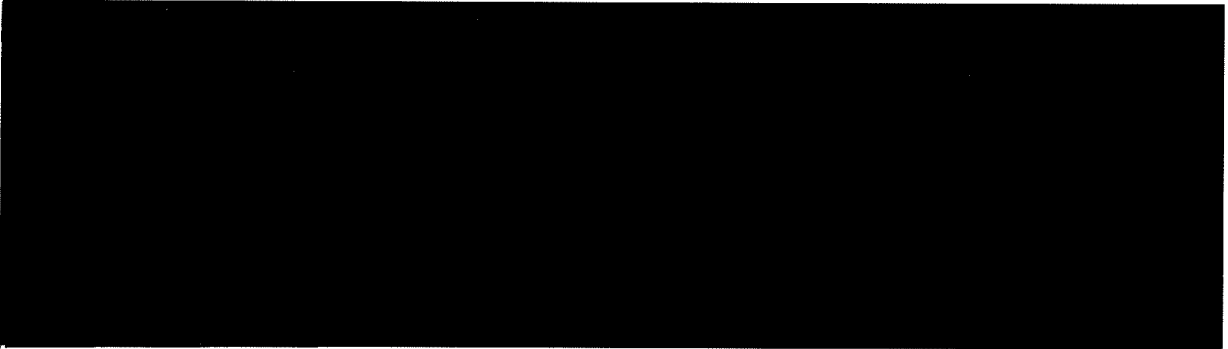
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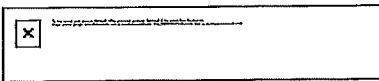
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From: Van Aalst, Sally
Sent: Friday, 14 June 2019 11:35 AM
To: Hughes, Cherie
Subject: RE: FOR REVIEW: Drop for Monday [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Cherie – are you okay to seek Alisons approval on this one? I haven't included your comms team in the email trail like I normally would have. Im happy also to go direct if that's easier. Let me know how youd prefer me to do this one. Sal

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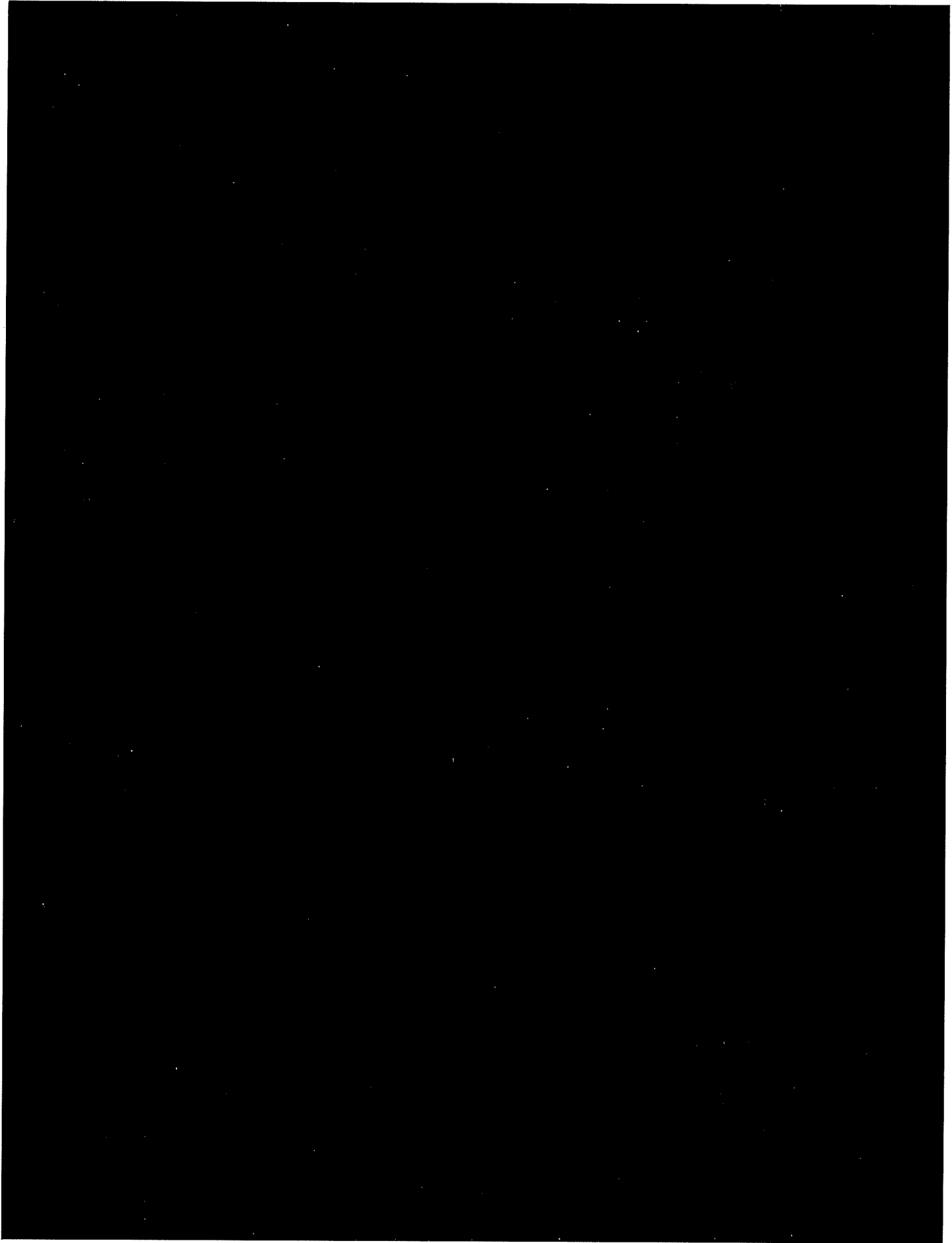
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Importance: High

UNCLASSIFIED

Hi All

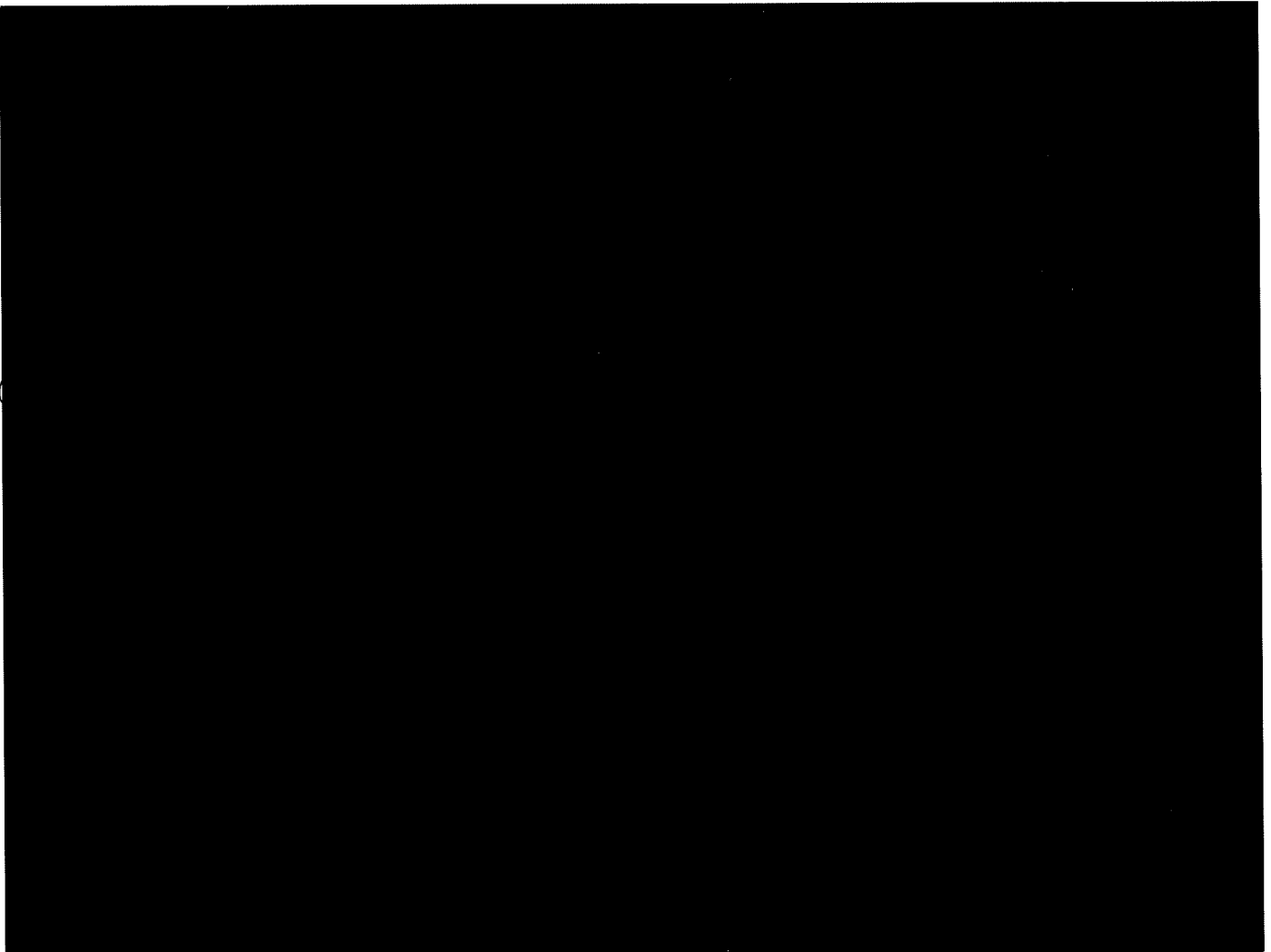
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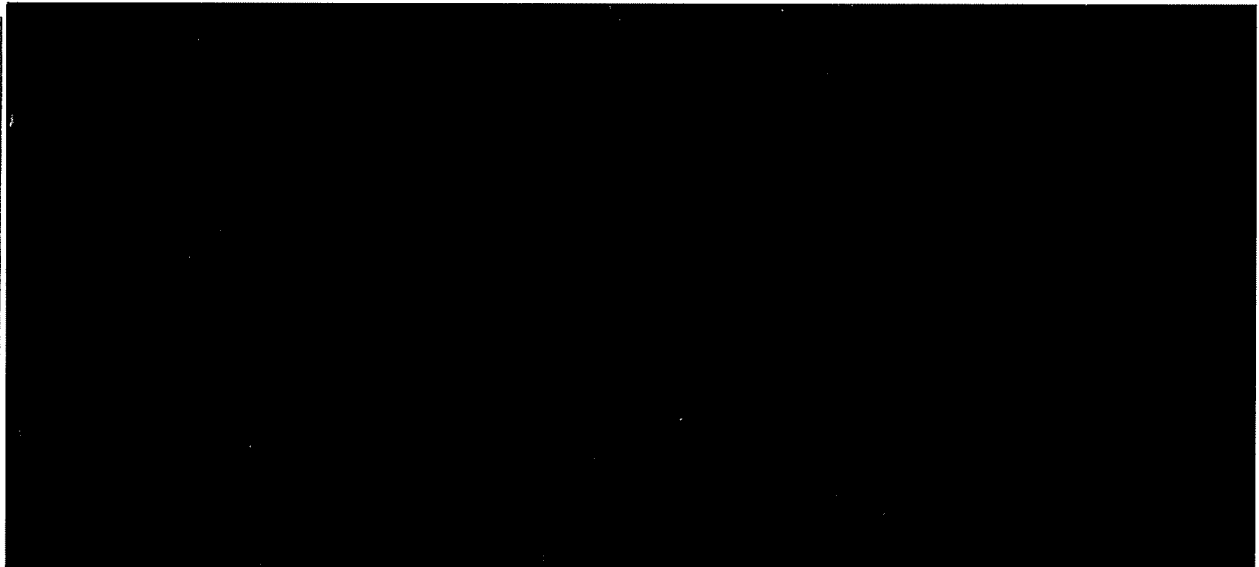
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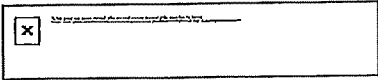
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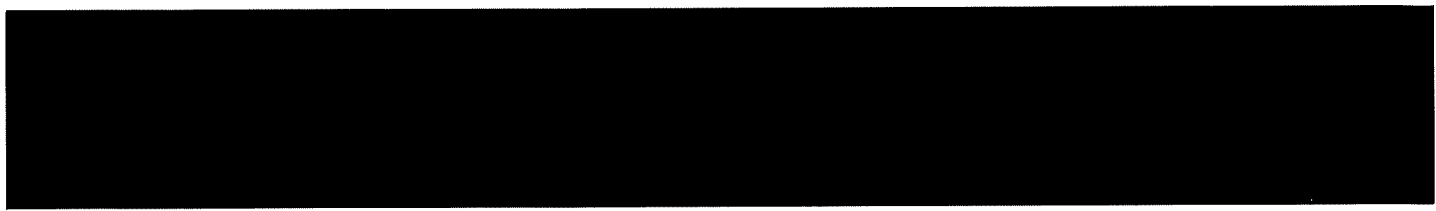
From: Van Aalst, Sally
Sent: Friday, 14 June 2019 5:03 PM
To: Edghill, Duncan; Playford, Alison; Nicol, David; De'Ath, Michael (Health)
Cc: Hughes, Cherie; Perkins, Anita; Lopa, Liz (Health); Strachan, Shaun
Subject: FOR INFORMATION: Drop for Monday

UNOFFICIAL

Dear all

Please see below final response as approved by HoS and the CMO.

Kind regards, Sally



Martyniak, Alexandra

From: O'Daly, Edward
Sent: Friday, 14 June 2019 5:22 PM
To: Willson, Helen (TCCS); Hughes, Cherie; Edghill, Duncan
Cc: Crowe, Petra
Subject: DG message for Monday

UNCLASSIFIED Sensitive: Personal

Hi Helen

Here's a message for Monday. It is consistent with what Allison said yesterday so, unless Cherie or Duncan have further comments, it is good to go.

Have a good weekend.

Ed

17 June 2019

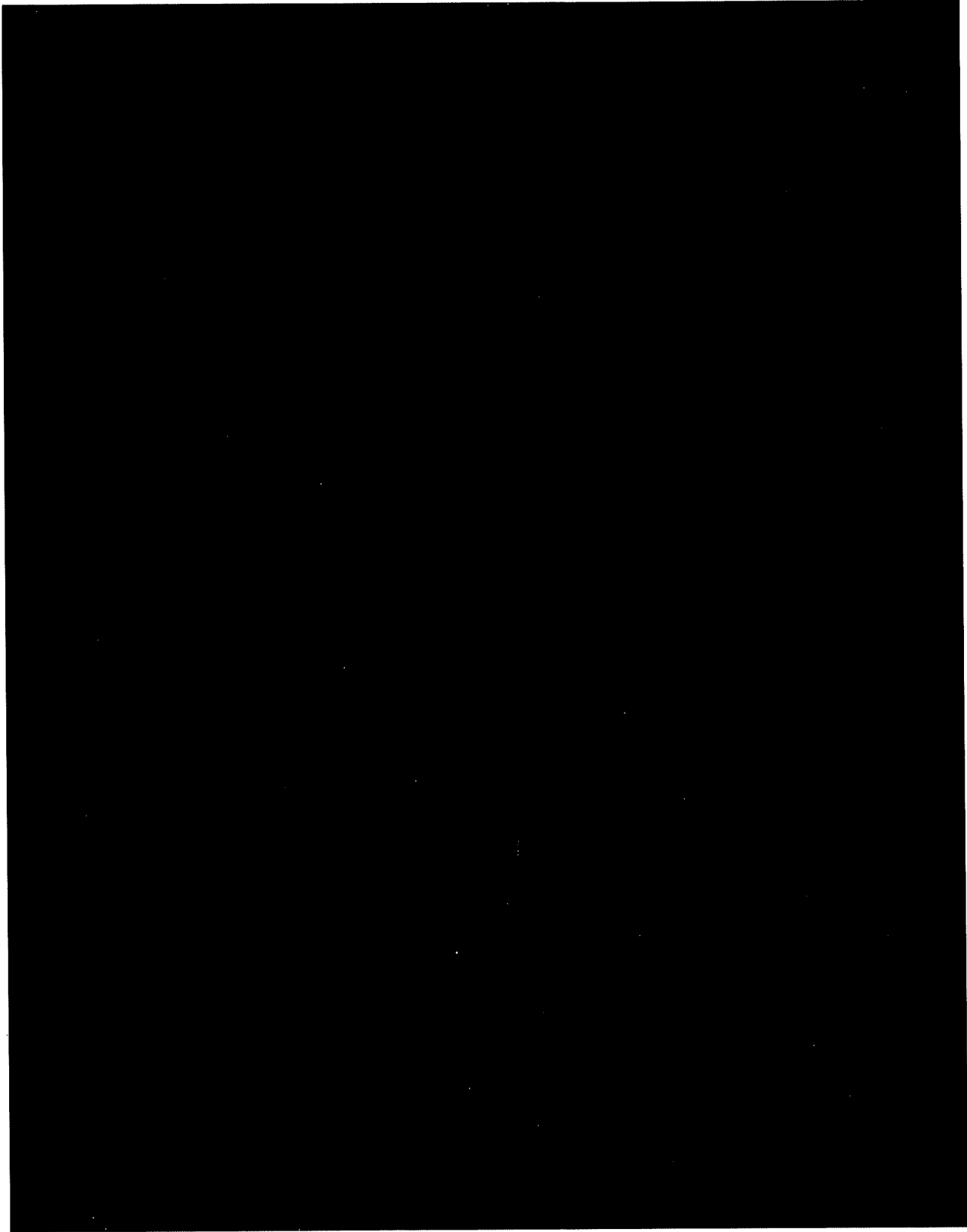


ACT
Government
Transport Canberra
and City Services

A MESSAGE FROM
ALISON PLAYFORD

Acting Director-General of
Transport Canberra and City Services





Ed O'Daly | Executive Branch Manager

Phone: 02 6205 0384 | Mobile: 0408 829 618

Communications | Transport Canberra and City Services Directorate | ACT Government

496 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601

www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Friday, 14 June 2019 6:07 PM
To: Playford, Alison; Hughes, Cherie
Subject: RE: FOR INFORMATION: Drop for Monday

UNCLASSIFIED

Yes. Although I'd drafted to say unions had been consulted. Had I misunderstood?

From: Playford, Alison
Sent: Friday, 14 June 2019 5:54 PM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>; O'Daly, Edward <Edward.O'Daly@act.gov.au>
Subject: Fwd: FOR INFORMATION: Drop for Monday

I assume a message for me to send to all staff is being updated to include. This needs tccs action including that we have commenced process of individual discussions where people can seek info ie their manager, Cherie, Petra and eap. Good to include assurance unions will be consulted
 Get Outlook for iOS

From: Van Aalst, Sally <sally.vanaalst@act.gov.au>
Sent: Friday, June 14, 2019 5:02 pm
To: Edghill, Duncan; Playford, Alison; Nicol, David; De'Ath, Michael (Health)
Cc: Hughes, Cherie; Perkins, Anita; Lopa, Liz (Health); Strachan, Shaun
Subject: FOR INFORMATION: Drop for Monday

UNOFFICIAL

Dear all

Please see below final response as approved by HoS and the CMO.

Kind regards, Sally

1. How many people will work for Major Projects Canberra?

There will be approximately 140 staff in this new body, but numbers will likely change as the SPIRE and LRS2 teams ramp up for delivery.

2. Who will lead the team?

It will be an expert infrastructure delivery team led by a Chief Projects Officer and reporting to the Head of Service and relevant Ministers. The Deputy Director-General of Transport Canberra, Duncan Edghill, will act in the Chief Projects Officer role while longer term recruitment for this role is undertaken. The Chief Engineer will also play a key leadership role in the new body.

3. What is MPC's annual budget (Please specify, even if it is drawn from CM directorate's budget)

The precise details of the Major Projects Canberra budget are being finalised, but its budget will be drawn from existing funding within the ACT public service.

It is likely there will be a series of roles advertised as some staff move between positions.

4. You state that staff will be sourced from other directorates. Will extra staff have to be hired to fill [vacancies at Transport Canberra etc?

An EOJ will be conducted to fill the existing Deputy Director-General, Transport Canberra role while Mr Edghill is acting in the Chief Projects Officer role.

The team will bring together staff currently responsible for the delivery areas of major projects from TCCS, Health Directorate, and Treasury.

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The timeline of light rail to Woden will in large be driven by Commonwealth planning approval timelines. Bringing together our infrastructure delivery expertise into one area will help facilitate all our major infrastructure projects.

6. Is Major Projects Canberra modelled on similar agencies interstate or overseas? If so, can you list/detail some of those agencies?

A number of other Australian jurisdictions have similar delivery bodies for major infrastructure.

7. When will 10-year Infrastructure Program be released?

The forward Infrastructure plan will be released in September 2019.

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Future projects to be developed and delivered by Major Projects Canberra will be at the direction of Cabinet.

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Sunday, 16 June 2019 8:11 PM
To: Playford, Alison; Hughes, Cherie
Subject: RE: FOR INFORMATION: Drop for Monday
Attachments: DG message for Monday

UNCLASSIFIED

Alison

Confirming union consultation is underway as I'd thought. Message drafted last week attached for info. It's consistent with your comments on Thursday and references individual meetings, EAP etc. Helen has it and I've had no comments from others.

Also, FYI, Duncan (as incoming chief projects officer) has the approved Q&A below and ABC has expressed an interest in an interview and will confirm tomorrow.

Ed

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 Get Outlook for IOS

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Sent: Friday, June 14, 2019 5:02 pm
To: Edghill, Duncan; Playford, Alison; Nicol, David; De'Ath, Michael (Health)
Cc: Hughes, Cherie; Perkins, Anita; Lopa, Liz (Health); Strachan, Shaun
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Future projects to be developed and delivered by Major Projects Canberra will be at the direction of Cabinet.

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 7:37 AM
To: Hughes, Cherie; Strachan, Shaun; Lopa, Liz (Health); Perkins, Anita; Ogden, Paul
Cc: Bailey, Kylie
Subject: Major Projects Canberra Transition

UNCLASSIFIED For-Official-Use-Only

Colleagues,

I've asked my Business Manager, Kylie Bailey, to kindly keep track of who is doing what during the transition to Major Projects Canberra. Please find below my initial brain-dump of what needs to be done.

Might I please ask that you send to Kylie any tasks that aren't on the list and who is leading them?

Many thanks in advance.

Task	Lead	Status
Staffing		
TCCS – Resolved Staff Transfer List		
Health – Resolved Staff Transfer List		
IFCW - Resolved Staff Transfer List		
Establish New MPC Positions		
Temporary Contracts for New MPC Positions		
Advertise New MPC Positions		
Initial MPC Org Structure	Duncan	
Internal Transition Comms Plan		
Funding		
MPC Initial Budget		
Resolve TCCS Funding Transfer		
Resolve Health Funding Transfer		
Resolve IFCW Funding Transfer		
Determine Corporate Services Funding Transfer		
Administrative & Other		
Finalise AAs		
Establish Delegations		
Accommodation Arrangements		
Initial MPC Business Plan (inc Stakeholder Mapping)	Duncan	
TCCS – Handover of Non-Transferring Work	Duncan / Damon	

Kind Regards
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
GPO Box 158, Canberra ACT 2601

 Please consider the environment before printing this e-mail.

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Monday, 17 June 2019 10:18 AM
To: Playford, Alison; Hughes, Cherie
Subject: RE: FOR INFORMATION: Drop for Monday
Attachments: 17.06.19 ABC 9.10 am- Duncan on new ACT Government agency.mp3

UNCLASSIFIED

Further to yesterday's message, Duncan's ABC interview is attached.

From: O'Daly, Edward
Sent: Sunday, 16 June 2019 8:11 PM
To: Playford, Alison <Alison.Playford@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
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Martyniak, Alexandra

From: Garner, Jeff
Sent: Monday, 17 June 2019 4:20 PM
To: CMTEDD Comms Network
Cc: Hall, Damon; Playford, Alison; Corrigan, Jim; Rutter, Danielle; Edghill, Duncan; Hughes, Cherie; Pulford, Nikki; Riley, Renee; Willson, Helen (TCCS); Oldfield, Meghan; Russell, Catherine; Cahif, Ashley; TCCS_CM Media; Bates, Alexandra; Murray, Gerry; Jukic, Kristina; Adams, Lachlan; O'Daly, Edward; Crowe, Lindsay; Hughes, Tom; Byron, Georgina; Davey, Kate
Subject: TCCS daily media issues - Monday 17 June 2019

UNCLASSIFIED

Hi Comms team,

Please find below today's TCCS media issues,

Please note, a section below is for TCCS Executives only and not needed for the daily issues report.

Regards,
 Jeff.

Issue: Following the announcement that the ACT Government will establish a new infrastructure delivery agency - Major Projects Canberra - a number of media outlets requested additional information and interviews.

Action: Interviews provided by Chief Projects Officer -- Duncan Edghill to ABC (mornings with Adam Shirley), NINE, WIN. Statement also sent to the Canberra Times.

Proactive media:

Talking points:

- There will be approximately 140 staff in this new body, but numbers will likely change as the SPIRE and Light Rail Stage 2 teams ramp up for delivery. It will be an expert infrastructure delivery team led by a Chief Projects Officer and reporting to the Head of Service and relevant Ministers. The Deputy Director-General of Transport Canberra, Duncan Edghill, will act in the Chief Projects Officer role while longer term recruitment for this role is undertaken.
- The precise details of the Major Projects Canberra budget are being finalised, but its budget will be drawn from existing funding within the ACT public service. The team will bring together staff currently responsible for the delivery areas of major projects from TCCS, Health Directorate, and Treasury.
- The forward Infrastructure plan will be released in September 2019. Future projects to be developed and delivered by Major Projects Canberra will be at the direction of Cabinet.

Jeff Garner | Senior Communications Officer |
Phone 02 6207 1422 | Fax 02 6207 6148 |
Corporate Communications | Transport Canberra and City Services Directorate | ACT Government
496 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601
www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)



Connected services for the people of Canberra

Martyniak, Alexandra

From: Crowe, Petra
Sent: Tuesday, 18 June 2019 9:38 AM
To: Hughes, Cherie
Cc: Ivens, Kim; Willson, Helen (TCCS)
Subject: Deputy Director-General Transport Canberra E00867
Attachments: 20190618 Position description Deputy Director-General Transport Canberra.docx;
 20190618 Executive Action Request.docx

UNCLASSIFIED

Good Morning

Please find attached the Executive Action Request for advertising of Deputy Director-General Transport Canberra E00867.

Issue: Short term advertising

Role: Deputy Director-General Transport Canberra E00867

Reason: Nominal occupant Duncan Edghill taking up short term role with Major Projects Canberra

Recommendation: That you agree to support the advertising and payment at the rate of 3.2

The approved request needs to be sent to SSHRExecutiveContracts@act.gov.au, cherie.hughes@act.gov.au, petra.crowe@act.gov.au and kim.iven@act.gov.au

Thanks Petra

Petra Crowe | Executive Branch Manager People and Capability
 Phone: 02 6205 3817 | Email: petra.crowe@act.gov.au
 People and Capability Branch | Transport Canberra and City Services Directorate | ACT Government
 496 Northbourne Ave, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Russell, Catherine
Sent: Tuesday, 18 June 2019 3:17 PM
To: O'Daly, Edward
Cc: Marshall, Liz; Nelson, Pam; Cahif, Ashley; Kelley, Sarah; Bailey, Kylie; Edghill, Duncan; Hughes, Cherie
Subject: For action - clarifying approval/clearance chain - pre and post 1 July with Major Projects CBR
Importance: High

UNCLASSIFIED

Hi Ed,

City to Woden has a number of communication materials that will need to go through approval and clearance ahead of major decisions.

Could you help clarify with Cherie/Duncan how they would like materials approved pre and post 1 July 2019?

This is what I propose:

Now to 30 June 2019

Content producer > Assistant Director, Light Rail Engagement and Communication> Technical Adviser/Project Director >Executive Group Manager/COO>Deputy Director General >Ministers Office

1 July 2019 onwards

Content producer > Assistant Director, Light Rail Engagement and Communication> Technical Adviser/Project Director > Chief Projects Officer> Ministers Office

Cc: TCCS Executive Group Manager/COO

Could you confirm so I can ensure appropriate approvals are in place while I am away?

Thank you

Catherine Russell | Assistant Director, Light Rail Engagement and Communications

Mobile: 0408 661 173 | Email: Catherine.russell@act.gov.au

Light Rail City to Woden | Transport Canberra and City Services Directorate | ACT Government

Level 3, 496 Northbourne Ave, Dickson ACT | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



Martyniak, Alexandra

From: Edghill, Duncan
Sent: Wednesday, 19 June 2019 11:17 AM
To: Hughes, Cherie
Cc: Bailey, Kylie
Subject: MPC - New Positions
Attachments: report - draft high-level organisation structure - de 190619.docx

UNCLASSIFIED For-Official-Use-Only

Cherie,

As discussed, please find attached a draft top-level org structure for the new organisation. There are a few areas where we'd be grateful for help and guidance please:

There are new positions which will need to be established in Major Projects Canberra. A number of these flow from the spreadsheet we're working on – where the person transitions but not the positions. There will definitely be more positions that will need to be created, but we know at this stage we will need to create positions for (some titles may change):

- o Chief Projects Officer
- o Business Manager (to the Chief Projects Officer)
- o Executive Assistant (to the Projects Officer)
- o EGM Project Incubation and Support
- o Executive Assistant (to the EGM Project Incubation and Support)
- o Director of Finance
- o EBM Communications and Engagement
- o EBM Corporate Support
- o HR Officer
- o SPIRE Project Director

In this respect:

- We'll need some help with position descriptions please
- How / when do we actually create the positions?
- How / when do we appoint people into these roles if Major Projects Canberra hasn't been formally established as yet?
- Can we simply appoint people into the roles where we've already identified people and know levels?
- What roles need job-sizing and permanent recruitment? How / when do we do that?

Thank you.

Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
 GPO Box 158, Canberra ACT 2601

Please consider the environment before printing this e-mail.

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Wednesday, 19 June 2019 9:36 PM
To: Hughes, Cherie
Subject: FW: TCCS and MPC Org Charts
Attachments: scan_megan davies_2019-06-19-12-08-05.pdf; report - draft high-level organisation structure - de 190619.docx

UNCLASSIFIED

Chase up Thursday if no reply ...

From: Hughes, Cherie
Sent: Wednesday, 19 June 2019 12:25 PM
To: Meredith Whitten (Meredith.Whitten@act.gov.au) <Meredith.Whitten@act.gov.au>
Subject: TCCS and MPC Org Charts

CLASSIFIED

Good afternoon Meredith

As discussed this morning, please find attached the current org chart for TCCS with handwritten notations showing which Exec level roles will move to the new Major Projects Canberra. Also attached is Duncan's first cut at the high level org chart for MPC.

In addition, there will be a number of positions that need to be established for Major Projects Canberra. Position descriptions will also be needed. Can you please advise who will be responsible for this aspect of the MoG change. For example:

- o Chief Projects Officer
- o Business Manager (to the Chief Projects Officer)
- o Executive Assistant (to the Projects Officer)
- o EGM Project Incubation and Support
- o Executive Assistant (to the EGM Project Incubation and Support)
- o Director of Finance
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- o HR Officer
- o SPIRE Project Director

Thanks in advance
 Cherie.

Cherie Hughes | Chief Operating Officer
 Phone 02 6205 8316 | Email: Cherie.Hughes@act.gov.au
 Transport Canberra and City Services | ACT Government
 496 Northbourne Ave Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



Connected services for the people of Canberra

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Friday, 14 June 2019 9:30 AM
To: Perkins, Anita; Van Aalst, Sally; Edghill, Duncan; Lopa, Liz (Health); Strachan, Shaun
Cc: Ogden, Paul; Dolan, Fiona
Subject: RE: Drop for Monday

UNCLASSIFIED

From: Perkins, Anita
Sent: Friday, 14 June 2019 8:52 AM
To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: FW: Drop for Monday
Importance: High

UNCLASSIFIED

Hi All


We've some questions from the Canberra Times for Monday's paper.

Sally, can you please pull this together in liaison with Duncan in first instance with input from the other's cc'd who are representing each directorate coming together? I've answered some from information we already have. We'll put the final response through relevant DGs and Kathy – need to have it back to CMO around lunchtime, so time is of the essence.

Regards

Anita





From: Dynon, Kaarin
Sent: Thursday, 13 June 2019 9:14 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: Fwd: Drop for Monday

Hi [redacted] is writing for Monday. He has some extra questions, can I grab some assistance with these please? Thanks!

Begin forwarded message:

From: [redacted] <[\[redacted\]@canberratimes.com.au](mailto:[redacted]@canberratimes.com.au)>
Date: 13 June 2019 at 20:32:36 AEST
To: "Dynon, Kaarin" <Kaarin.Dynon@act.gov.au>
Subject: Re: Drop for Monday

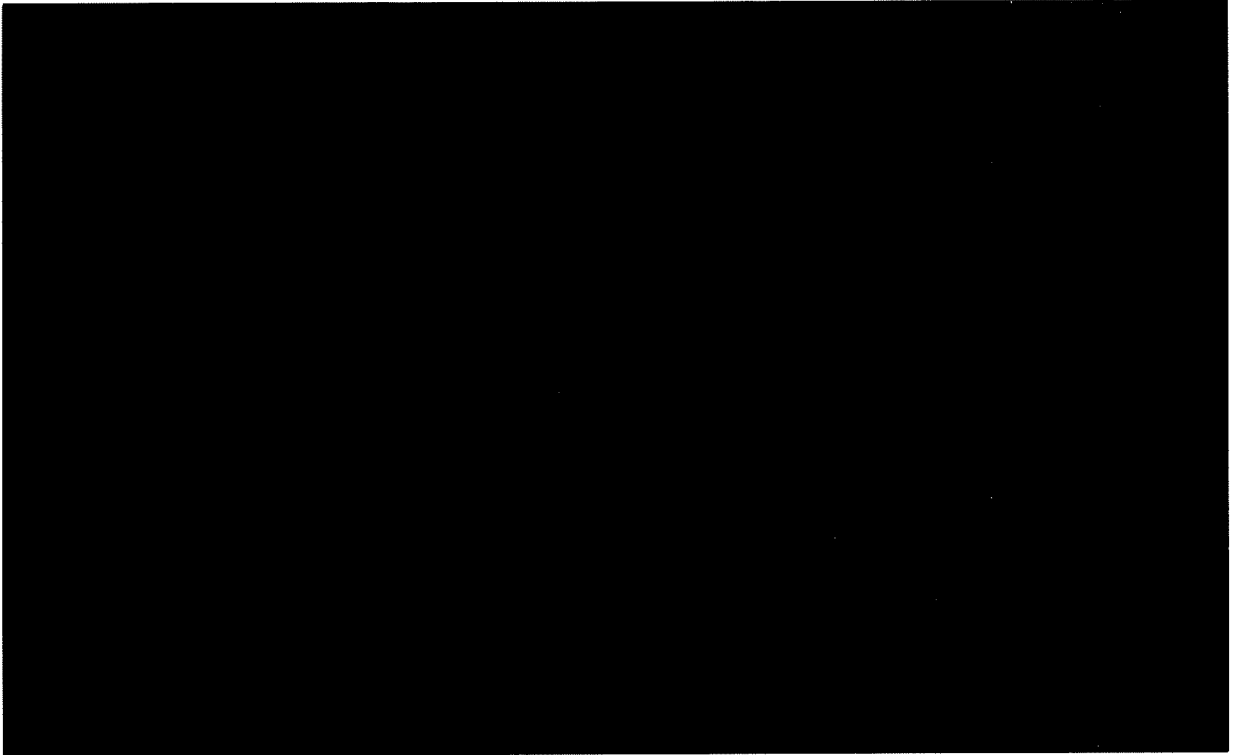
Thanks Kaarin,

Here are some additional questions. Any response before Sunday midday would be fine.



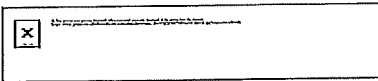
Cheers,





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Journalist
The Canberra Times
9 Pirie Street, Fyshwick, ACT, 2609
[Redacted]@canberrallmes.com.au



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Martyniak, Alexandra

From: Hughes, Cherie
Sent: Friday, 14 June 2019 11:32 AM
To: Edghill, Duncan; Lopa, Liz (Health); Van Aalst, Sally; Strachan, Shaun
Cc: Perkins, Anita; Ogden, Paul
Subject: RE: FOR REVIEW: Drop for Monday [SEC=UNCLASSIFIED]

UNCLASSIFIED

Please be advised that EOI for backfilling DDG TC may be longer than 3 months due to needing to fill until sizing, recruitment etc. is completed for Chief Project Officer role. Please remove the reference to period of time.

Thanks
 Cherie

From: Edghill, Duncan
Sent: Friday, 14 June 2019 11:29 AM
To: Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Perkins, Anita <Anita.Perkins@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Subject: RE: FOR REVIEW: Drop for Monday [SEC=UNCLASSIFIED]

UNCLASSIFIED

OK by me thanks.

From: Lopa, Liz (Health)
Sent: Friday, 14 June 2019 11:24 AM
To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
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Subject: RE: FOR REVIEW: Drop for Monday [SEC=UNCLASSIFIED]

Looks good to me – thanks Sally

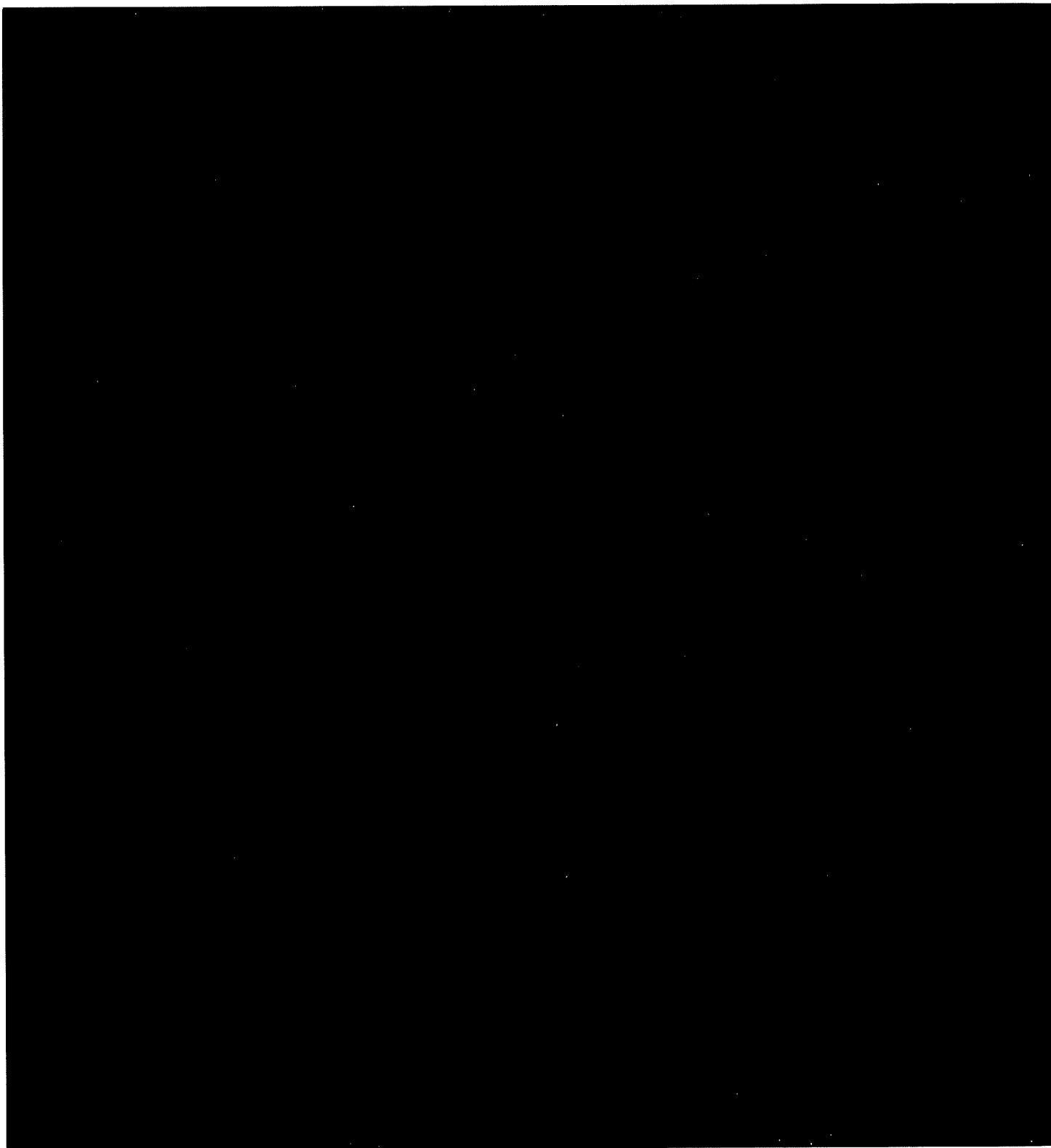
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Subject: FOR REVIEW: Drop for Monday

UNCLASSIFIED

Hi Duncan, Liz and Shaun

Please see below the responses as they stand currently with everyone's input. Could you please advise if you'd like any further changes before it goes up to Michael, Alison and Kathy for approval?

Thank you, Sally





From: Edghill, Duncan
Sent: Friday, 14 June 2019 10:52 AM

To: Perkins, Anita <Anita.Perkins@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: RE: Drop for Monday

UNCLASSIFIED

Anita,

Thank you. OK by me 


Shaun

From: Perkins, Anita
Sent: Friday, 14 June 2019 9:54 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: RE: Drop for Monday

UNCLASSIFIED

Hi Duncan

Thanks.

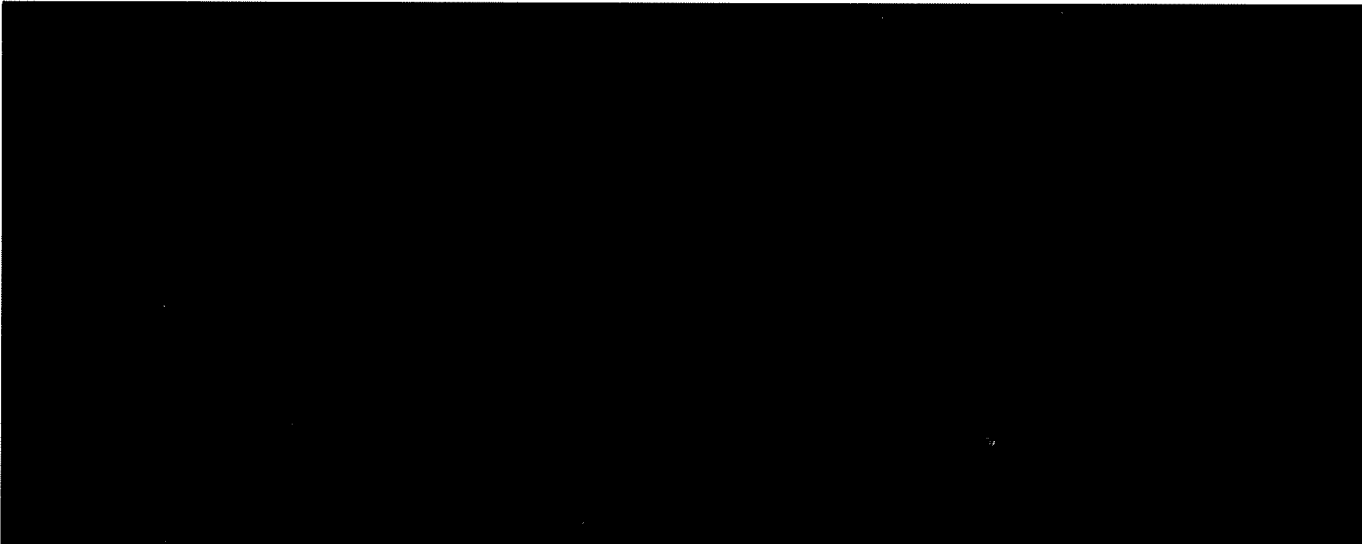
We'll need to cut it down a bit, the shorter the better with these responses to specifically answer their questions and ensure our clear responses are included in the story. See below.

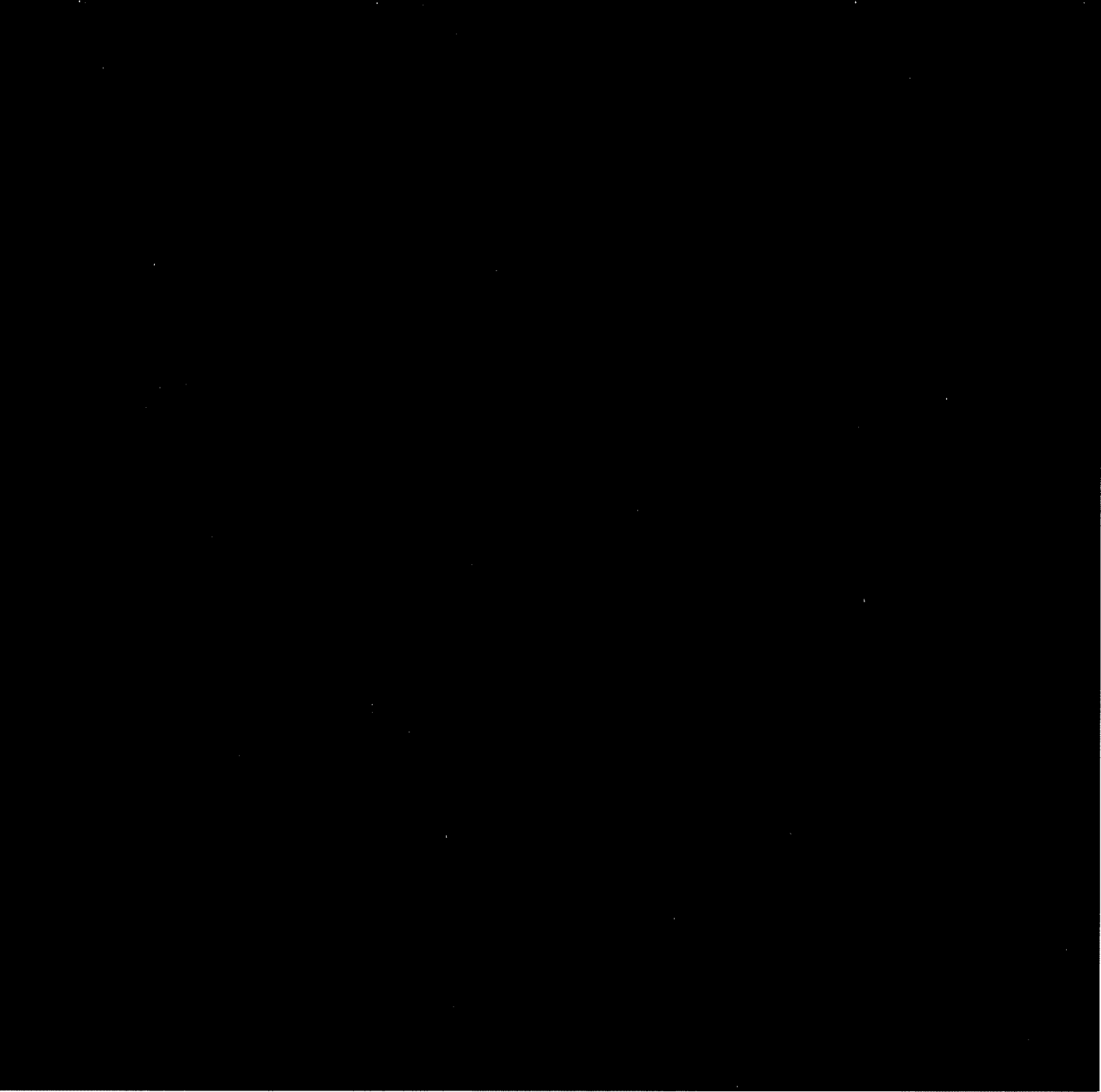
From: Edghill, Duncan
Sent: Friday, 14 June 2019 9:46 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>
Subject: RE: Drop for Monday

UNCLASSIFIED

Anita,

Thank you. My suggestions / tweaks below thanks:





Thanks
Duncan

From: Perkins, Anita

Sent: Friday, 14 June 2019 8:52 AM

To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>

Cc: Ogden, Paul <Paul.Ogden@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>

Subject: FW: Drop for Monday

Importance: High

UNCLASSIFIED

Hi All

We've some questions from the Canberra Times for Monday's paper.

Sally, can you please pull this together in liaison with Duncan in first instance with input from the other's cc'd who are representing each directorate coming together? I've answered some from information we already have.

We'll put the final response through relevant DGs and Kathy – need to have it back to CMO around lunchtime, so time is of the essence.

Regards

Anita

From: Dynon, Kaarin

Sent: Thursday, 13 June 2019 9:14 PM

To: Perkins, Anita <Anita.Perkins@act.gov.au>; Dolan, Fiona <Fiona.Dolan@act.gov.au>

Subject: Fwd: Drop for Monday

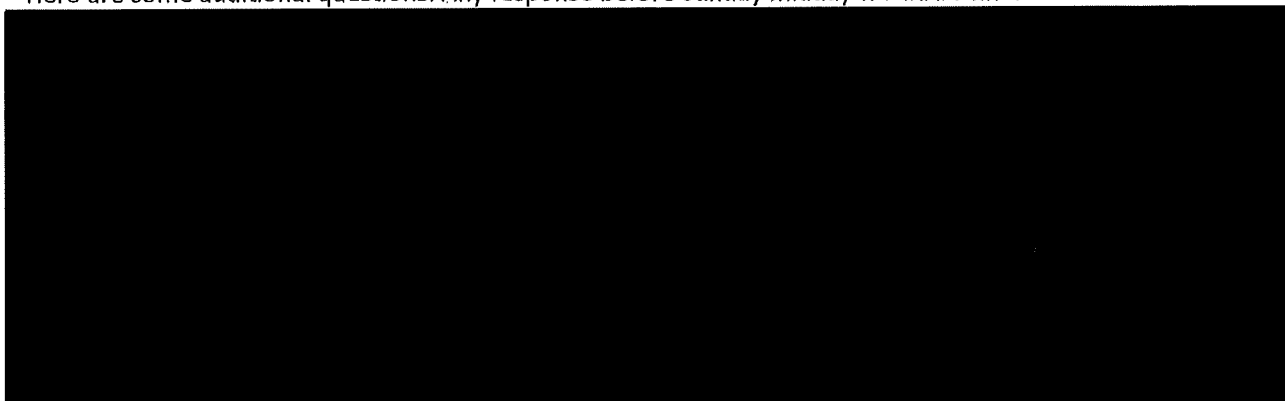
Hi! [REDACTED] is writing for Monday. He has some extra questions, can I grab some assistance with these please? Thanks!

Begin forwarded message:

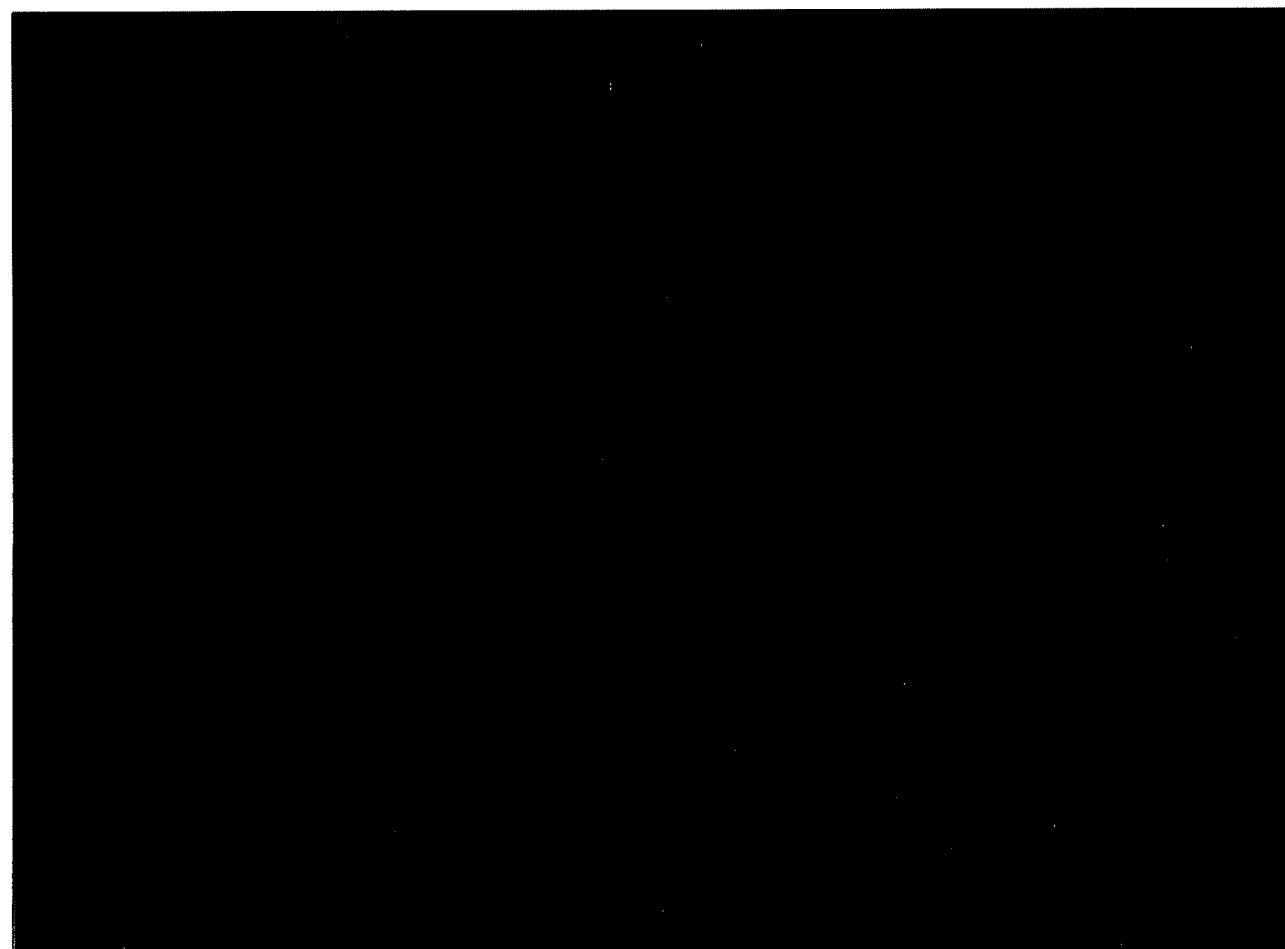
From: [REDACTED] <[REDACTED]@canberratimes.com.au>
Date: 13 June 2019 at 20:32:36 AEST
To: "Dynon, Kaarin" <Kaarin.Dynon@act.gov.au>
Subject: Re: Drop for Monday

Thanks Kaarin,

Here are some additional questions. Any response before Sunday midday would be fine.



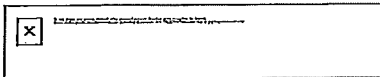
Cheers,



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any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

[Redacted]
Journalist
The Canberra Times
9 Pirie Street, Fyshwick, ACT, 2609
[Redacted]@canberratimes.com.au



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Martyniak, Alexandra

From: Hughes, Cherie
Sent: Tuesday, 18 June 2019 4:02 PM
To: Willson, Helen (TCCS); Playford, Alison
Subject: Fwd: Draft HOS message for Major Projects Canberra

Good afternoon Allison

Can you advise if you're happy with the proposed message from HoS.

My only question is with respect to number of people. I haven't been privy to numbers from anywhere apart from TCCS so cant confirm this is accurate.

Regards
 Cherie

Get Outlook for IOS

From: Power, Leanne
Sent: Tuesday, June 18, 2019 2:37:01 PM
To: Lopa, Liz (Health); Hughes, Cherie
Cc: Dal Molin, Vanessa (Health); Willson, Helen (TCCS)
Subject: FW: Draft HOS message for Major Projects Canberra
 UNCLASSIFIED

Hi Liz and Cherie

A draft HoS message has been prepared about the Major Projects Canberra announcement. Can you please run past Alison and Michael – aiming at sending out tomorrow.

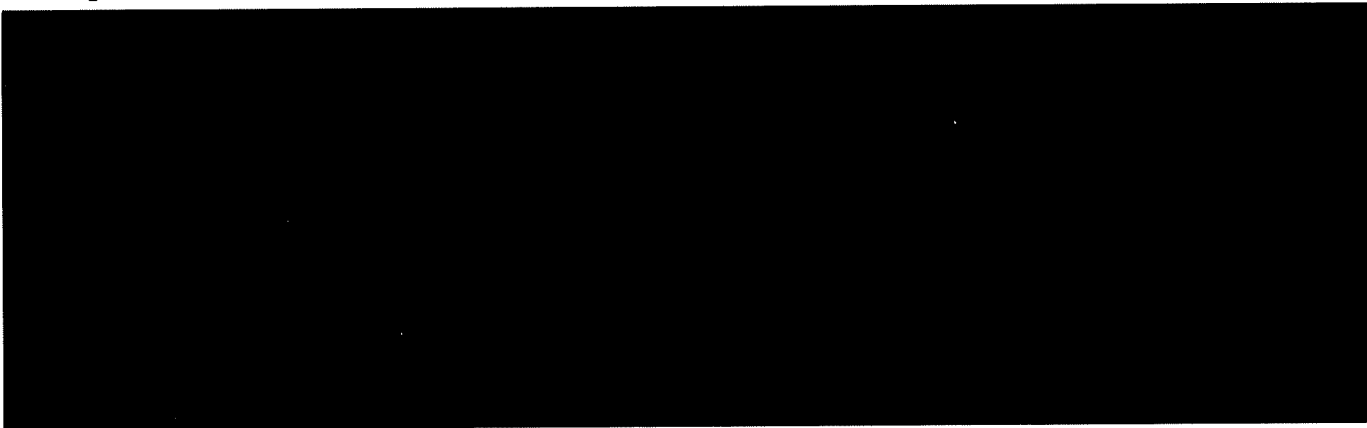
CMTEDD media and comms is separately providing to MOs.

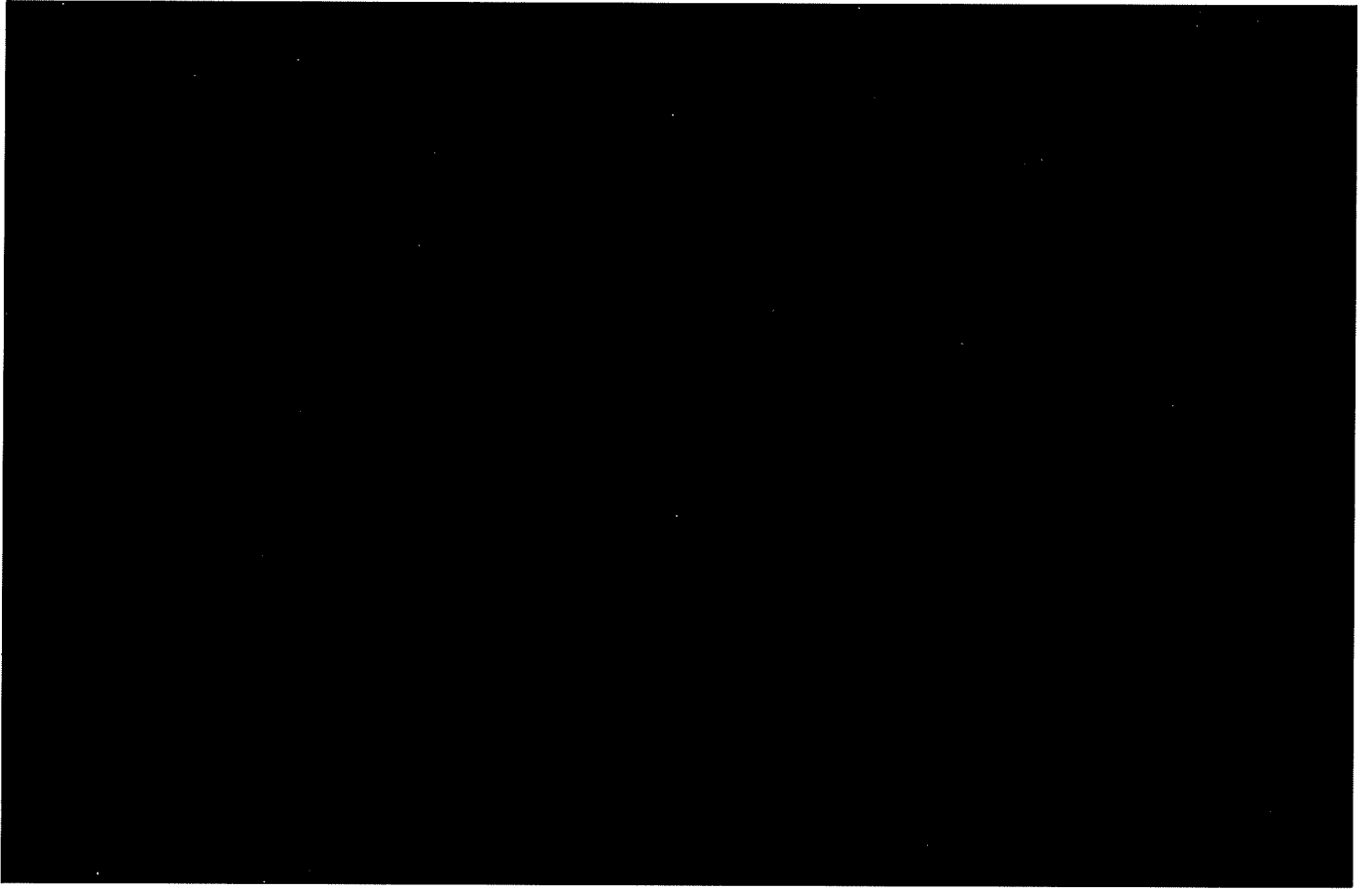
Thanks
 Leanne

Leanne Power | Executive Branch Manager, Office of the Head of Service
 Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au
 Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

[draft]
Major Projects Canberra

Colleagues,





Martyniak, Alexandra

From: Hughes, Cherie
Sent: Tuesday, 18 June 2019 2:35 PM
To: Crowe, Petra
Cc: Ivens, Kim; Willson, Helen (TCCS)
Subject: Re: Deputy Director-General Transport Canberra E00867

Hi there

Can you please change Contact Officer to the DG.

Also, can you remove ACTION reference and replace with TC buses. Also innovation and strategic planning needed to be added to description.

Thanks
 Cherie

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From: Crowe, Petra
Sent: Tuesday, June 18, 2019 9:37:55 AM
To: Hughes, Cherie
Cc: Ivens, Kim; Willson, Helen (TCCS)
Subject: Deputy Director-General Transport Canberra E00867
 UNCLASSIFIED

Good Morning

Please find attached the Executive Action Request for advertising of Deputy Director-General Transport Canberra E00867.

Issue: Short term advertising

Role: Deputy Director-General Transport Canberra E00867

Reason: Nominal occupant Duncan Edghill taking up short term role with Major Projects Canberra

Recommendation: That you agree to support the advertising and payment at the rate of 3.2

The approved request needs to be sent to SSHRExecutiveContracts@act.gov.au, cherie.hughes@act.gov.au, petra.crowe@act.gov.au and kim.iven@act.gov.au

Thanks Petra

Petra Crowe | Executive Branch Manager People and Capability
 Phone: 02 6205 3817 | Email: petra.crowe@act.gov.au
 People and Capability Branch | Transport Canberra and City Services Directorate | ACT Government
 496 Northbourne Ave, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Tuesday, 18 June 2019 4:16 PM
To: Power, Leanne
Subject: Fwd: Draft HOS message for Major Projects Canberra

Good afternoon Leanne

Happy with the message.
 Although I can't confirm number of people.

Regards
 Cherie

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From: Playford, Allison <Allison.Playford@act.gov.au>
Sent: Tuesday, June 18, 2019 4:10 PM
To: Hughes, Cherie; Willson, Helen (TCCS)
Subject: Re: Draft HOS message for Major Projects Canberra
 It's fine

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From: Hughes, Cherie
Sent: Tuesday, June 18, 2019 4:01:52 PM
To: Willson, Helen (TCCS); Playford, Alison
Subject: Fwd: Draft HOS message for Major Projects Canberra
 Good afternoon Alison

Can you advise if you're happy with the proposed message from HoS.

My only question is with respect to number of people. I haven't been privy to numbers from anywhere apart from TCCS so cant confirm this is accurate.

Regards
 Cherie

Get [Outlook for iOS](#)

From: Power, Leanne
Sent: Tuesday, June 18, 2019 2:37:01 PM
To: Lopa, Liz (Health); Hughes, Cherie
Cc: Dal Mollin, Vanessa (Health); Willson, Helen (TCCS)
Subject: FW: Draft HOS message for Major Projects Canberra

UNCLASSIFIED

Hi Liz and Cherie

A draft HoS message has been prepared about the Major Projects Canberra announcement. Can you please run past Alison and Michael – aiming at sending out tomorrow.

CMTEDD media and comms is separately providing to MOs.

Thanks

Leanne

Leanne Power | Executive Branch Manager, Office of the Head of Service

Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au

Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

[draft]

Major Projects Canberra





Kathy Leigh
Head of Service

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Tuesday, 18 June 2019 9:47 PM
To: Pulford, Nikki; Playford, Alison; Edghill, Duncan; Hall, Damon
Subject: Re: Estimates from today CMTEDD - Major Projects Canberra

Thank you Nikki. Very much appreciated. I know it's tedious listening after the fact. Cherie.

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From: Pulford, Nikki
Sent: Tuesday, June 18, 2019 7:50:13 PM
To: Playford, Alison; Edghill, Duncan; Hughes, Cherie; Hall, Damon
Subject: Estimates from today CMTEDD - Major Projects Canberra
 UNCLASSIFIED Sensitive

I All

Please see below my shorthand transcript (it should give you an idea of the questions and answers) following the video replay from today regarding questioning of the CM on the **Major Projects Canberra**. Also **some light rail questions**. Please excuse typos (RS).

Nikki

Candice B

Why announce the new Agency through other mechanisms rather than through the budget papers?

CM

It is an incremental admin change – in light admin changes 1 July is the simplest time to make these changes. It is not a new directorate. ABC miss reported. Not much news for this to make a front page story. It is only an incremental change

HoS

Incremental change. Build on approach to focus our skills in one place. Best outcomes for public if we don't duplicate skills right through the service. During LR stg 1 we gained incredible experience on delivering major projects.

Small expert team that will support relevant directorate in the social outcome for specific infrastructure

Julia J

How much allocated for new area – what will financial delegations be?

HoS

No a lot of info – best approach establish the principles and then be open so you can engage to get the best structure to deliver.

No new funding – draw on funding for TSY/Spire and LRST2.

Giulia J

Have you developed accountability indicators for this new Agency?

HoS

No

Giulia J

How many FTE

HoS

Approx 140

Candice B

Will it be new staff or staff from other areas?

HoS

Some staff will move and some areas are yet to be staffed for example the SPIRE project

Candice B

When was the decision made to staff this new agency?

HoS

It was a decision for the CM and was made right before I went and spoke to staff.

Candice B

Will there be any redundancies as part of this transition?

HoS

No

Alistair

Was the decision made before or after the budget?

CM

Discussion started before the budget and was finalise in this budget timeframe

Alistair

Yes but when did cabinet make this decision

CM

It is not a cabinet decision, it is an administrative decision for me within my directorate

Alistair

So when did you formally make that decision

CM

I made that decision on a brief within the last 7 days, the advice and consideration (small incremental change) started a few months ago. It is administratively simpler to make admin changes on 1 July. It is entirely unremarkable these changes are incremental.

Candice B

And so you will continue to be responsible minister

CM

Accountability of individual projects will sit with the responsible Ministers and with the Treasurer. A level of governance put in place for LR Stg 1 and worked well, Ensuring appropriate central agency oversight as well as client focused delivery of major projects by the type of projects ie Health will be involved in SPIRE. Capacity building within the public sector. We have recruited a chief engineer/a range of expertise we wish to retain from the Light rail.

Bec C

What are benefits to bring people together to deliver in a dedicated area

HoS

When we bring expertise together we learn from each other no isolated and no duplication. Compliment each other for better outcomes for the Canberra community.

David Nicol

Consistency is a major benefit

Bec C

Are other jurisdictions undertaking this type of approach

HoS

Larger jurisdictions have larger agencies but we took advice based on the scale and breadth of our projects and this is the right approach.

Bec C

What are some of the challenges of the agency to deliver some of these projects

David Nicol

Risk mitigation – WHS/Financial risk/Geotech and site specific risk/engaging stakeholders

Lloyd

SPIRE a special purpose company to deliver a project – bringing expertise together is an efficient way to deliver a project.

Caroline L

What work have you done on reco 43 from last years cmtee report around environmental issues in construction, In light of this new agency what work have you done on this?

David Nicol

We don't have an overall indicator but every project has a range of indicators that looks at all risks ie environmental risks etc environmental impact statements

Lloyd

Stringent conditions on the environment etc etc – minimum harm during construction

Caroline L

What are you doing to ensure your projects are zero net emission?

Lloyd

WoG issue rather than project by project.

Caroline L

With your new major projects agency only people that were in your directorate and staff from other directorates. Is it going to take over infrastructure development from SLA?

CM

No

Caroline L

And infrastructure planning from EPSDD?

CM

No, it is a delivery of major projects. Major projects Canberra should give an indication as to what they are doing?

Candice B

You said there will be significant input from say the Health Directorate on the SPIRE project. Where do you draw the lines of responsibility of the health directorate and this unit?

CM

Well the Health directorate is the client and the governance structure that we put in place ensure that there is central agency oversight. That model worked exceptionally well in the delivery of the LR project. The central agency has the right skills and expertise to value add. A very robust governance model which gives both financial oversight and accountability as well as delivery and experience.

Giulia J

LR Stg 2 – is it delayed as you didn't get cwealth investment

CM

No it just cannot be fast tracked.

Candice B

If it won't be delivered in this term of government, will LR Stg 2 be delivered in the next term of government

CM

That is entirely dependent on the federal approvals required which will not now be fast tracked if it had of been a change of government. It will take years to construct as did the first stage. I think we will be able to procure in this term of government if approvals are granted then we will.

Candice B

The federal minister has not actually ruled out a contribution. I think her words were as long as the approval process is followed. Is that something you are still pursuing with the commonwealth government?

CM

Well we will but I am a realist. A part of that depends on the liberal party. If your position changed and you were willing to advocate federally for financial support then that might aid the course.

Giulia J

if you began delivering LR Stg 2 in the next term of government you are confident you would not have any problem borrowing?

CM

I don't think there is any issue in the territories capacity with AAA credit rating.

Giulia J

So you are confident that if stage 2 could be delivered that could be financially managed.

CM

Yes absolutely. We have choices in infrastructure delivery and priorities.

Michael P

Stg 2 LR and its contract – I assume for a ppp it will be design build complete, when it comes for financing and operations what scoping variety is being explored?

CM

The PPP is construction/ financing everything so the point the under treasurer made is that we will not have a different operator, so the large part will be around design and construction and that means it is highly unlikely to be a PPP

David Nicol

Oblvious risks are we have vehicles and they would need to operate on other tracks etc Loathed to say more as we have a current operator who are waiting with baited breath to find out how we are going to contract the next stage.

Giulia J

Because we built the track with electrical overhead wires for the first section, so the second stage cannot have overhead wires for some of the route.

CM

That is why we are saying there is still significant discussion with the cwealth where we don't agree ie entirely continerary free.

Giulia J

Because rail is expensive are we now stuck with having rail in the grounds or are there some sections that don't need the rail ie magnetic with wheels?

CM

The answer is could a future bus fleet operate like LR, the answer is yes it could. Bus technology could evolve with the internal configuration of rail

Giulia J

They are not referred to as busses and some are powered by overhead wires but there is an evolving way of getting the same outcome

CM

They are not rail if they are not operating on the track

Giulia J

The question is are we stuck in this method of delivery now or is there still a possibility of doing things differently

CM

With public transport in the future you could do all sorts of things. New products could look like a LR but not run on rails in the future at some point to replace your busses. The advantage of LR is one vehicle, fixed route, absolute certainty

Giulia J

If the east west link were to be delivered, and have a similar outcome to the tram to provide it with something that is not as much of a capital cost but has the same effect.

CM

May well be a possibility but I think the more likely scenario is busses become more along the lines of a LR vehicle look and feel but run on dedicated roads. All potential in the future

Giulia J

Can you please outline the amount of involvement IFCW has had in the development of the business case for stage 2

David Nicol

I am on the board for the project and board is overseeing the development of the business case undertaken by TCCS. Mr asteraki is on a Working group. We get drafts and I put my comments on them. We quality assure the work

David Asteraki

I am formally from a risk and change committee for lr stg 1 and there informal working groups and committees. I have been a participate in those and provided comments on the development of the BC which is still ongoing.

Giulia J

Was the IFCW been involved in discussion between us and the NCA or the federal government with regards to stage 2 yet?

David Asteraki

No

Giulia J

What involvement will you have in the contracts approval process?

David Asteraki

I would envisage I would have a reasonable amount of involvement in that with the person in government responsible for infrastructure finance and similar projects involving the private sector.

Nikki Pulford | Executive Branch Manager, Governance and Ministerial Services

Phone 02 6205 5466 | Email: Nikki.Pulford@act.gov.au

Governance and Ministerial Services | Transport Canberra and City Services Directorate | ACT Government

496 Northbourne Avenue Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Connected services for the people of Canberra

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Wednesday, 19 June 2019 12:14 PM
To: Playford, Alison
Subject: EOI - Deputy Director-General Transport Canberra E00867
Attachments: 20190618 Executive Action Request Deputy Director General Transport Canberra.docx; 20190619 PD Deputy Director-General Transport Canberra.docx

UNCLASSIFIED

Good morning Alison

Please find attached the Executive Action Request for advertising of Deputy Director-General Transport Canberra E00867.

Issue: Short term advertising – 3mths with possibility of extending up to 6mths

Role: Deputy Director-General Transport Canberra E00867

Reason: Nominal occupant Duncan Edghill taking up short term role with Major Projects Canberra

Recommendation: That you agree to support the advertising and payment at the rate of 3.2

Contact person: Please be aware that you are nominated as the contact person

Please advise if you approve.

Regards
Cherie.

Cherie Hughes | Chief Operating Officer
Phone 02 6205 8316 | Email: Cherie.Hughes@act.gov.au
Transport Canberra and City Services | ACT Government
496 Northbourne Ave Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



Connected services for the people of Canberra

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Friday, 7 June 2019 9:16 AM
To: Hughes, Cherie; Crowe, Petra
Subject: confidential: first draft DG message

UNCLASSIFIED Sensitive

Cherie

Here's a draft message, it's consistent with the points in Anita's document and Petra has reviewed.


Two key things to note:



Comments very welcome.

Ed





Ed O'Daly | Executive Branch Manager
Phone: 02 6205 0384 | Mobile: 0408 829 618
Communications | Transport Canberra and City Services Directorate | ACT Government
496 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601
www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Wednesday, 12 June 2019 9:15 PM
To: Hughes, Cherie
Cc: Crowe, Petra
Subject: draft DG messages

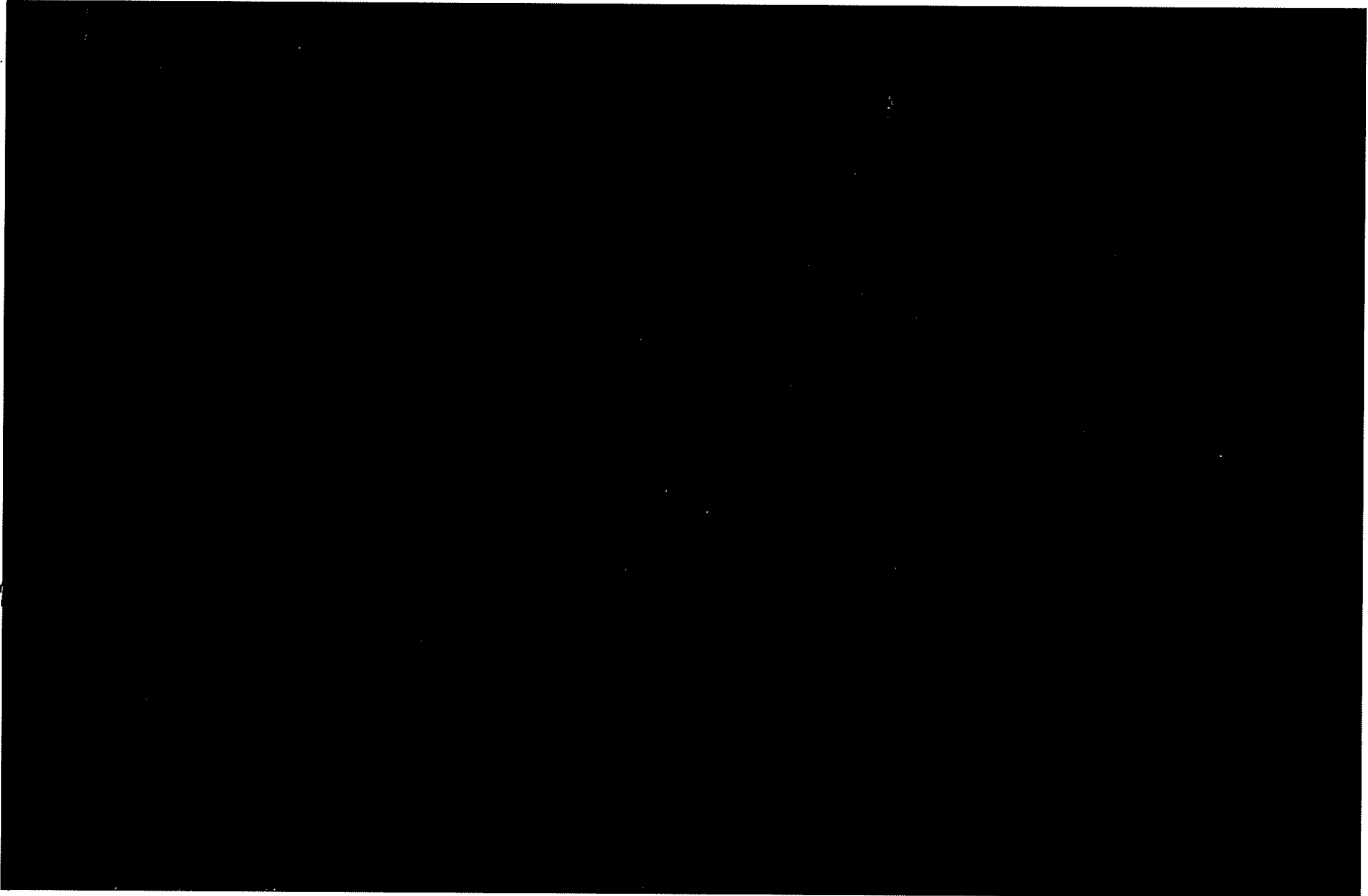
UNCLASSIFIED Sensitive

Cherie

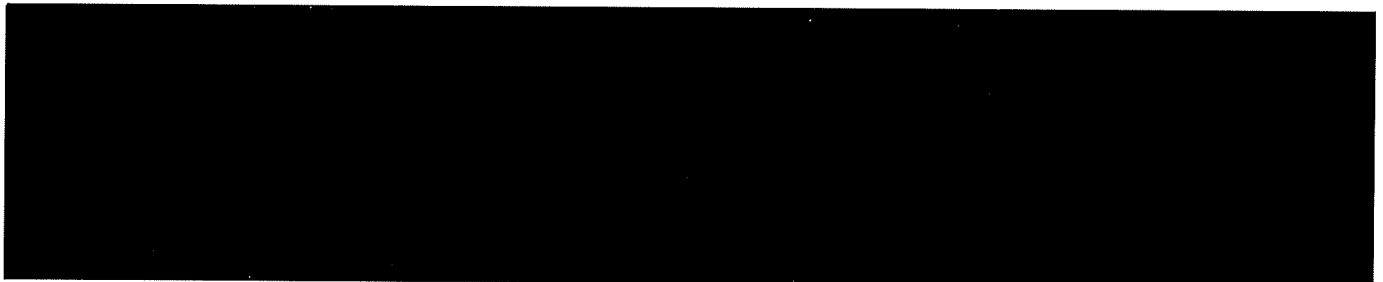
In the absence of amended TPs etc from CMTEDD, here are two draft messages. The only bit that deviates from what we've seen is the highlighted section that Alison requested, but which has room for improvement.

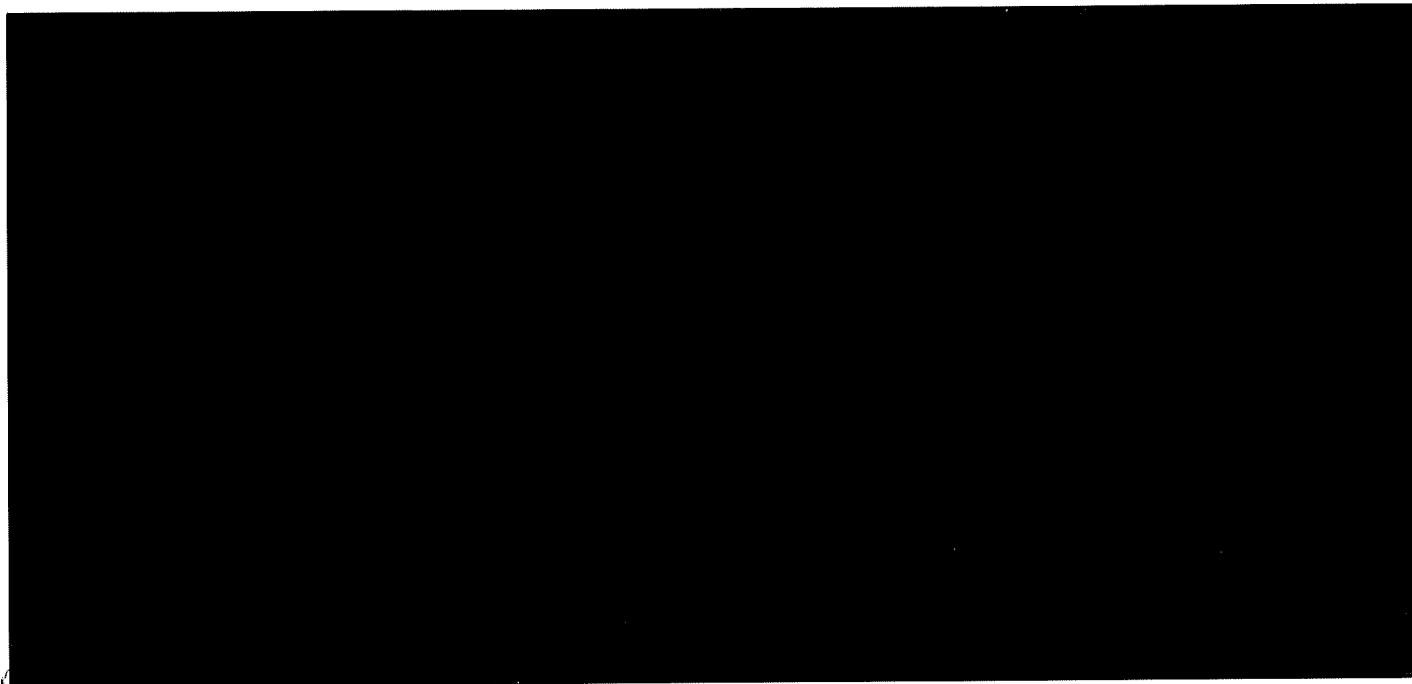
Ed

For the directorate:



For the leadership group:





Ed O'Daly | Executive Branch Manager
Phone: 02 6205 0384 | Mobile: 0408 829 618
Communications | Transport Canberra and City Services Directorate | ACT Government
496 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601
www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Wednesday, 12 June 2019 9:58 PM
To: O'Daly, Edward
Cc: Crowe, Petra
Subject: FW: Comms pack for tomorrow
Attachments: Comms on a Page_Major Projects Canberra.docx; TPs and FAQs_Major Projects Canberra.docx

UNOFFICIAL

For your incorporation into DG messages.

From: Perkins, Anita
Sent: Wednesday, 12 June 2019 6:56 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: Comms pack for tomorrow

UNOFFICIAL

Hi All

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards
 Anita

Anita Perkins | Executive Group Manager
 Phone: 02 6205 0035 | Mobile: 0407 073 000
 Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Wednesday, 12 June 2019 10:36 PM
To: O'Daly, Edward
Cc: Crowe, Petra
Subject: RE: draft DG messages

UNCLASSIFIED Sensitive

I've sent through revised docs now, including name for the agency and agency head. Can you please update and provide in the am on DG email master head. Thanks Cherie.

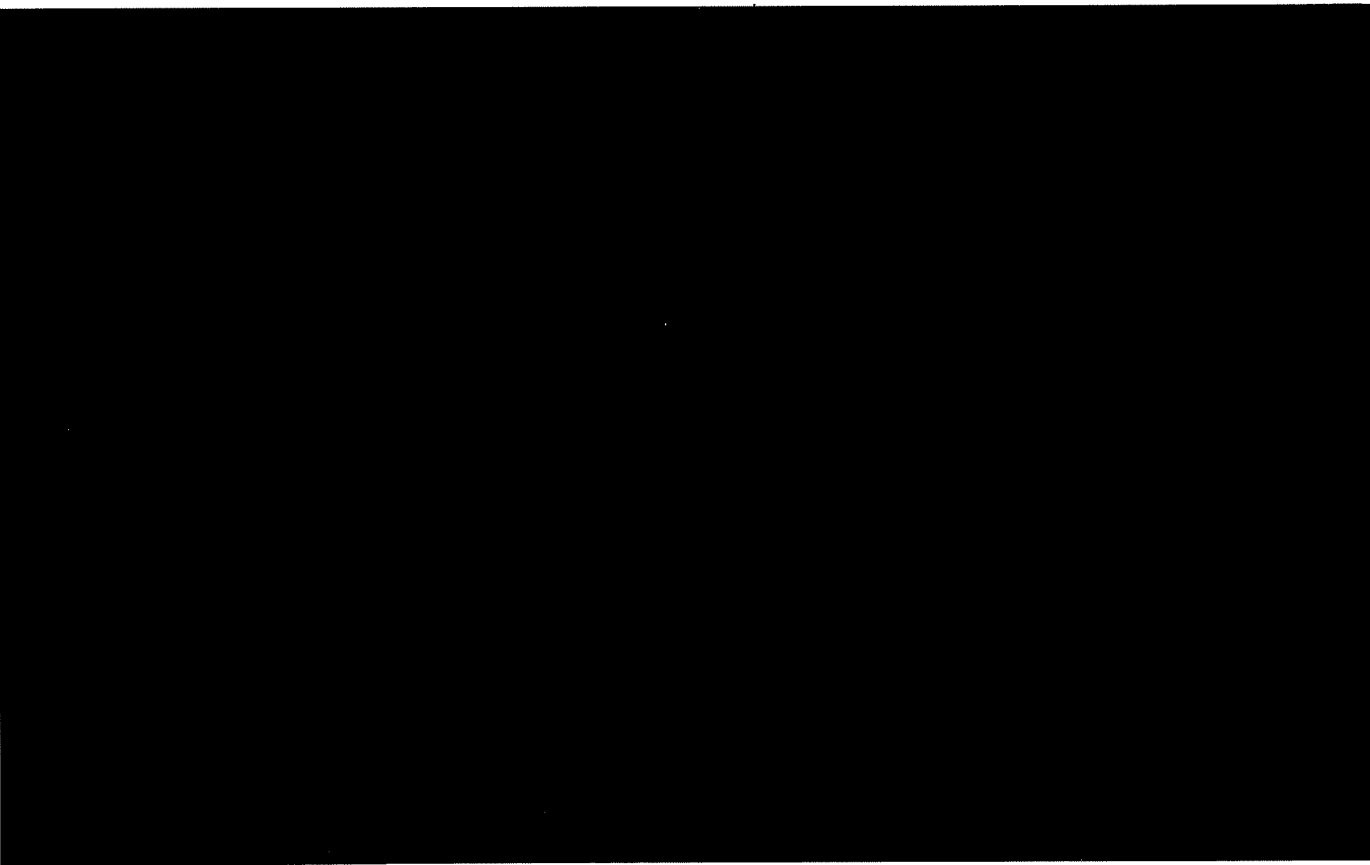
From: O'Daly, Edward
Sent: Wednesday, 12 June 2019 9:15 PM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>
Cc: Crowe, Petra <Petra.Crowe@act.gov.au>
Subject: draft DG messages

UNCLASSIFIED Sensitive

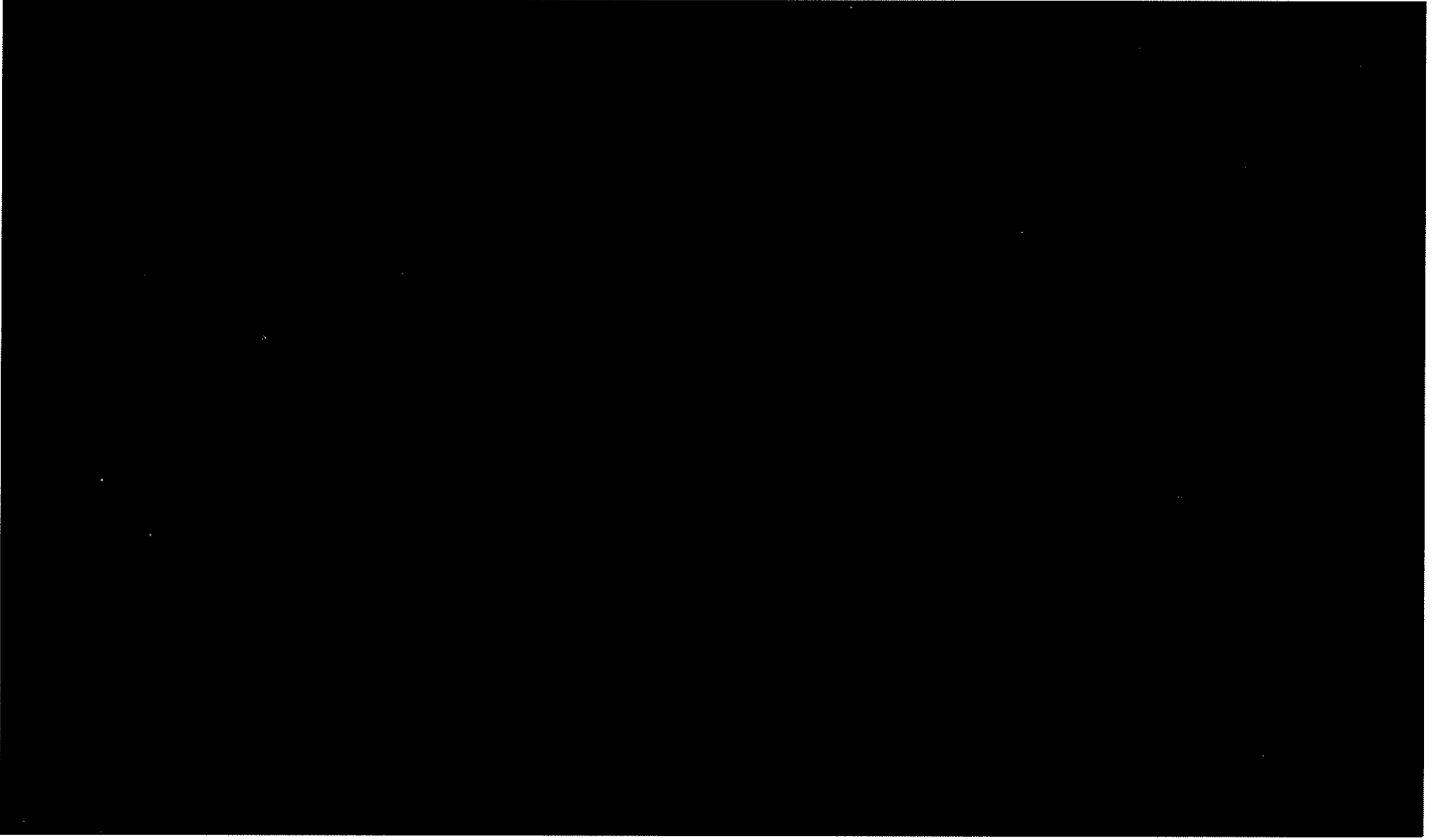
Cherie

In the absence of amended TPs etc from CMTEDD, here are two draft messages. The only bit that deviates from what we've seen is the highlighted section that Alison requested, but which has room for improvement.
Ed

For the directorate:



For the leadership group:



Ed O'Daly | Executive Branch Manager
Phone: 02 6205 0384 | Mobile: 0408 829 618
Communications | Transport Canberra and City Services Directorate | ACT Government
496 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601
www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Thursday, 13 June 2019 12:25 PM
To: O'Daly, Edward
Cc: Crowe, Petra
Subject: FW: Comms pack for tomorrow
Attachments: TPs and FAQs_Major Projects Canberra.docx; Comms on a Page_Major Projects Canberra.docx

UNOFFICIAL

Latest

From: Perkins, Anita
Sent: Thursday, 13 June 2019 12:22 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>; O'Daly, Edward <Edward.O'Daly@act.gov.au>
Subject: RE: Comms pack for tomorrow

UNOFFICIAL

Hi All

Updated TPs and FAQs attached based on feedback from a number of you, to guide your conversations this afternoon.

If you have any further edits please make them in tracked changes in the documents and share with the group. The CMO has everything they need at this stage for the announcement.

Regards

Anita

From: Perkins, Anita
Sent: Wednesday, 12 June 2019 6:56 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: Comms pack for tomorrow

UNOFFICIAL

Hi All

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards
Anita

Anita Perkins | Executive Group Manager

Phone: 02 6205 0035 | Mobile: 0407 073 000

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Friday, 14 June 2019 9:25 AM
To: Ivens, Kim
Cc: Crowe, Petra
Subject: FW: Comms pack for tomorrow
Attachments: TPs and FAQs_Major Projects Canberra.docx; Comms on a Page_Major Projects Canberra.docx

UNCLASSIFIED Sensitive

Hi Kim

As discussed.

Petra will maintain the master list – tracking who has been spoken with etc.

herle.

From: Perkins, Anita
Sent: Thursday, 13 June 2019 12:22 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>; O'Daly, Edward <Edward.O'Daly@act.gov.au>
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Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, Canberra Narā Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Wednesday, 19 June 2019 9:31 PM
To: Whitten, Meredith; Edghill, Duncan; Strachan, Shaun; Lopa, Liz (Health)
Cc: Perkins, Anita; Bailey, Kylie; Crowe, Petra
Subject: RE: Transition Message

UNCLASSIFIED For-Official-Use-Only

Hi Duncan

As you know, we have undertaken one on one conversation with the majority of impacted employees. We will seek confirmation from Ash and Damon tomorrow that all their conversations have occurred. With this in mind I'm comfortable with the proposed message. We will continue to engage with staff, doing well being checks and answering questions.

Regards
Cherie.

From: Whitten, Meredith
Sent: Wednesday, 19 June 2019 8:47 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Cc: Perkins, Anita <Anita.Perkins@act.gov.au>; Bailey, Kylie <Kylie.Bailey@act.gov.au>
Subject: RE: Transition Message

UNCLASSIFIED For-Official-Use-Only

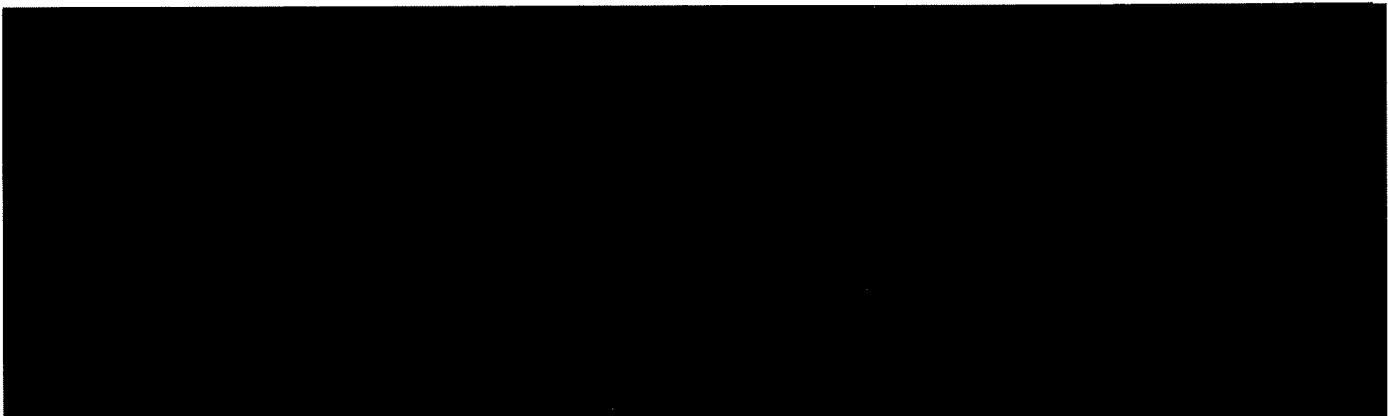
Hi Duncan

Thank you for this draft transition message. A couple of suggested changes. Will your team also send the final copy, once agreed, to the relevant unions?

Draft Message:

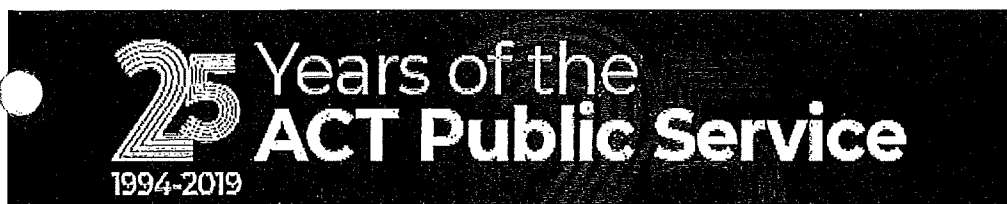
Establishment of Major Projects Canberra – Transition Update

Colleagues,



Kind Regards
Duncan

Meredith Whitten | Deputy Director-General |
Phone 620 55147 | Mobile 0419 426 308
Workforce Capability and Governance | Chief Minister, Treasury and Economic and Development Directorate | ACT
Government
Level 4 Canberra Nara Centre 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601
<http://www.cmd.act.gov.au/>



From: Edghill, Duncan
Sent: Tuesday, 18 June 2019 6:15 PM
To: Strachan, Shaun <Shaun.Strachan@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Cc: Perkins, Anita <Anita.Perkins@act.gov.au>; Bailey, Kylie <Kylie.Bailey@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: RE: Transition Message

UNCLASSIFIED For-Official-Use-Only

Shaun,

Thanks. By when do you expect that will happen? We're receiving questions from staff so I propose to send the note out in the next day or so – on Thursday it will have been a week since we told staff and I think a week or more between staff updates will be too long.

Thanks
Duncan

From: Strachan, Shaun
Sent: Tuesday, 18 June 2019 5:59 PM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Cc: Perkins, Anita <Anita.Perkins@act.gov.au>; Bailey, Kylie <Kylie.Bailey@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: RE: Transition Message

UNCLASSIFIED For-Official-Use-Only

Hi Duncan,
 I will need to speak with my staff within CSI first with CMTEDD Corporate....please hold off until this is completed. I have also spoken with Meredith.
 Regards

From: Edghill, Duncan
Sent: Tuesday, 18 June 2019 5:38 PM
To: Strachan, Shaun <Shaun.Strachan@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Cc: Perkins, Anita <Anita.Perkins@act.gov.au>; Bailey, Kylie <Kylie.Bailey@act.gov.au>
Subject: Transition Message

UNCLASSIFIED For-Official-Use-Only

Shaun, Cherie, Liz,

Please find below a transition message I propose to send in the next day or so. Following any comments from yourself, I'll run past Kathy and Meredith before sending.

Anyway you please:

1. Let me know if you have any comments to it; and
2. Let Kylie Bailey (cc-ed) know who in your teams should be on the email distribution list.

Draft Message:

Establishment of Major Projects Canberra – Transition Update

Colleagues,





Kind Regards
Duncan

Thanks
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
P O Box 158, Canberra ACT 2601

Please consider the environment before printing this e-mail.

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Friday, 21 June 2019 9:00 AM
To: Crowe, Petra
Cc: Murray, Gerry; Hughes, Cherie; Davies, Megan
Subject: Re: quick check of dg message

Thanks Petra. Will pass to dg office.

Ed O'Daly | communications | TCCS
+61 (0)408 829 618

This email has been 'thumb-typed' on a mobile device at the mercy of autocorrect. Please forgive brevity and typos.

From: Crowe, Petra
Sent: Friday, June 21, 2019 8:57:37 AM
To: O'Daly, Edward
Cc: Murray, Gerry; Hughes, Cherie; Davies, Megan
Subject: RE: quick check of dg message

UNCLASSIFIED Sensitive: Personal

Please see suggested edits below.

From: O'Daly, Edward
Sent: Thursday, 20 June 2019 5:09 PM
To: Crowe, Petra <Petra.Crowe@act.gov.au>
Cc: Murray, Gerry <Gerry.Murray@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Davies, Megan <Megan.Davies@act.gov.au>
Subject: quick check of dg message

UNCLASSIFIED Sensitive: Personal

Petra,
I've been asked to do a DG message that includes what we're doing with various execs who are moving.
Could you check I've got it right please.
Thanks
Ed

DG Message: Major Projects Canberra and rebalancing TCCS

Colleagues





Ed O'Daly | Executive Branch Manager
Phone: 02 6205 0384 | Mobile: 0408 829 618
Communications | Transport Canberra and City Services Directorate | ACT Government
495 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601
www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Thursday, 13 June 2019 9:44 AM
To: Willson, Helen (TCCS); Hughes, Cherie; Crowe, Petra
Subject: DG message: Establishment of Major Projects Canberra

UNCLASSIFIED Sensitive: Personal

Helen

Here's a draft message for the DG to send to all staff. It is consistent with the whole of govt TPs, with the exception of the added line she requested last week.

This change coincides with our transition from delivering to operating light rail and the arrival of new projects in the new financial year, so it is an opportunity for us to consider how we can best structure ourselves to meet these new challenges. We will continue this conversation in the coming weeks.

Something for the leadership team will follow shortly.

Ed.

13 June 2019

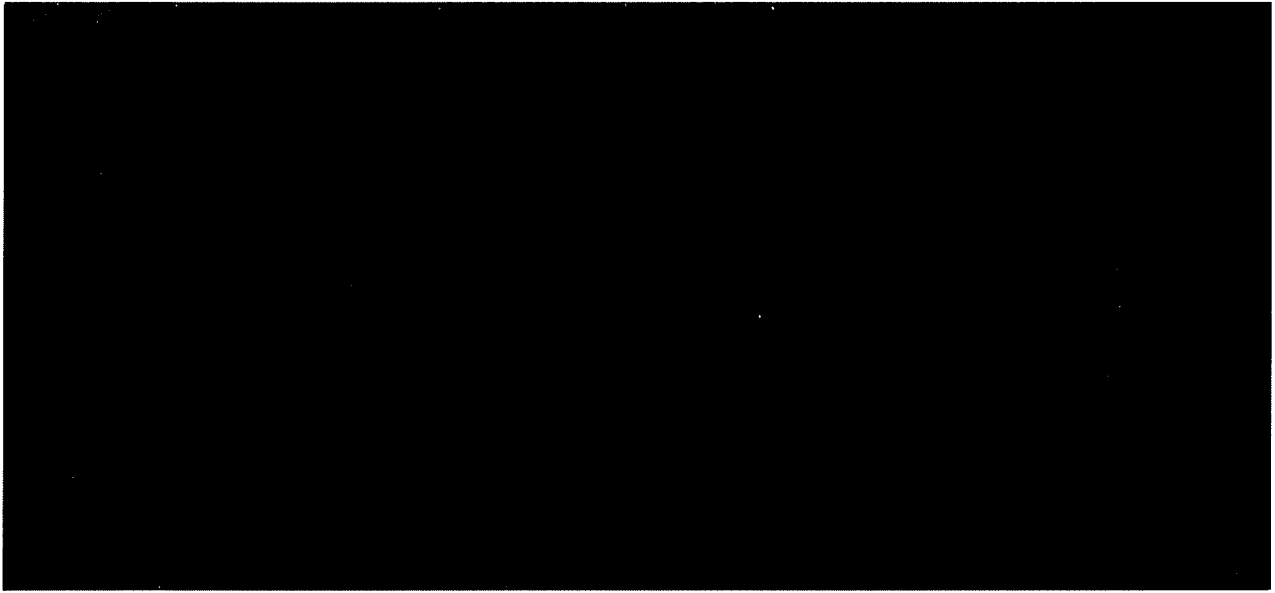
ACT
Government
Transport Canberra
and City Services

A MESSAGE FROM
ALISON PLAYFORD

Acting Director-General of
Transport Canberra and City Services

Colleagues





Martyniak, Alexandra

From: Perkins, Anita
Sent: Thursday, 13 June 2019 12:22 PM
To: Leigh, Kathy; Playford, Alison; Edghill, Duncan; De'Ath, Michael (Health); Nicol, David; Strachan, Shaun; Hughes, Cherie; Lopa, Liz (Health); Power, Leanne; Noud, Russell; Whitten, Meredith; O'Daly, Edward
Subject: RE: Comms pack for tomorrow
Attachments: TPs and FAQs_Major Projects Canberra.docx; Comms on a Page_Major Projects Canberra.docx

UNOFFICIAL

Hi All

Updated TPs and FAQs attached based on feedback from a number of you, to guide your conversations this afternoon.

If you have any further edits please make them in tracked changes in the documents and share with the group.

The CMO has everything they need at this stage for the announcement.

Regards

Anita

From: Perkins, Anita
Sent: Wednesday, 12 June 2019 6:56 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: Comms pack for tomorrow

UNOFFICIAL

All

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards

Anita

Anita Perkins | Executive Group Manager
 Phone: 02 6205 0035 | Mobile: 0407 073 000
 Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Crowe, Petra
Sent: Thursday, 13 June 2019 2:23 PM
To: Hughes, Cherie; O'Daly, Edward
Cc: Willson, Helen (TCCS)
Subject: TPs and FAQs_TCCS staff 20190613
Attachments: TPs and FAQs_TCCS staff 20190613.docx

UNCLASSIFIED

Internal TPs for this afternoon. They are consistent with the WHOd message drafted by Ed.

I have also included our own internal FAQs.

Shall I send directly to Alison??

Martyniak, Alexandra

From: Willson, Helen (TCCS)
Sent: Thursday, 13 June 2019 2:28 PM
To: Hughes, Cherie; Crowe, Petra; O'Daly, Edward
Subject: TPs and FAQs_TCCS staff 20190613
Attachments: TPs and FAQs_TCCS staff 20190613.docx

UNCLASSIFIED

Hi everyone

Petra has added an additional dot point number 4

Thanks

Helen

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Friday, 14 June 2019 5:22 PM
To: Willson, Helen (TCCS); Hughes, Cherie; Edghill, Duncan
Cc: Crowe, Petra
Subject: DG message for Monday

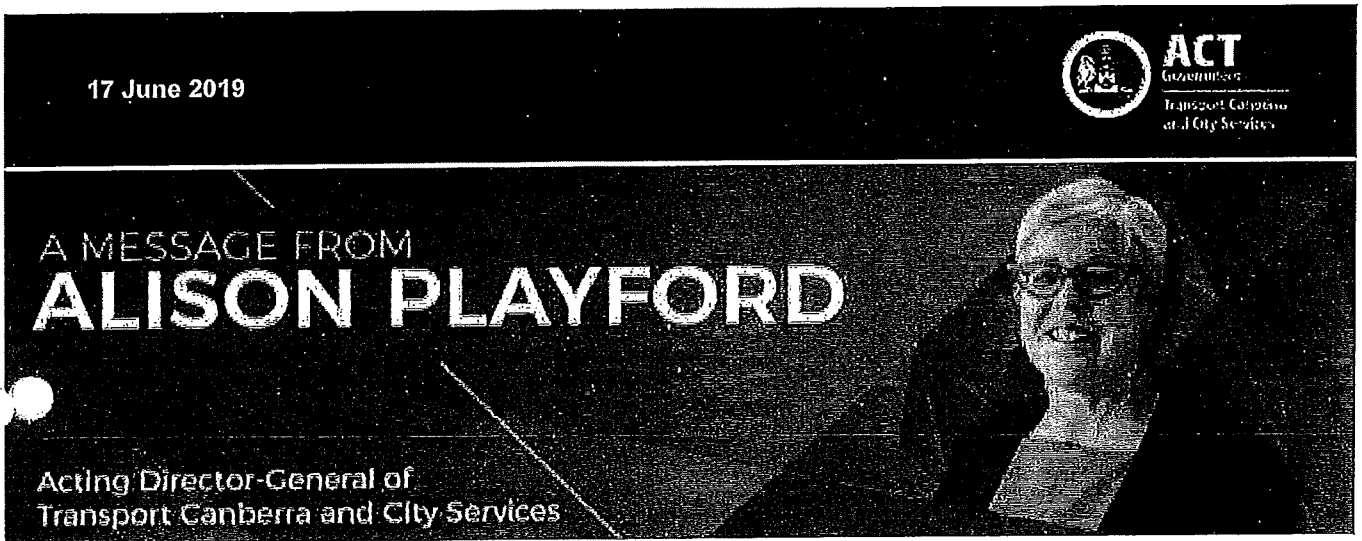
UNCLASSIFIED Sensitive: Personal

Hi Helen

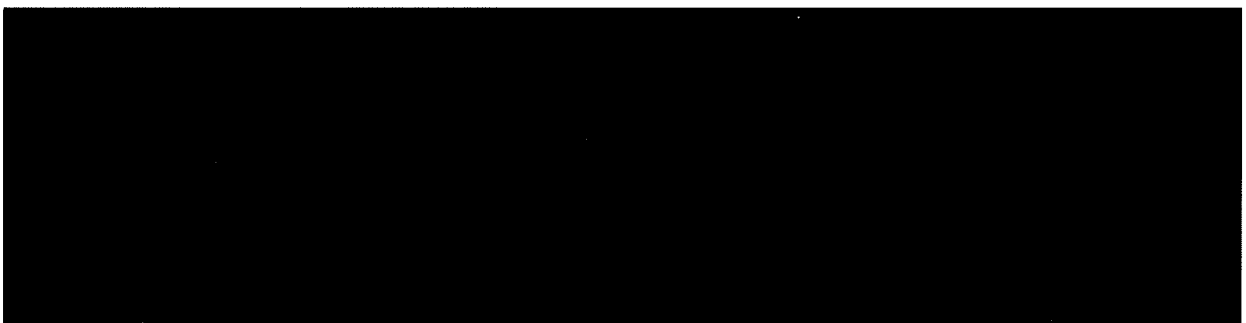
Here's a message for Monday. It is consistent with what Alison said yesterday so, unless Cherie or Duncan have further comments, it is good to go.

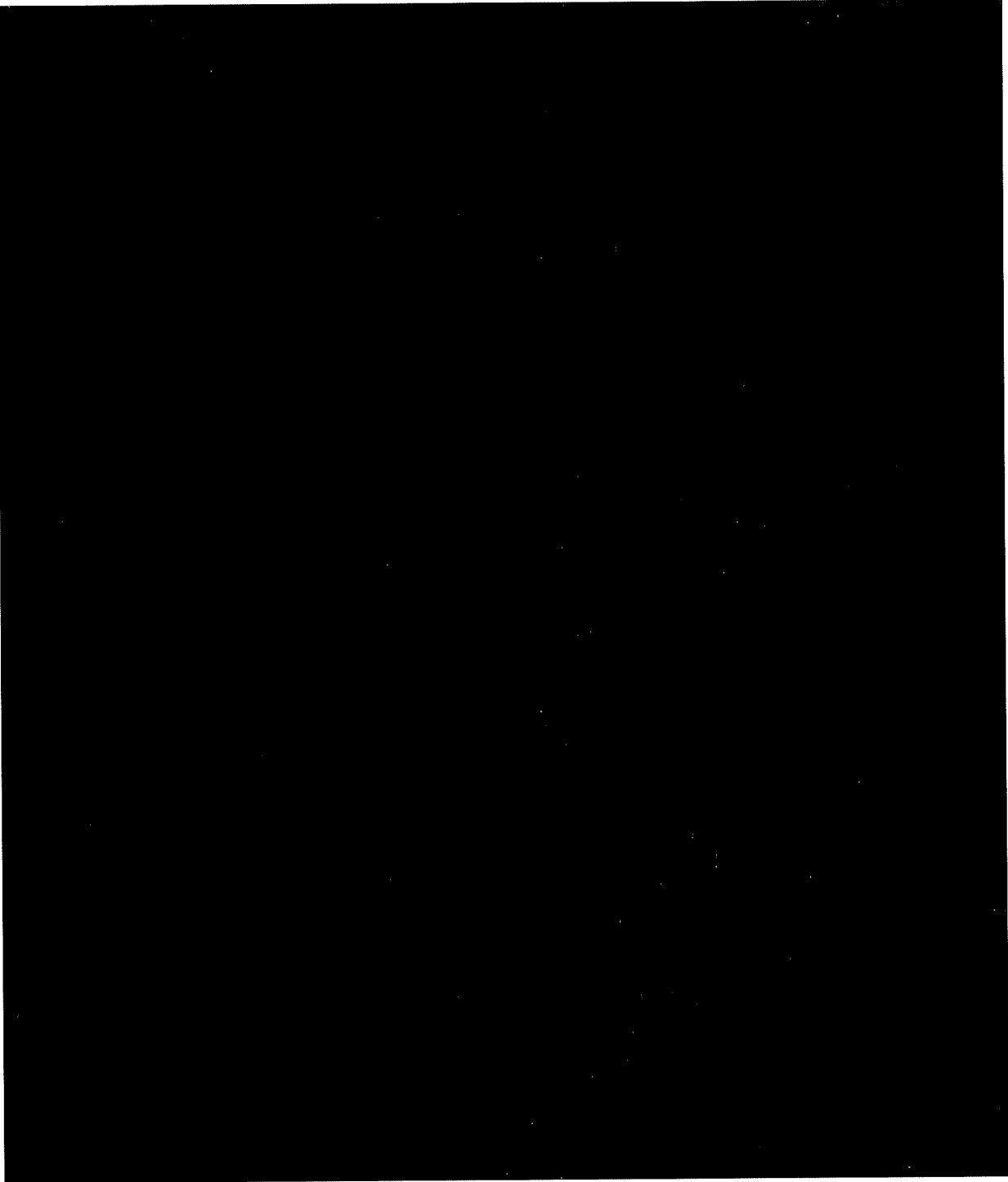
Have a good weekend.

Fd



Colleagues





Regards

Alison



www.tccs.act.gov.au

EXCELLENCE COLLABORATION
INNOVATION INTEGRITY
SAFETY RESPECT

Ed O'Daly | Executive Branch Manager

Phone: 02 6205 0384 | Mobile: 0408 829 618

Communications | Transport Canberra and City Services Directorate | ACT Government

496 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601

www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Sunday, 16 June 2019 8:11 PM
To: Playford, Alison; Hughes, Cherie
Subject: RE: FOR INFORMATION: Drop for Monday
Attachments: DG message for Monday

UNCLASSIFIED

Allison

Confirming union consultation is underway as I'd thought. Message drafted last week attached for info. It's consistent with your comments on Thursday and references individual meetings, EAP etc. Helen has it and I've had no comments from others.

Also, FYI, Duncan (as incoming chief projects officer) has the approved Q&A below and ABC has expressed an interest in an interview and will confirm tomorrow.

Ed

From: O'Daly, Edward
Sent: Friday, 14 June 2019 6:07 PM
To: Playford, Alison <Allison.Playford@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>
Subject: RE: FOR INFORMATION: Drop for Monday

UNCLASSIFIED

Yes. Although I'd drafted to say unions had been consulted. Had I misunderstood?

From: Playford, Allison
Sent: Friday, 14 June 2019 5:54 PM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>; O'Daly, Edward <Edward.O'Daly@act.gov.au>
Subject: Fwd: FOR INFORMATION: Drop for Monday

I assume a message for me to send to all staff is being updated to include. This needs tccs action including that we have commenced process of individual discussions where people can seek info re their manager, Cherie, Petra and eap. Good to include assurance unions will be consulted
 Get [Outlook for iOS](#)

From: Van Aalst, Sally <sally.vanaalst@act.gov.au>
Sent: Friday, June 14, 2019 5:02 pm
To: Edghill, Duncan; Playford, Alison; Nicol, David; De'Ath, Michael (Health)
Cc: Hughes, Cherie; Perkins, Anita; Lopa, Liz (Health); Strachan, Shaun
Subject: FOR INFORMATION: Drop for Monday

UNOFFICIAL

Dear all

Please see below final response as approved by HoS and the CMO.

Kind regards, Sally

1. How many people will work for Major Projects Canberra?

There will be approximately 140 staff in this new body, but numbers will likely change as the SPIRE and LRS2 teams ramp up for delivery.

2. Who will lead the team?

It will be an expert infrastructure delivery team led by a Chief Projects Officer and reporting to the Head of Service and relevant Ministers. The Deputy Director-General of Transport Canberra, Duncan Edghill, will act in the Chief Projects Officer role while longer term recruitment for this role is undertaken. The Chief Engineer will also play a key leadership role in the new body.

3. What is MPC's annual budget (Please specify, even if it is drawn from CMV directorate's budget)

The precise details of the Major Projects Canberra budget are being finalised, but its budget will be drawn from existing funding within the ACT public service.

It is likely there will be a series of roles advertised as some staff move between positions.

You state that staff will be sourced from other directorates. Will extra staff have to be hired to fill [vacancies at Transport Canberra etc?

An EOI will be conducted to fill the existing Deputy Director-General, Transport Canberra role while Mr Edghill is acting in the Chief Projects Officer role.

The team will bring together staff currently responsible for the delivery areas of major projects from TCCS, Health Directorate, and Treasury.

5. Is it the government's view that the creation of Major Projects Canberra will help to fast-track the delivering of projects? Could it accelerate the timeline of light rail stage two, for instance?

The timeline of light rail to Woden will in large be driven by Commonwealth planning approval timelines. Bringing together our infrastructure delivery expertise into one area will help facilitate all our major infrastructure projects.

6. Is Major Projects Canberra modelled on similar agencies interstate or overseas? If so, can you list/detail some of those agencies?

A number of other Australian jurisdictions have similar delivery bodies for major infrastructure.

7. When will 10-year Infrastructure Program be released?

A forward infrastructure plan will be released in September 2019.

8. Will Major Projects Canberra oversee the delivering of all of the projects on the list, or only SPIRE and light rail stage two?

Future projects to be developed and delivered by Major Projects Canberra will be at the direction of Cabinet.

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Thursday, 13 June 2019 11:02 AM
To: Hughes, Cherie
Subject: NewAgency

UNCLASSIFIED Sensitive: Cabinet

Chief – may announce tomorrow
 Major Projects Canberra
 Chief Projects Officer

CIT Woden – part of announcement? Work to build business case ... How much in budget papers? Craig Sloan, Chair of the Board. Mid-year budget case. DE talk to Karina. No staff.

IFCW – mtg Friday

SPIRE – Erica - some funding. How much? 2 people, SOGB and SOGB (3 mth contract)

Centenary project – ACT Health, who going to deliver? \$50k major upgrade, not new build. Funded? Only other tier 1 project. Everything else managed with IFCW/CHS to manage?

HoS

- Reassure everyone
- No job losses
- MoG change – people move with function
- Not duplicating skills for two significant projects in ACTPS
- Woden CIT is in
- IFCW capital works delivery function rolled in
- Directorates will continue to work in partnership with IFCW to roll out capital works delivery continues ... roads,
- Chief Engineer part of this agency, as part of IFCW, whilst also continuing role within EPSDD.
- Bringing everyone together – most likely in Callam
- 1 July start
- Iterative transition
- Duncan, Shaun, Cherie and Liz
- TCCS – will be new DDG process and what means more broadly to directorate.

DG

- to do re-assurance piece as soon as HoS done
- Direct questions to CH. TCCS – will be new DDG EOI process very quickly and what means more broadly to directorate
- EOI start 1 July for up to 3 months

DDG TC to say a few words, re-assurance too.

Questions:

- Invitations Okay to go? Teams agreed. Kylie to do. - underway

- Nothing central eg email address until after 1 July 2019.
- Corporate functions – agency to have own.
- Chief Projects Officer – will be accountable under FMA.
- IFCW – HR, Comms none, Finance very lean. Gordon Elliott to assist?
- HR requirement will be significant.
- Existing budget needs to cover cost of Chief and DDG, EO and EA.
- Email to Leadership team without banner and talk to staff. Further information to be provided. Started having discussions with staff even though not formal announcement yet. Anita to review message
- Judith Sturman – DE to call
- Ed – talking points for DG – re assurance staff, back-fill DDG role, this is a significant opportunity ...
-

Martyniak, Alexandra

From: Crowe, Petra
Sent: Thursday, 13 June 2019 2:23 PM
To: Hughes, Cherie; O'Daly, Edward
Cc: Willson, Helen (TCCS)
Subject: TPs and FAQs_TCCS staff 20190613
Attachments: TPs and FAQs_TCCS staff 20190613.docx

UNCLASSIFIED

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Sent: Thursday, 13 June 2019 2:28 PM
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Subject: TPs and FAQs_TCCS staff 20190613
Attachments: TPs and FAQs_TCCS staff 20190613.docx

UNCLASSIFIED

Hi everyone

Petra has added an additional dot point number 4

Thanks

Helen

Martyniak, Alexandra

From: Pedersen, Andrew
Sent: Thursday, 13 June 2019 5:35 PM
To: Hughes, Cherie; Crowe, Petra
Subject: RE: Update
Attachments: NewAgencyEstab-530pm 13 June.xlsx

UNCLASSIFIED Sensitive: Personal

Petra / Cherie,

See updated SS with 2019-20 funding source. Will need to discuss before finalising.

Regards

Andrew Pedersen
 Acting Chief Financial Officer
 Phone 02 6207 5389 Mobile 0439 642 372 | Email: Andrew.Pedersen@act.gov.au
 Finance | Transport Canberra and City Services Directorate | ACT Government
 496 Northbourne Ave, Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



From: Hughes, Cherie
Sent: Wednesday, 12 June 2019 5:58 PM
To: Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
Cc: O'Daly, Edward <Edward.O'Daly@act.gov.au>; Crowe, Petra <Petra.Crowe@act.gov.au>; Pedersen, Andrew <Andrew.Pedersen@act.gov.au>
Subject: Update
Importance: High

UNCLASSIFIED Sensitive: Personal

Good afternoon Alison,
 Duncan, to summarise our conversation,

Update re transition:

Staff briefings – Tomorrow Head of Services, David Nicol and Duncan will be addressing employees impacted by the MOG changes:

- 2.00-3.00pm – IFCW, Belconnen
- 3.30-4.00pm – TCCS, Dickson
- 4.30-5.00pm – ACT Health

TCCS teams to be invited to briefing:

- Everyone on the attached list: LRS1, LRS2, Commercial team
- Teams impacted but not moving: Jeremy's capital works team and PT Ops (it's important these people hear immediately that they are not moving)

Talking points – I'm awaiting an email from Anita confirming details and content of messaging. Anita is awaiting final agreement from the Chief (e.g. name of agency)

TCCS comms – Ed will finalise two DG messages for tomorrow. To be sent post briefing (awaiting confirmation this is OK)

1. TCCS Leadership team (although I'd prefer to get them together if possible but timing may not allow); and
2. TCCS WhoD message

Drafts will be provided to DG tomorrow am for review/approval.

Staff movements / financial

- Attached spreadsheet incorporates all FTE that are currently funded by LRS1 and LRS2, plus others identified as moving to the new agency.
- FTE permanent and temporary are included, with details as to whether the position and/or person is moving.
- Andrew Pedersen has spreadsheet and is confirming this is everyone funded, or part funded by Light Rail.
- Once funding source confirmed, Andrew will cost the people moving to the new agency
- Once list is agreed and announcement made, Andrew will start identifying how these changes flow through to TCCS 2019-20 budget (e.g. impact on cost pressures).
- Current list has 29 positions transferring to the new agency and 31 people (29 + Duncan and Kylie).

Outstanding issues

- Which directorate will provide corporate support to the new agency. Financial and HR support will be essential. *Urgent.*
- Where the new agency will be located and when will they be moving. *ACT Property Group* tasked to assist.
- Where a position is not transferring but the individual has been identified as moving. 'Key question will be how long do I have to decide if I want to go or stay?' *Petra is investigating.*
- Who will speak with individuals Intent will be that the person's Exec will lead eg I'll speak with Comms, Governance and Safety. For clarity, a column is being added to spreadsheet to capture 'who' is leading the conversation. I have asked Petra to produce a 'cheat sheet' for Exec leading the conversation. *Petra* can be involved in all conversations.

Regards
Cherie.

From: Crowe, Petra

Date: Wednesday, 12 June 2019 4:22 PM

To: Bailey, Kylie <Kylie.Bailey@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Willson, Helen (TCCS) <Helen.Willson@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>

Subject: NewAgencyEstab-20190612.xlsx

UNCLASSIFIED Sensitive: Personal

Please see attached updated list with comments. Please note Finance will identify/confirm funding source for positions identified to transfer.

Further discussion to ensue.

Thanks

Petra Crowe | Executive Branch Manager People and Capability

Phone: 02 6205 3817 | Email: petra.crowe@act.gov.au

People and Capability Branch | Transport Canberra and City Services Directorate | ACT Government

496 Northbourne Ave, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Crowe, Petra
Sent: Thursday, 13 June 2019 7:20 PM
To: Pedersen, Andrew; Hughes, Cherie
Subject: RE: Update

UNCLASSIFIED Sensitive: Personal

Cherie,

Both Andrew and I are available between 9-12 to discuss. What is your availability?

Cheers P

From: Pedersen, Andrew
Sent: Thursday, 13 June 2019 5:35 PM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>; Crowe, Petra <Petra.Crowe@act.gov.au>
Subject: RE: Update

UNCLASSIFIED Sensitive: Personal

Petra / Cherie,

See updated SS with 2019-20 funding source. Will need to discuss before finalising.

Regards

Andrew Pedersen
 Acting Chief Financial Officer
 Phone 02 6207 5389 Mobile 0439 642 372 | Email: Andrew.Pedersen@act.gov.au
 Finance | Transport Canberra and City Services Directorate | ACT Government
 496 Northbourne Ave, Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



From: Hughes, Cherie
Sent: Wednesday, 12 June 2019 5:58 PM
To: Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
Cc: O'Daly, Edward <Edward.O'Daly@act.gov.au>; Crowe, Petra <Petra.Crowe@act.gov.au>; Pedersen, Andrew <Andrew.Pedersen@act.gov.au>
Subject: Update
Importance: High

UNCLASSIFIED Sensitive: Personal

Good afternoon Allison,
 Duncan, to summarise our conversation,

Update re transition:

Staff briefings – Tomorrow Head of Services, David Nicol and Duncan will be addressing employees impacted by the MOG changes:

- 2.00-3.00pm – IFCW, Belconnen
- 3.30-4.00pm – TCCS, Dickson
- 4.30-5.00pm – ACT Health

TCCS teams to be invited to briefing:

- Everyone on the attached list: LRS1, LRS2, Commercial team
- Teams impacted but not moving: Jeremy's capital works team and PT Ops (it's important these people hear immediately that they are not moving)

Talking points – I'm awaiting an email from Anita confirming details and content of messaging. Anita is awaiting final agreement from the Chief (e.g. name of agency)

TCCS comms – Ed will finalise two DG messages for tomorrow. To be sent post briefing (awaiting confirmation this is OK)

1. TCCS Leadership team (although I'd prefer to get them together if possible but timing may not allow); and
2. TCCS WhoD message

Drafts will be provided to DG tomorrow am for review/approval.

Staff movements / financial

- Attached spreadsheet incorporates all FTE that are currently funded by LRS1 and LRS2, plus others identified as moving to the new agency.
- FTE permanent and temporary are included, with details as to whether the position and/or person is moving.
- Andrew Pedersen has spreadsheet and is confirming this is everyone funded, or part funded by Light Rail.
- Once funding source confirmed, Andrew will cost the people moving to the new agency
- Once list is agreed and announcement made, Andrew will start identifying how these changes flow through to TCCS 2019-20 budget (e.g. impact on cost pressures).
- Current list has 29 positions transferring to the new agency and 31 people (29 + Duncan and Kylie).

Outstanding issues

- Which directorate will provide corporate support to the new agency. Financial and HR support will be essential. *Urgent.*
- Where the new agency will be located and when will they be moving. *ACT Property Group* tasked to assist.
- Where a position is not transferring but the individual has been identified as moving. 'Key question will be how long do I have to decide if I want to go or stay?' *Petra is investigating.*
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Thanks

Petra Crowe | Executive Branch Manager People and Capability

Phone: 02 6205 3817 | Email: petra.crowe@act.gov.au

People and Capability Branch | Transport Canberra and City Services Directorate | ACT Government

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Martyniak, Alexandra

From: Hughes, Cherie
Sent: Wednesday, 12 June 2019 5:58 PM
To: Playford, Alison; Edghill, Duncan
Cc: O'Daly, Edward; Crowe, Petra; Pedersen, Andrew
Subject: Update
Attachments: NewAgencyEstab-20190612.xlsx

Importance: High

UNCLASSIFIED Sensitive: Personal

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Please see attached updated list with comments. Please note Finance will identify/confirm funding source for positions identified to transfer.

Further discussion to ensue.

Thanks

Petra Crowe | Executive Branch Manager People and Capability

Phone: 02 6205 3817 | Email: petra.crowe@act.gov.au

People and Capability Branch | Transport Canberra and City Services Directorate | ACT Government
496 Northbourne Ave, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Thursday, 13 June 2019 11:02 AM
To: Hughes, Cherie
Subject: NewAgency

UNCLASSIFIED Sensitive: Cabinet

Chief – may announce tomorrow
 Major Projects Canberra
 Chief Projects Officer

CIT Woden – part of announcement? Work to build business case ... How much in budget papers? Craig Sloan, Chair of the Board. Mid-year budget case. DE talk to Karina. No staff.

IFCW – mtg Friday

SPIRE – Erica - some funding. How much? 2 people, SOGB and SOGB (3 mth contract)

Centenary project – ACT Health, who going to deliver? \$50k major upgrade, not new build. Funded? Only other tier 1 project. Everything else managed with IFCW/CHS to manage?

HoS

- Reassure everyone
- No job losses
- MoG change – people move with function
- Not duplicating skills for two significant projects in ACTPS
- Woden CIT is in
- IFCW capital works delivery function rolled in
- Directorates will continue to work in partnership with IFCW to roll out capital works delivery continues ... roads,
- Chief Engineer part of this agency, as part of IFCW, whilst also continuing role within EPSDD.
- Bringing everyone together – most likely in Callam
- 1 July start
- Iterative transition
- Duncan, Shaun, Cherie and Liz
- TCCS – will be new DDG process and what means more broadly to directorate.

DG

- to do re-assurance piece as soon as HoS done
- Direct questions to CH. TCCS – will be new DDG EOI process very quickly and what means more broadly to directorate
- EOI start 1 July for up to 3 months

DDG TC to say a few words, re-assurance too.

Questions:

- Invitations Okay to go? Teams agreed. Kylie to do. - **underway**

- Nothing central eg email address until after 1 July 2019.
- Corporate functions – agency to have own.
- Chief Projects Officer – will be accountable under FMA.
- IFCW – HR, Comms none, Finance very lean. Gordon Elliott to assist?
- HR requirement will be significant.
- Existing budget needs to cover cost of Chief and DDG, EO and EA.
- Email to Leadership team without banner and talk to staff. Further information to be provided. Started having discussions with staff even though not formal announcement yet. Anita to review message
- Judith Sturman – DE to call
- Ed – talking points for DG – re assurance staff, back-fill DDG role, this is a significant opportunity ...
-

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Friday, 14 June 2019 3:33 PM
To: Davies, Megan
Subject: Meetings for next week

UNCLASSIFIED

Hi Megan

I need to meet with Nikki, Kristine early next week re MOG changes.

I'd also like to catchup with Fleur Flanery.

Thanks
Cherie.

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Monday, 17 June 2019 9:32 AM
To: Davies, Megan
Subject: Re: Meetings for next week

Individually pls

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From: Davies, Megan <megan.davies@act.gov.au>
Sent: Monday, June 17, 2019 9:30 AM
To: Hughes, Cherie
Subject: RE: Meetings for next week

UNCLASSIFIED

Hi Cherie,
 the meeting with Nikki and Kristine, is it together or individual meetings with each?

Kind regards,
 Megan Davies | Executive Assistant to COO
 P 6207 6463
 COO Group Executive | Transport Canberra and City Services Directorate | ACT Government
 496 Northbourne Avenue Dickson | GPO Box 158 Canberra ACT 2601
www.act.gov.au | www.tccs.act.gov.au | [@tccs_act](https://twitter.com/tccs_act)



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 Transport Canberra
 and City Services

Connected services for the people of Canberra

From: Hughes, Cherie
Sent: Friday, 14 June 2019 3:33 PM
To: Davies, Megan <Megan.Davies@act.gov.au>
Subject: Meetings for next week

UNCLASSIFIED

Hi Megan
 need to meet with Nikki, Kristine early next week re MOG changes.
 I'd also like to catchup with Fleur Flanery.
 Thanks
 Cherie.

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Tuesday, 18 June 2019 8:40 AM
To: Crowe, Petra
Subject: Re: Conversations re: MOG

Hi Petra

I've spoken with:

Gerry - Friday
 Nikki - Monday
 Damon - Friday
 Ash - Fri
 Kristine - Monday

Innily enough I haven't seen Duncan since Thursday. But I think he can be ticked off too.

Cherie and Erica on list for today.

Nikki has spoken briefly with [REDACTED]

[REDACTED] Stay tuned.

Cherie

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From: Crowe, Petra <petra.crowe@act.gov.au>
Sent: Tuesday, June 18, 2019 8:01 AM
To: Hughes, Cherie
Subject: Conversations re: MOG

UNCLASSIFIED

These are the folk identified for you to liaise with re the MOG.

- Cherie Brooks
- Duncan Edghill
- Damon Hall
- Gerry Murray
- Nikki Pulford
- Kristine Scheul
- Erica Wark (in Craig's absence)
- Meghan Oldfield

Regards

Petra Crowe | Executive Branch Manager People and Capability
 Phone: 02 6205 3817 | Email: petra.crowe@act.gov.au
 People and Capability Branch | Transport Canberra and City Services Directorate | ACT Government
 496 Northbourne Ave, Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Tuesday, 18 June 2019 8:42 AM
To: Davies, Megan
Subject: Fwd: Conversations re: MOG

Megan, Can I please get 15mins with Anthony and Cherie Brooks today or tomorrow to talk about MOG changes. And Erica Wark, with Andrew Pederson. Thanks Cherie

Get Outlook for iOS

From: Hughes, Cherie <cherie.hughes@act.gov.au>
Sent: Tuesday, June 18, 2019 8:39 AM
To: Crowe, Petra
Subject: Re: Conversations re: MOG
Hi Petra

I've spoken with:

Gerry - Friday
Nikki - Monday
Damon - Friday
Ash - Fri
Kristine - Monday

Funnily enough I haven't seen Duncan since Thursday. But I think he can be ticked off too.

Cherie and Erica on list for today.

Nikki has spoken briefly with Lauren and Vilma but we still need to confirm if Vilma is going or not. She was identified as critical to TCCS because of the time she has with Boards and Committees. It may be that she will hi but not position. Stay tuned.
Cherie

Get Outlook for iOS

From: Crowe, Petra <petra.crowe@act.gov.au>
Sent: Tuesday, June 18, 2019 8:01 AM
To: Hughes, Cherie
Subject: Conversations re: MOG

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- Meghan Oldfield

Regards

Petra Crowe | Executive Branch Manager People and Capability

Phone: 02 6205 3817 | Email: petra.crowe@act.gov.au

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Martyniak, Alexandra

From: Hughes, Cherie
Sent: Wednesday, 19 June 2019 12:25 PM
To: Whitten, Meredith
Subject: TCCS and MPC Org Charts
Attachments: scan_megan davies_2019-06-19-12-08-05.pdf; report - draft high-level organisation structure - de 190619.docx

CLASSIFIED

Good afternoon Meredith

As discussed this morning, please find attached the current org chart for TCCS with handwritten notations showing which Exec level roles will move to the new Major Projects Canberra. Also attached is Duncan's first cut at the high level org chart for MPC.

In addition, there will be a number of positions that need to be established for Major Projects Canberra. Position descriptions will also be needed. Can you please advise who will be responsible for this aspect of the MoG change. For example:

- o Chief Projects Officer
- o Business Manager (to the Chief Projects Officer)
- o Executive Assistant (to the Projects Officer)
- o EGM Project Incubation and Support
- o Executive Assistant (to the EGM Project Incubation and Support)
- o Director of Finance
- o EBM Communications and Engagement
- o EBM Corporate Support
- o HR Officer
- o SPIRE Project Director

Thanks in advance
 Cherie.

Cherie Hughes | Chief Operating Officer
 Phone 02 6205 8316 | Email: Cherie.Hughes@act.gov.au
 Transport Canberra and City Services | ACT Government
 496 Northbourne Ave Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



Connected services for the people of Canberra

Martyniak, Alexandra

From: Hughes, Cherie
Sent: Wednesday, 19 June 2019 2:05 PM
To: Shared Services HR, Executive Contracts
Cc: Ivens, Kim; Crowe, Petra; Whitten, Meredith
Subject: EOI - Deputy Director-General Transport Canberra E00867
Attachments: 20190618 Executive Action Request Deputy Director General Transport Canberra.docx; 20190619 PD Deputy Director-General Transport Canberra.docx; scan_megan davies_2019-06-19-12-08-05.pdf

Importance: High

UNCLASSIFIED

Good afternoon

Due to MoG changes taking effective on 1 July, please find attached documents to run an EOI to backfill our DDG Transport Canberra position.

Giving the imminent nature of these changes your earliest attention would be greatly appreciated.

Any issues, please contact Kim Ivens.

Regards
Cherie.

From: Playford, Allison
Sent: Wednesday, 19 June 2019 12:44 PM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>
Subject: Re: EOI - Deputy Director-General Transport Canberra E00867

Approved as discussed with changes to reflect capital work delivery role across directorate. Can you chase people to get this out ASAP

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From: Hughes, Cherie
Sent: Wednesday, June 19, 2019 12:14:07 PM
To: Playford, Alison
Subject: EOI - Deputy Director-General Transport Canberra E00867

UNCLASSIFIED

Good morning Alison

Please find attached the Executive Action Request for advertising of Deputy Director-General Transport Canberra E00867.

Issue: Short term advertising – 3mths with possibility of extending up to 6mths

Role: Deputy Director-General Transport Canberra E00867

Reason: Nominal occupant Duncan Edghill taking up short term role with Major Projects Canberra

Recommendation: That you agree to support the advertising and payment at the rate of 3.2
Contact person: Please be aware that you are nominated as the contact person

Please advise if you approve.

Regards
Cherie.

Cherie Hughes | Chief Operating Officer
Phone 02 6205 8316 | Email: Cherie.Hughes@act.gov.au
Transport Canberra and City Services | ACT Government
496 Northbourne Ave Dickson | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



Connected services for the people of Canberra

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Thursday, 13 June 2019 7:04 AM
To: Perkins, Anita
Cc: Hughes, Cherie; Strachan, Shaun; Lopa, Liz (Health)
Subject: RE: Comms pack for tomorrow

UNOFFICIAL

Anita,

Sorry – one last thought. Rather than directing people to email myself, Cherie, Shaun or Liz directly, can we instead please:

1. Set up a dedicated email address (we'll need to determine who has primary responsibility for managing). If they come directly to me there's a chance I may not be able to get to them straight away; and
2. Say that we'll send out a note setting out details of that address?

Between now and 1 July, I also think it would be useful if I could send out (on behalf of the transition team) to all moving staff periodic updates on where things are up to. May your team please help to that end? I'm thinking a simple banner and initial schedule of what should be sent out, when would be useful please. Happy to discuss, but perhaps an email tomorrow with the contact details in it would be good thanks?

Kind Regards
 Duncan

From: Edghill, Duncan
Sent: Thursday, 13 June 2019 6:51 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Cc: Hughes, Cherie <Cherie.Hughes@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>
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UNOFFICIAL

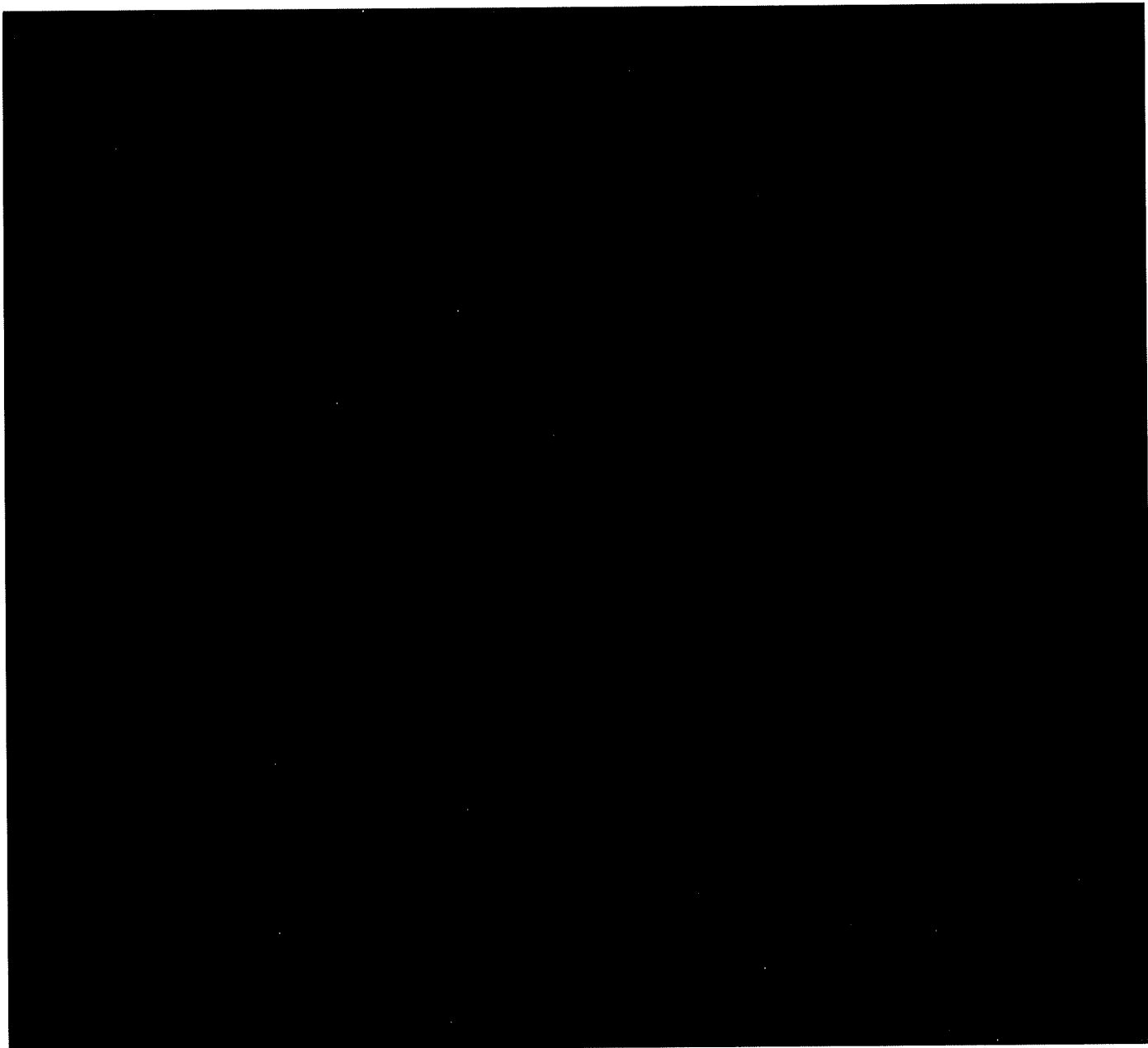
Sorry, I meant to add – I saw that Minister Fitzharris will speak with Craig Sloan re CIT. Are there any CIT / CMTEDD staff affected? I'll call Karina today in any event, but do we need to speak with Leanne as well?

From: Edghill, Duncan
Sent: Thursday, 13 June 2019 6:46 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Cc: Hughes, Cherie <Cherie.Hughes@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>
Subject: RE: Comms pack for tomorrow

UNOFFICIAL

Anita,

This is great, thank you. Without repeating the comments of Cherie or Shaun, the only points I would add are:



Thank you.

Duncan

From: Perkins, Anita

Sent: Wednesday, 12 June 2019 6:56 PM

To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>

Subject: Comms pack for tomorrow

UNOFFICIAL

Hi All ,

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards
Anita

Anita Perkins | Executive Group Manager

Phone: 02 6205 0035 | Mobile: 0407 073 000

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Martyniak, Alexandra

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Sent: Thursday, 13 June 2019 7:04 AM
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Cc: Hughes, Cherie; Strachan, Shaun; Lopa, Liz (Health)
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UNOFFICIAL

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UNOFFICIAL


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Sent: Wednesday, 12 June 2019 6:56 PM

To: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>

Subject: Comms pack for tomorrow

UNOFFICIAL

Hi All

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Regards
Anita

Anita Perkins | Executive Group Manager
Phone: 02 6205 0035 | Mobile: 0407 073 000
Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Martyniak, Alexandra

From: Nicol, David
Sent: Thursday, 13 June 2019 8:39 AM
To: Strachan, Shaun; Perkins, Anita
Cc: Leigh, Kathy; Playford, Alison; Edghill, Duncan; De'Ath, Michael (Health); Hughes, Cherie; Lopa, Liz (Health); Power, Leanne; Noud, Russell; Whitten, Meredith
Subject: RE: Comms pack for tomorrow [DLM=For-Official-Use-Only]

Also 

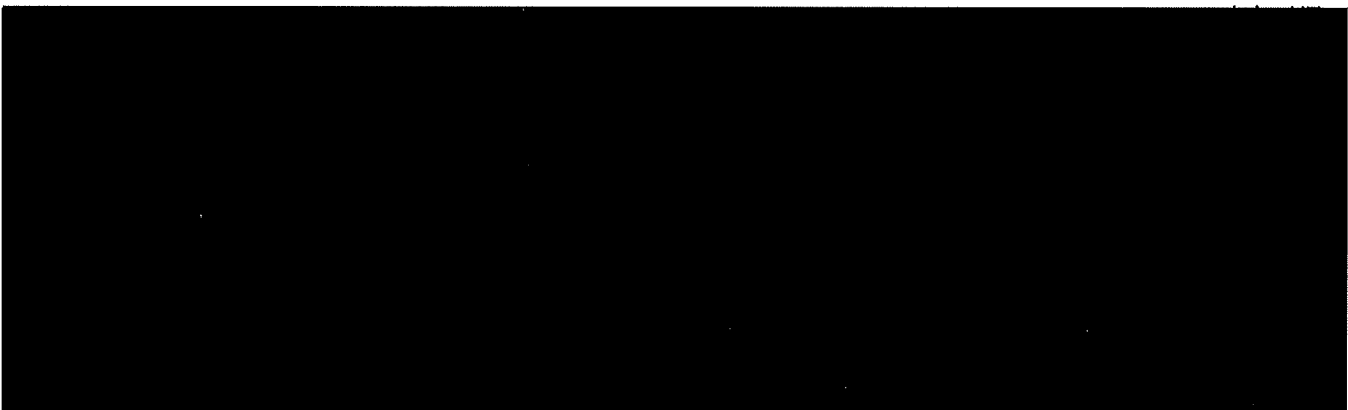
Thanks

David

From: Strachan, Shaun
Sent: Wednesday, 12 June 2019 8:41 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Cc: Leigh, Kathy <Kathy.Leigh@act.gov.au>; Playford, Alison <Alison.Playford@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>; De'Ath, Michael (Health) <Michael.De'Ath@act.gov.au>; Nicol, David <David.Nicol@act.gov.au>; Hughes, Cherie <Cherie.Hughes@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Power, Leanne <Leanne.Power@act.gov.au>; Noud, Russell <Russell.Noud@act.gov.au>; Whitten, Meredith <Meredith.Whitten@act.gov.au>
Subject: Re: Comms pack for tomorrow

Hi Anita

I've just seen this for the first time and would suggest some further clarity on the following be considered


I hope the above assists.

Regards

Sent from my iPhone

On 12 Jun 2019, at 6:55 pm, Perkins, Anita <Anita.Perkins@act.gov.au> wrote:

UNOFFICIAL

Hi All

Please refer attached :

1. Comms on a page for tomorrow, including a timeline of the standups
2. Key messages and FAQs.

Regards

Anita

Anita Perkins | Executive Group Manager

Phone: 02 6205 0035 | Mobile: 0407 073 000

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

<Comms on a Page_Major Projects Canberra.docx>

<TPs and FAQs_Major Projects Canberra.docx>

Martyniak, Alexandra

From: O'Daly, Edward
Sent: Thursday, 13 June 2019 9:44 AM
To: Willson, Helen (TCCS); Hughes, Cherie; Crowe, Petra
Subject: DG message: Establishment of Major Projects Canberra

UNCLASSIFIED Sensitive: Personal

Helen

Here's a draft message for the DG to send to all staff. It is consistent with the whole of govt TPs, with the exception of the added line she requested last week.

This change coincides with our transition from delivering to operating light rail and the arrival of new projects in the new financial year, so it is an opportunity for us to consider how we can best structure ourselves to meet these new challenges. We will continue this conversation in the coming weeks.

Something for the leadership team will follow shortly.

Ed

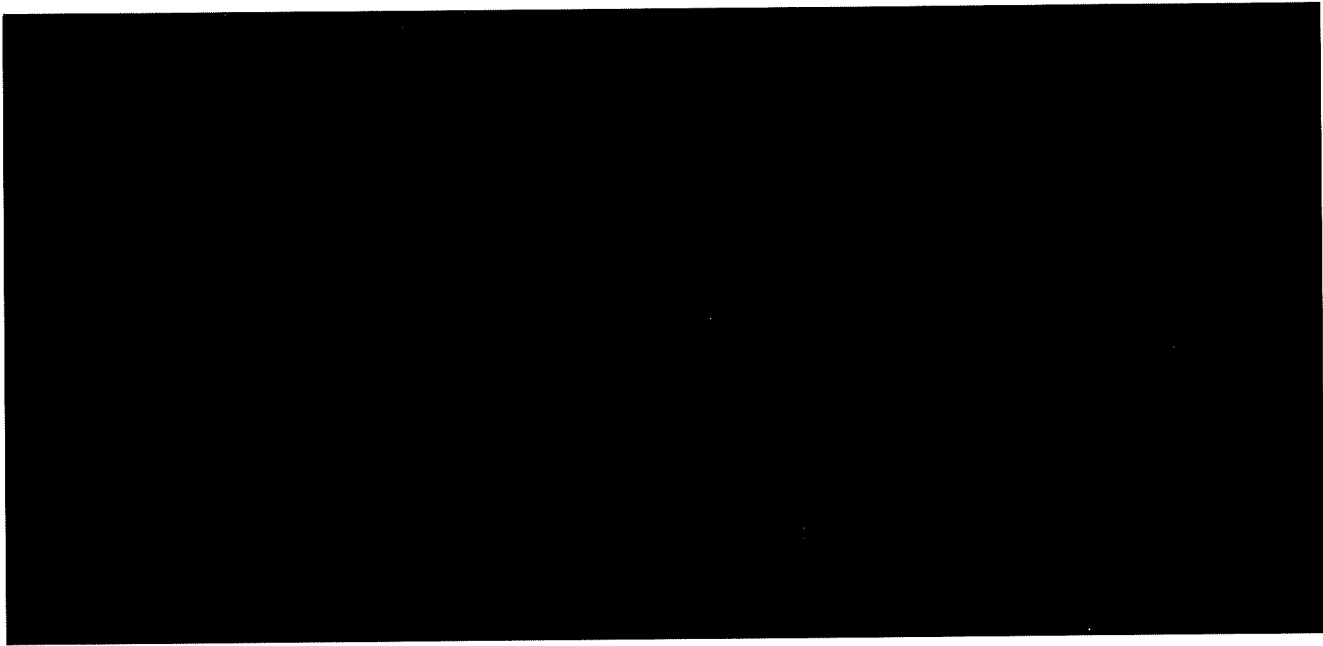
13 June 2019



ACT
Government
Transport, Canberra
and City Services

A MESSAGE FROM
ALISON PLAYFORD

Acting Director-General of
Transport Canberra and City Services



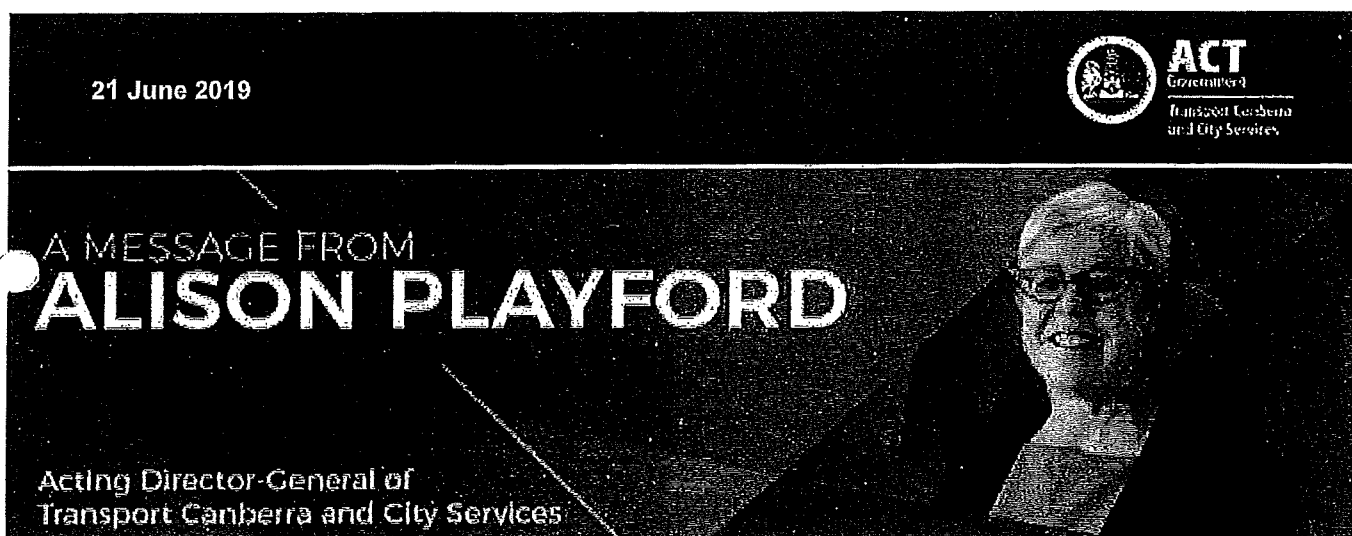
 www.tccs.act.gov.au

EXCELLENCE COLLABORATION
INNOVATION INTEGRITY
SAFETY RESPECT

Bruan, Nicole

From: Playford, Alison
Sent: Friday, 21 June 2019 2:24 PM
To: ###All Staff, TCCS
Subject: Major Projects Canberra and rebalancing TCCS

UNCLASSIFIED Sensitive: Personal



Colleagues

Further to my email on Monday, I would like to update you on progress towards establishing Major Projects Canberra and the next steps in our program to rebalance TCCS.

Conversations are ongoing with staff whose positions are moving to the new agency under this Machinery of Government change and I thank those involved for their professional and constructive approach.

A number of our executives have already been identified as moving. As I said on Monday, Duncan Edghill will head up the new agency for the immediate period as the Chief Projects Officer while permanent recruitment is undertaken, and an expression of interest (EOI) process has begun to fill his DDG TCCS position. Nikki Pulford will initially move across to the new agency to assist in establishing its governance structures and an EOI will also be released to backfill her role in the near future. Light Rail Stage One Project Director Ash Cahif, Light Rail Stage One Steven Sanberg, Light Rail Stage Two Project Director Pam Nelson, and Executive Group Manager TC Commercial Damon Hall will also be joining Major Projects Canberra.

As I said on Monday these changes provide us with an opportunity to rebalance TCCS' structure in a way that will continue to create and sustain an organisational culture that is prepared to meet these challenges.

Next week the leadership team and I will hold our first rebalancing workshop where we will discuss portfolio responsibilities aligned to each DDG and consider how best to shape and consolidate moving forward.

I am committed to keeping you up to date and look forward to continuing this conversation with you over the coming weeks. In the meantime, I encourage you to speak with your line executive, managers and supervisors to contribute your views so they can be taken into account.

If you have any questions or concerns about the transition, please call Cherie Hughes on 6205 8316 or email cherie.hughes@act.gov.au. You can also contact Petra Crowe, Executive Branch Manager, People and Capability on 6205 3817 or email petra.crowe@act.gov.au.

Allison



www.tccs.act.gov.au

EXCELLENCE COLLABORATION
INNOVATION INTEGRITY
SAFETY RESPECT

Bruan, Nicole

From: Hughes, Cherie
Sent: Tuesday, 18 June 2019 4:02 PM
To: Willson, Helen (TCCS); Playford, Alison
Subject: Fwd: Draft HOS message for Major Projects Canberra

Good afternoon Alison

Can you advise if you're happy with the proposed message from HoS.

My only question is with respect to number of people. I haven't been privy to numbers from anywhere apart from TCCS so cant confirm this is accurate.

Regards
 Cherie

Get Outlook for IOS

From: Power, Leanne
Sent: Tuesday, June 18, 2019 2:37:01 PM
To: Lopa, Liz (Health); Hughes, Cherie
Cc: Dal Molin, Vanessa (Health); Willson, Helen (TCCS)
Subject: FW: Draft HOS message for Major Projects Canberra

UNCLASSIFIED

Hi Liz and Cherie

A draft HoS message has been prepared about the Major Projects Canberra announcement. Can you please run past Alison and Michael – aiming at sending out tomorrow.

CMTEDD media and comms is separately providing to MOs.

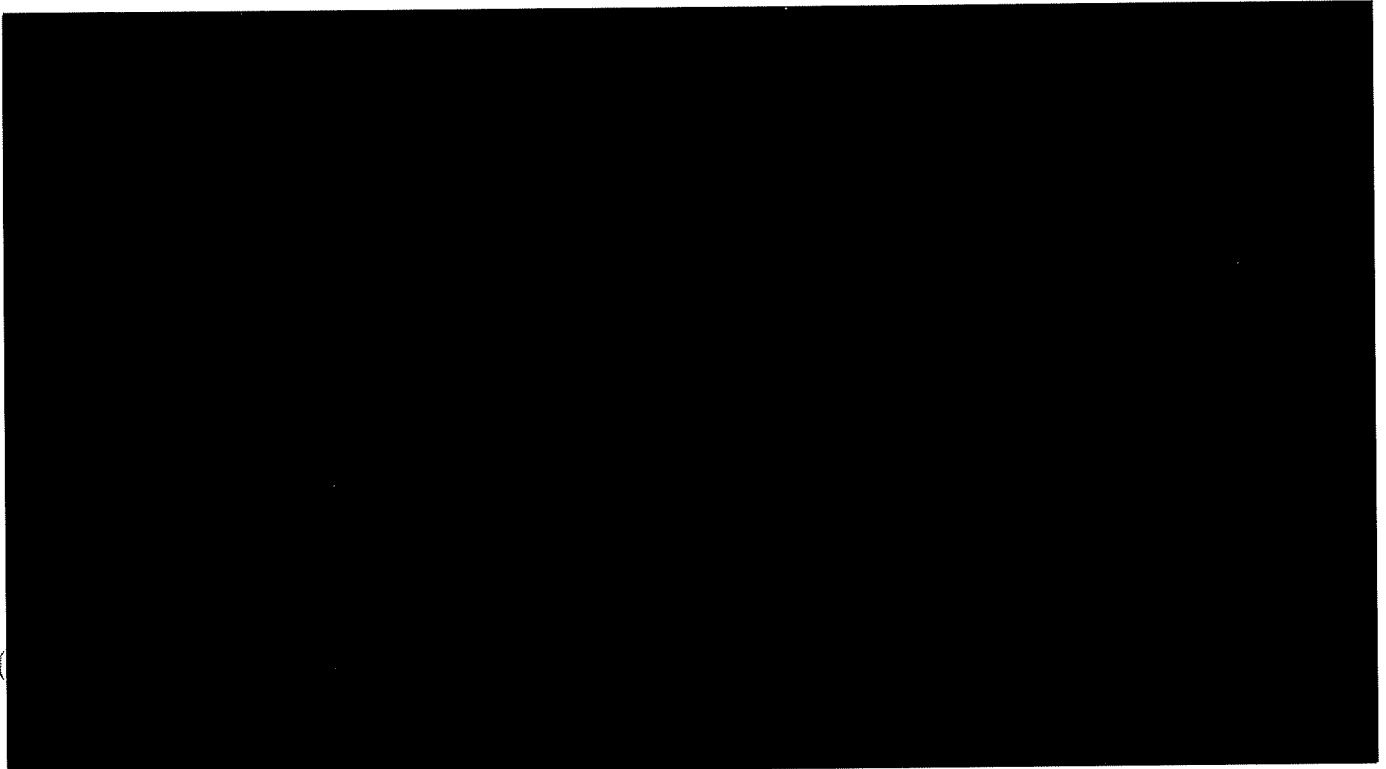
Thanks
 Leanne

Leanne Power | Executive Branch Manager, Office of the Head of Service
 Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au
 Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

[draft]
 Major Projects Canberra

Colleagues,





Kathy Leigh
Head of Service

Bruan, Nicole

From: Power, Leanne
Sent: Tuesday, 18 June 2019 2:37 PM
To: Lopā, Liz (Health); Hughes, Cherie
Cc: Dal Molin, Vanessa (Health); Willson, Helen (TCCS)
Subject: FW: Draft HOS message for Major Projects Canberra

UNCLASSIFIED

Hi Liz and Cherie

A draft HoS message has been prepared about the Major Projects Canberra announcement. Can you please run past Alison and Michael – aiming at sending out tomorrow.

CMTEDD media and comms is separately providing to MOs.

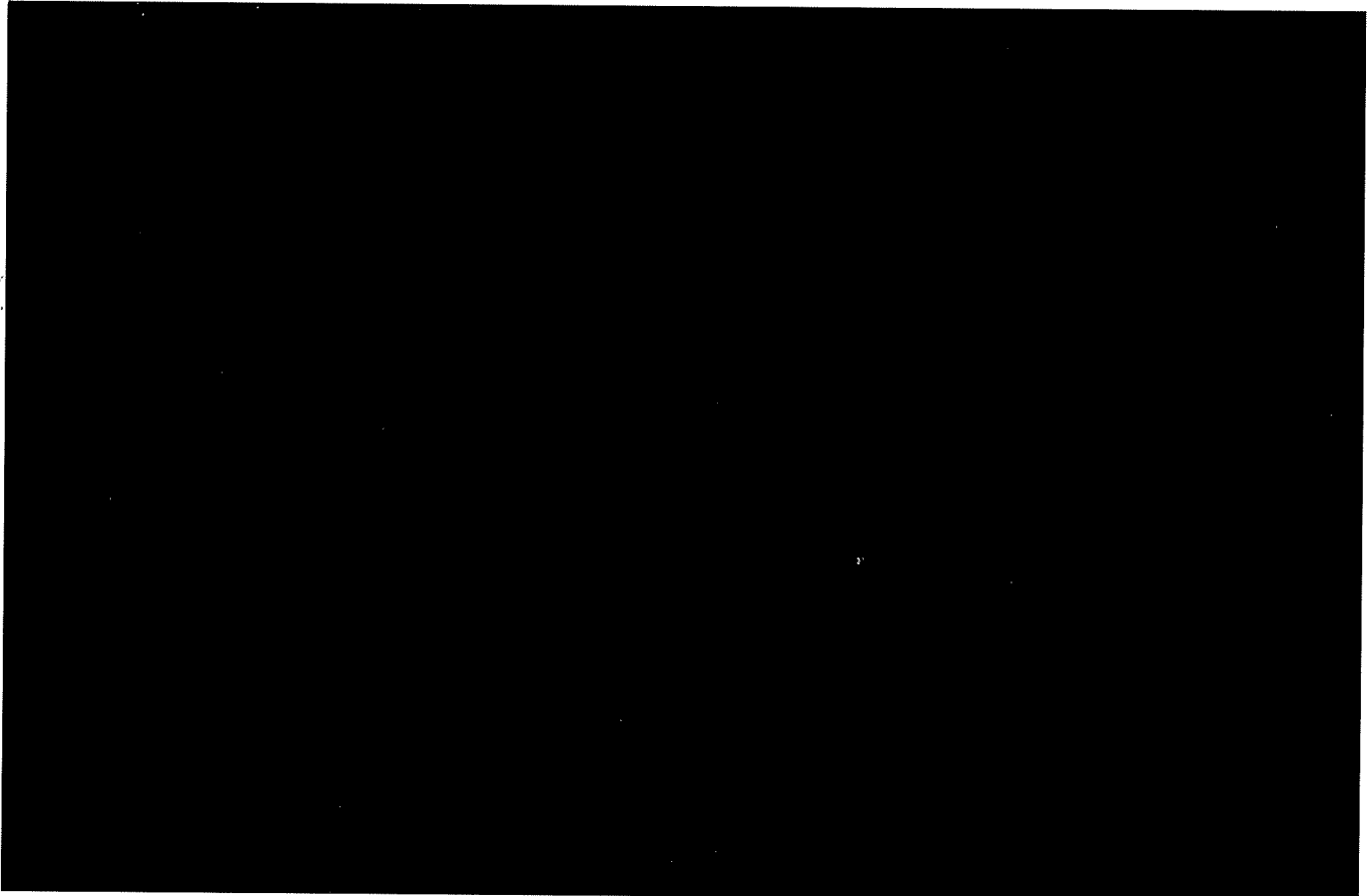
Thanks

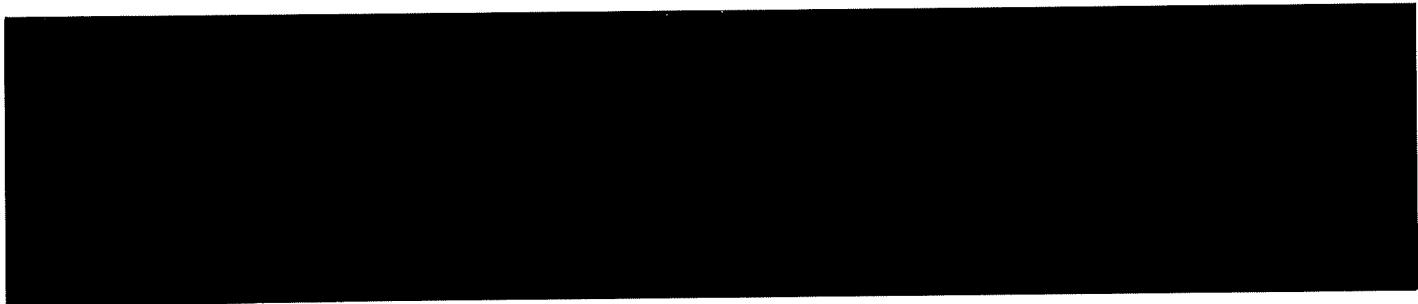
Leanne

Leanne Power | Executive Branch Manager, Office of the Head of Service
Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

[draft]
Major Projects Canberra

Colleagues,





Kathy Leigh
Head of Service



TALKING POINTS AND FAQs

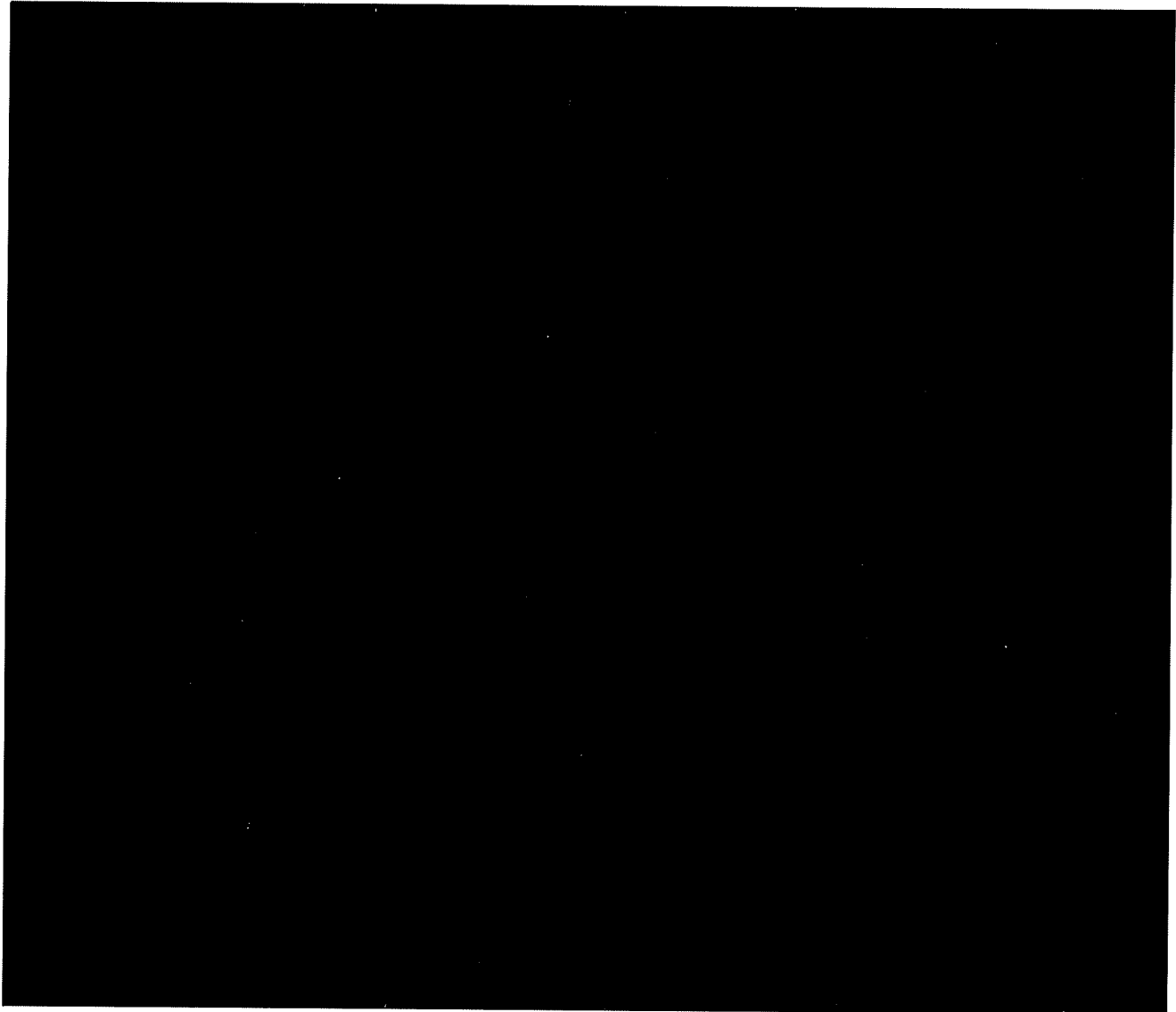
Minister: Chief Minister, Minister for Health, Minister for Transport

Date: June 2019

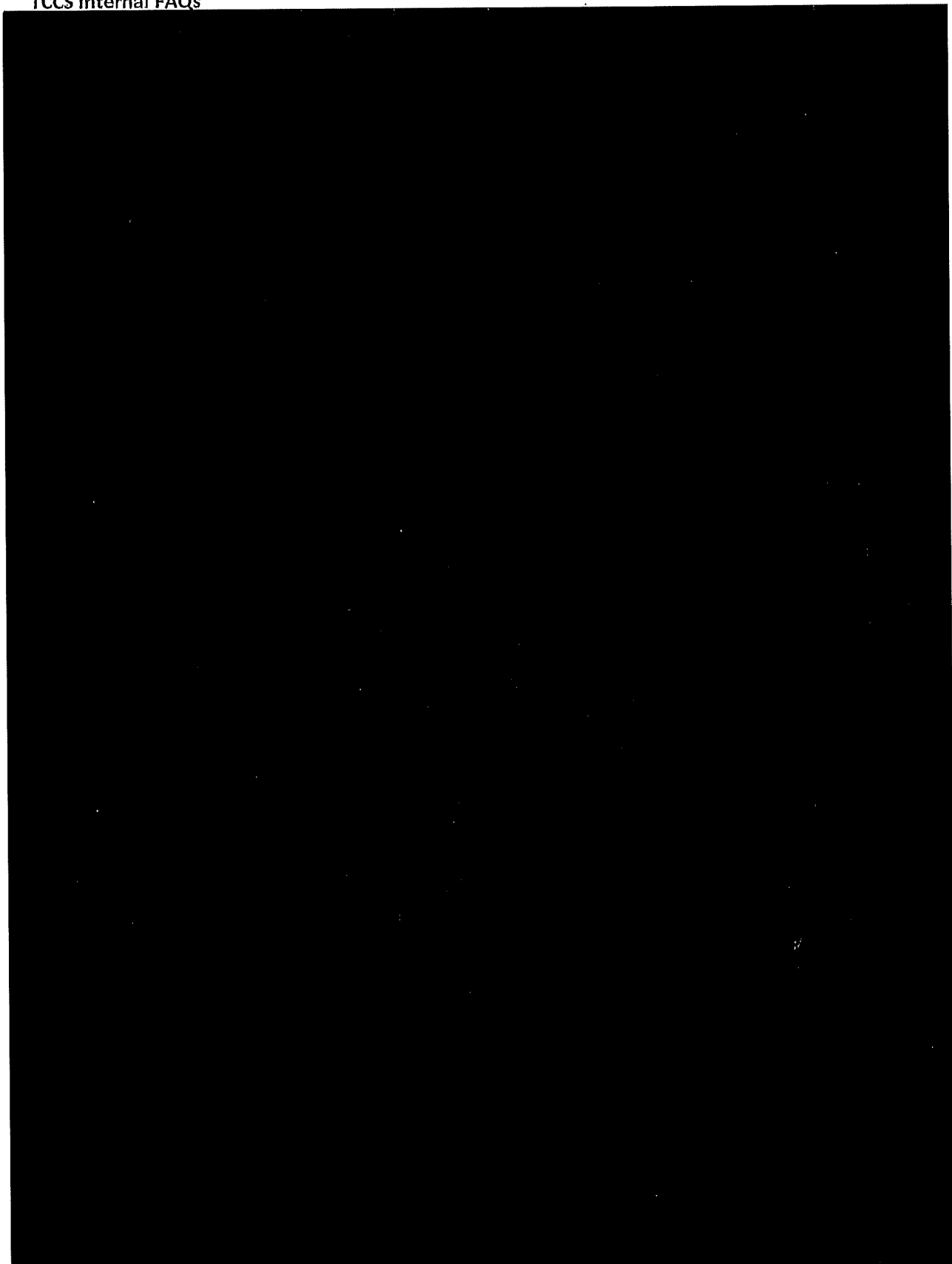
SUBJECT: Creation of Major Projects Canberra

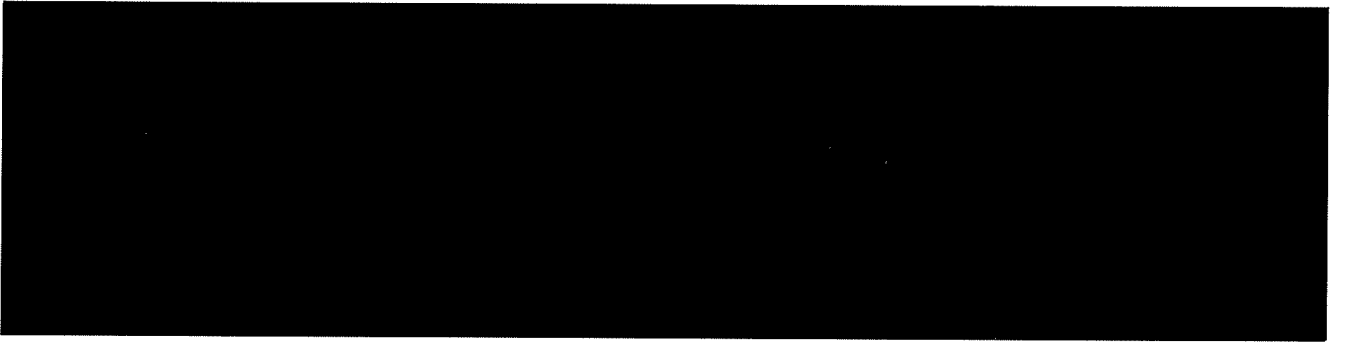
ISSUE: Advice to TCCS staff

KEY MESSAGES:



TCCS Internal FAQs





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TALKING POINTS AND FAQs

Minister: Chief Minister, Minister for Health, Minister for Transport

Date: June 2019

SUBJECT: Creation of Major Projects Canberra

ISSUE: Advice for staff and stakeholders

KEY MESSAGES:

- The ACT Government will establish a new Infrastructure delivery body, Major Projects Canberra, from 1 July 2019, to lead the territory's signature infrastructure projects.
- Investing in infrastructure that supports Canberra's prosperity, liveability and social inclusion is a key priority for the ACT Government.
- The ACT's population reached 422,500 people in 2018. As one of Australia's fastest-growing communities, Canberra's infrastructure needs to keep pace.
- Over the past few years we have stepped up our investment in a new hospital and health facilities and public transport. The first stage of light rail has been delivered, it was the ACT's largest ever infrastructure project and one of its first public private partnerships.
- With \$2.8 billion committed to further infrastructure projects over the next four years, a new body is being established to provide a clear focus on delivery of all major infrastructure projects by one central body.
- Creation of this body will bring the ACT in line with every other Australian jurisdiction.

FAQs

What will Major Projects Canberra be responsible for?

- Major Projects Canberra will lead the procurement and delivery of the territory's signature infrastructure programs, those with significant complexity and scale.
- They will take responsibility for Light Rail Stage 2, the Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre at Canberra Hospital, and CIT Woden.
- Future projects will be at the direction of the Chief Minister.
- It will also be responsible for whole of government functions currently provided within IFCW in Treasury, including Executive Support, Contract conformance and dispute support, Pre-qualification and IRE Certification, PMARS, Finance and reporting, Superintendent of Works, Active Certification, Secretariat and project governance support, Commercial Infrastructure delivery, Civil Infrastructure delivery, Social Infrastructure delivery, Major projects delivery.
- It will take over the role of IFCW in the delivery of capital works projects and the role of directorates will remain as is.

What won't they be responsible for?

- Other capital works projects including roads and schools that are currently delivered by IFCW will be delivered by the same teams within Major Projects Canberra. As is the case now, respective directorates will continue to bear accountability for those projects.

- The infrastructure activities of the Suburban Land Agency, the City Renewal Authority and Public Housing Renewal Taskforce will remain with those entities. To the extent they receive delivery support from IFCW, that support will be provided by the same teams in IFCW.
- Strategic advice to the government on the Territory's Infrastructure priorities will continue to be provided by Treasury.
- The delivery of other capital works projects including roads, schools and public housing, remain the responsibility of their respective directorates.

What will it mean to the Canberra community?

- The expert body will deliver some of the Territory's largest ever projects - the city's second stage of light rail, and the SPIRE Centre at Canberra Hospital.
- The ACT's population reached 420,902 people in 2018. As one of Australia's fastest-growing communities, Canberra's infrastructure needs to keep pace.
- \$2.8 billion is committed to infrastructure projects over the next four years. The new body will provide a clear focus for the delivery of our major infrastructure projects.

What are the administrative arrangements for the new body

- It will be a small expert team, led by a Chief Projects Officer, reporting to the Head of Service and relevant Ministers.
- It will be its own administrative unit.
- There will not be a new ministerial portfolio created. The Chief Projects Officer will report to the Treasurer and relevant minister for each project.

Why create a new body – will it not lead to duplication?

- No. The new body will be funded from within existing budgets.
- Delivering the territory's signature infrastructure projects requires major project delivery expertise, and it makes sense to centralise that expertise for the territory's signature projects.

Internal communications

Who will be moving into this new body?

- The team will bring together staff currently responsible for the delivery areas of these major projects from TCCS, Health Directorate, and Treasury, as follows:

From Infrastructure, Finance and Capital Works, CMTEDD: Executive Support, Contract conformance and dispute support, Pre-qualification and IRE Certification, PMARS, Finance and reporting, Superintendent of Works, Active Certification, Secretariat and project governance support, Commercial infrastructure delivery, Civil infrastructure delivery, Social infrastructure delivery, Major projects delivery.

From Health Directorate: funding identified in the SPIRE project budget. There are no identified roles at this stage.

From Transport Canberra: Light Rail Stage 1 construction finalisation, Light Rail Stage 2, a limited number of corporate services and a number of Transport Canberra commercial roles associated with light rail.

- The body will be led by a Chief Projects Officer, reporting to the Head of Service and accountable direct to the Treasurer and the relevant Ministers.
- The Chief Engineer will also play a key leadership role in the new body.
- The Deputy Director-General of Transport Canberra, Duncan Edghill, will act in the Chief Projects Officer role while permanent recruitment for this role is undertaken.
- Noting that major infrastructure projects require a concerted effort on keeping the community engaged and informed, communications and engagement arrangements will be worked through for both inhouse advice and how directorates will retain responsibility for communicating and engaging with the community and stakeholders on the policy setting of their responsibilities.
- The new body is designed to reduce duplication by ensuring there is a centre of excellence for major projects delivery in the ACT, removing the need for individual directorates to develop major projects expertise, systems and teams for the procurement and delivery of large infrastructure projects.

Who will not be moving:

CMTEDD, Infrastructure finance advice, The Partnership Framework, The Capital Framework, Unsolicited Proposals, Procurement ACT
 TCCS, Transport Canberra Operations, including the Light Rail Stage 1 Operations team, and the TCCS Infrastructure Delivery team will remain in TCCS.

Impact on staff

- We understand this process can be unsettling for staff, and this is why we have moved quickly to speak directly with all staff following the announcement.
- It will be business as usual from 1 July 2019.
- We have established a process for managing the transition to the new body.
- No staff will be lost as a result of the changes made today.
- The scope of the government's activities for major infrastructure delivery will remain, they will just be delivered in a different way.
- Functions and their associated staff will be moved under machinery of government provisions to the new structures as occurs with any administrative changes.
- All staff positions in the new body will remain ACT Public Servants, employed under the *Public Sector Management Act 1994* and the existing ACT Public Service Industrial Agreements.
- Over time and as the new structure matures, and is the case with all new agencies, organisational arrangements and requirements may change.
- In the event this occurs, any impact on overall employment and particular jobs will be dealt with through the established procedures set out in our industrial agreements, and in keeping with prevailing Government policy.

Where will the new body be located?

- There will be approximately 140 staff in this new body, but numbers will likely change as the SPIRE and LRS2 teams ramp up for delivery
- It is preferred they will be located in the one building.
- The location is most likely to be in Woden as it aligns with the locations of the initial major projects. Consultation will occur with staff and unions as these arrangements are worked through.
- If you have feedback or concerns, please talk with your directorate's transition team member.

- Any accommodation moves will be strategically planned to ensure there are minimal impacts to the region.

What consultation will take place with staff and industry?

- A dedicated transition team comprised of senior execs from Health (Liz Lopa), TCCS (Cherie Hughes) and CMTEDD (Shaun Strachan) has been established to guide the planning and delivery of the new body with leadership of the transition team to be provided by Duncan Edghill.
- The key contacts in each directorate as part of the transition team are Cherie Hughes for TCCS, Shaun Strachan for CMTEDD and Liz for Health Directorate.
- Staff, employee representatives and industry representatives will be consulted.

Who will lead the organisations?

- The body will be led by a Chief Projects Officer, reporting to the Head of Service and relevant ministers.
- For the immediate period, Mr Duncan Edghill, Transport Canberra's Deputy Director-General, will act as the Chief Projects Officer while permanent recruitment is undertaken.

What will happen next?

- There is significant work to be undertaken to ensure arrangements are in place for the intended 1 July 2019 commencement.
- A transition team led by the Duncan Edghill is being assembled to undertake necessary work, in consultation with affected staff, reporting to the Head of Service.
- Recruitment will commence for the appointment of the Chief Projects Officer.

How will the transition process progress from here?

- Duncan Edghill will lead the transition, supported by key execs from TCCS, Health and CMTEDD.
- The Head of Service is meeting with each of the teams that will be moving into the new body, with their existing Director-General.
- Executives will need to provide clear leadership and guidance in relation to both continuing the focus on current delivery, and, supported by the Transition Team led by Duncan Edghill, guiding the change process and supporting their staff as it unfolds, including by providing reassurance in relation to continuity of functions and employment.
- EAP support arrangements are in place for staff who require additional assistance and support.

How will we keep you informed?

- The Transition Team representatives (Cherie Hughes TCCS, Shaun Strachan CMTEDD and Liz Lopa Health Directorate) will convene regular forums in their directorates and provide regular updates.
- Staff are encouraged to email them direct with suggestions, questions or concerns.
- Discussions will be held with relevant unions, and we provide updates to those unions at the same time as staff.

Things we don't know yet

- At this stage no decisions have been made in relation to detailed allocation of functions and individual staff coming together in this new body. This will be worked through with affected staff.

Start getting ready now

- Things to think about include:
 - How do we ensure program delivery through this change process?

- o How can we use the opportunity to work across our teams differently, collaborate more/better?

Action officer: Anita Perkins
Cleared by: Kathy Leigh
Date: 12 June 2019



Communications on a page

Issue: Creation of the ACT's first Infrastructure delivery body

Directorate: CMTEDD

Release date: 13 June 2019

What is government's involvement/interest?	Creation of new Infrastructure delivery body, Major Projects Canberra		
Why are we communicating on this issue?	The ACT Government will establish a new infrastructure delivery body from 1 July 2019. Staff and stakeholders need to be advised and consulted throughout the transition.		
Does it cross over other Directorates/ agencies?	Chief Minister, Treasury and Economic Development Directorate, Transport Canberra and City Services, Health Services, CIT	Spokesperson	Chief Minister external, HOS internal, CIT CEO
Communications project tier	Tier two announcement		
Target audience/ stakeholders/third party endorsers	<i>Expected position and/or commentary</i>		
Workforce joining body	<p>Clarity will be required for teams splitting between existing directorates and new body.</p> <p>Will want to know where the offices will be and from when. Some have moved several times in recent years.</p> <p>Clarity will be required for staff in relevant policy/corporate/financial /communications and engagement roles in the impacted agencies, who currently support these major projects.</p> <p>May seek to have opportunities to remain in directorates rather than moving to the new body.</p> <p>Will be interested in recruitment processes for the new position of Chief Projects Officer.</p>		
Workforce from related agencies	Will require clarity around delineation of responsibilities between directorates and the new body, movement of people within teams, service level agreements and protocols for external communications and engagement.		
Opposition			
Industry/Peak bodies			
Community Groups			
Commonwealth Government			

Approved by: Kathy Leigh
 Action officer: Anita Perkins, x50035
 Date: 12 June 2019



Communications on a page
Issue: Creation of the ACT's first Infrastructure delivery body
Directorate: CIMTEDD
Release date: 13 June 2019



Key Messages

What are we doing and why?

- The ACT Government will establish a new Infrastructure delivery body from 1 July 2019, to lead the planning and delivery of the territory's signature Infrastructure projects.
- Investing in Infrastructure that supports Canberra's prosperity, liveability and social inclusion is a key priority for the ACT Government.
- The ACT's population reached 422,500 people in 2018. As one of Australia's fastest-growing communities, Canberra's Infrastructure needs to keep pace.
- Over the past few years we have stepped up our investment in a new hospital and health facilities and public transport. The first stage of light rail has been delivered, it was the ACT's largest ever Infrastructure project and one of its first public private partnerships.
- With \$2.8 billion committed to further infrastructure projects over the next four years, the new body will provide a clear focus on major project delivery.
- Creation of this body will bring the ACT in line with every other Australian jurisdiction.

What will they be responsible for?

- Major Projects Canberra will be a small expert major projects team, led by a Chief Projects Officer, reporting to the Head of Service and relevant Ministers.
- It will be its own administrative unit.
- The body will lead the planning and delivery of Light Rail Stage 2, SPIRE, and CIT Woden. Future projects will be at the direction of the Chief Minister.
- It will also be responsible for whole of government functions currently provided within IFCW in Treasury, including Executive Support, Contract conformance and dispute support, Pre-qualification and IRE Certification, PMARS, Finance and reporting, Superintendent of Works, Active Certification, Secretariat and project governance support, Commercial Infrastructure delivery, Civil Infrastructure delivery, Social Infrastructure delivery, Major projects delivery.
- It will take over the role of IFCW in the delivery of capital works projects and the role of directorates will remain as is.
- Strategic advice to government on the Territory's infrastructure priorities will continue to be provided by Infrastructure, Finance and Capital Works division, in the Chief Minister, Treasury and Economic Development Directorate.

FAQs and Internal Comms at Attachment A.

Approved by: Kathy Leigh
 Action officer: Anita Perkins, x50035
 Date: 12 June 2019



Communications on a page
Issue: Creation of the ACT's first Infrastructure delivery body
Directorate: CMTEDD
Release date: 13 June 2019

Timeline for 13 June

Date	Communications collateral	Responsibility
10am 1.30pm	Message to Unions	Meredith Whitten Russell Noud
TBC	Phone call with Craig Sloan, CIT	Minister Fitzharris
2pm	Stand up with staff at AFCW Nature Conservation House Belconnen	Kathy Leigh David Nicol Duncan Edghill Shaun Strachan Robert Wright
3.30pm	Standup with staff at TCCS DPMH Dickson at <u>496 Northbourne Ave Dickson</u>	Kathy Leigh Alison Playford Duncan Edghill Cherie Hughes
4.30pm	Standup with staff at Health Directorate	Kathy Leigh Michael De'Ath Duncan Edghill Liz Lopa
	Phone calls to key stakeholders	HOS, UT, DGs TCCS and Health

Approved by: Kathy Leigh
 Action officer: Anita Perkins, x50035
 Date: 12 June 2019

Martyniak, Alexandra

From: Perkins, Anita
Sent: Tuesday, 18 June 2019 11:44 AM
To: Mahar, Nicole; O'Daly, Edward
Cc: Bailey, Kylie
Subject: FW: Draft Org Structure - Comms

Importance: High

UNCLASSIFIED For-Official-Use-Only

Hi Nicole and Ed

1. Email banner for Transition leader for Major Projects Canberra

Nicole, can you please organise (today) with Pubs an email banner header for Duncan as the Transition leader for Major Projects Canberra (It isn't a legal entity yet so we shouldn't use a formal logo), the email will need to go out tomorrow, and it will need to go through HOS first. From 1 July we'll have a version of it officially as Acting Chief Projects Officer for Major Projects Canberra.

Ed, can you please send us both Duncan's existing email banner as DDG of TC, and separately a jpeg of Duncan for an email banner – we'll create sort the new banner.

2. Major Projects Canberra logo and stationery

Nicole can you also please brief Pubs to create a logo for Major Projects Canberra consistent with direct logos (but don't include the word directorate). And associated letterhead, brief templates for the new body etc. There is no ministerial portfolio so we don't need to update Ministerial letterheads/templates etc.

We'll need to think about a web landing page too (act.gov.au/majorprojectscanberra and/or majorprojects.act.gov.au) – don't need to do this yet but can you pls ask Pubs if they could do that, or if we should ask Shared Services – Claire Harper.

Thanks
 Anita

Anita Perkins | Executive Group Manager
 Phone: 02 6205 0035 | Mobile: 0407 073 000
 Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

From: Perkins, Anita
Sent: Tuesday, 18 June 2019 11:32 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Hi Duncan

Sight edits made below, highlighted.

I'll get an email banner set up for you. Suggest you run this past HOS and Meredith before its issued given we're still in transition and unions very interested.

Cheers

anita

From: Edghill, Duncan

Sent: Tuesday, 18 June 2019 10:38 AM

To: Perkins, Anita <Anita.Perkins@act.gov.au>

Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

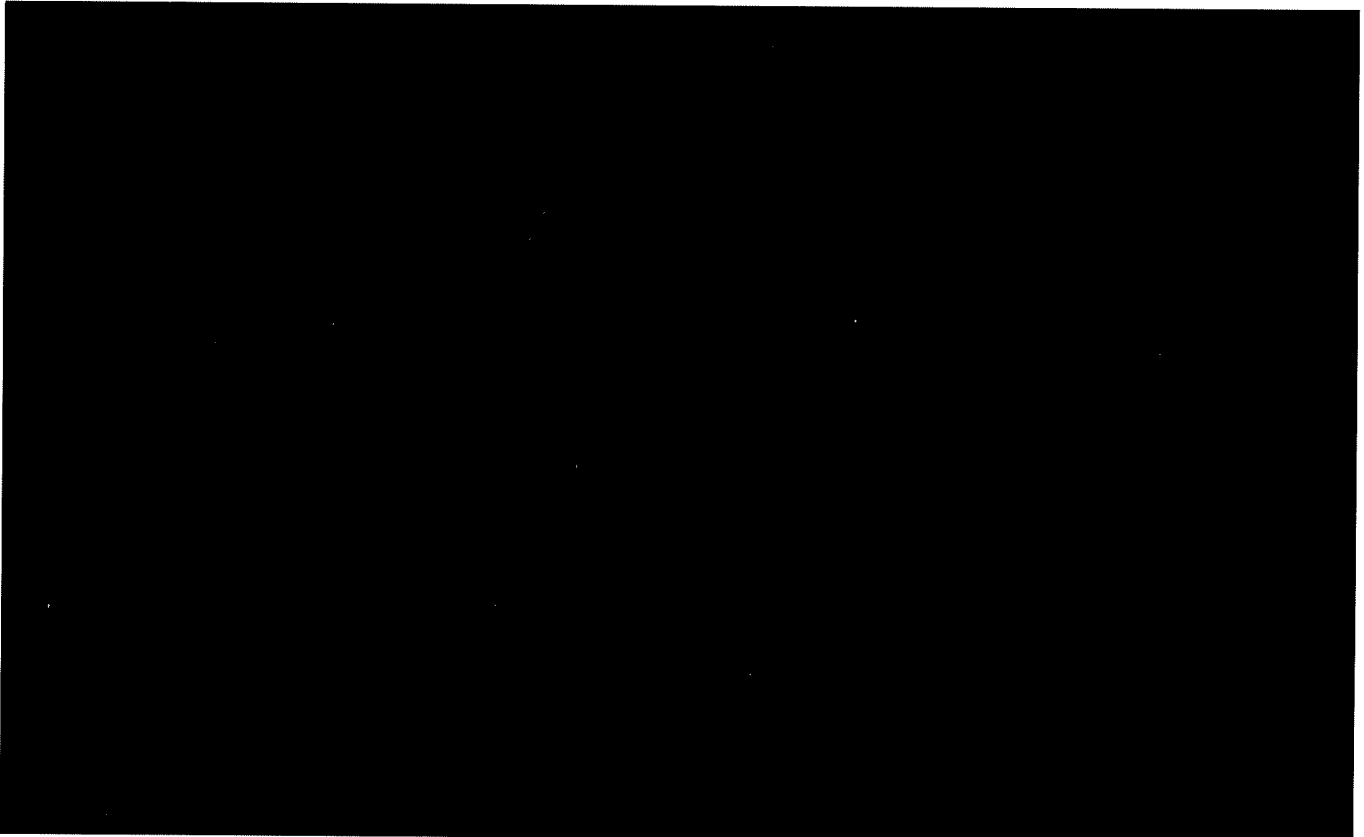
Anita,


Thank you. I'm also keen to get a transition note out to relevant staff (ideally tomorrow) to provide an update on where we're up to. There may not be a great deal in addition to say at the moment, but would like to keep the information flowing. In this respect:

1. We'd need to create a mailing list of relevant staff. I'd propose to ask Kylie Bailey to organise with each of the transition lead heads; and
2. I'd propose a note from me with a header / head shot. I suggest the following message – if you're OK with it I'll circulate to the broader transition team for their OK before sending:

Establishment of Major Projects Canberra – Transition Update

Colleagues,





Kind Regards
Duncan

Thanks
Duncan

From: Perkins, Anita
Sent: Tuesday, 18 June 2019 6:56 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: Re: Draft Org Structure - Comms

Hi Duncan
Just on the products, you need a Communications and Engagement strategy prepared first. This should be the first job of your Comms leader.
I've got Estimates this morning. I'll turn my attention to duty statements and recruitment once that's out of the way.
Regards
Anita

Get [Outlook for IOS](#)

From: Edghill, Duncan
Sent: Monday, June 17, 2019 12:07:26 PM
To: Perkins, Anita
Subject: RE: Draft Org Structure - Comms

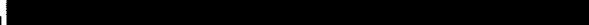
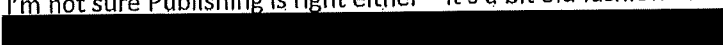
UNCLASSIFIED For-Official-Use-Only

Done

From: Perkins, Anita
Sent: Monday, 17 June 2019 12:07 PM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Got it.

I'm not sure Publishing is right either – it's a bit old fashioned 
 I'll do a bit more work on this in coming days and let you know. Can you please leave it as Communications and Engagement for now.

I'll come back to you with draft EOIs.

From: Edghill, Duncan
Sent: Monday, 17 June 2019 11:56 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Anita,

Thank you. By "project reporting" I was really getting at "report publishing" – I had in mind a group that would put project information (produced by others) in a glossy form fit for Ministerial / DG / community digestion. I have changed this to be "Communications and Publishing" instead.

If you might be able to assist with the level and job sizing, that would be great. I have EBM in mind. If you might be able to help with a position description that would be great.

Do you also have template EOIs I might be able to play with please for both the Comms role and the digital content visor?

Not exactly sure yet how they will be funded, but the comms and publishing team will be very important. At least some of it will come from the Light Rail and SPIRE budgets. Given its importance I'll find the funding one way or another.

Thanks
Duncan

From: Perkins, Anita
Sent: Monday, 17 June 2019 8:56 AM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Duncan

I fully agree Comms should report to you. I'm not sure on the level and it should be formally job sized. I can help with this.

I would question 'project reporting' being in this team. In my experience a skilled comms and engagement professional has a clear responsibility to tell the community what is going on, however the administrative nature of project reporting is typically better with a Business Management team.

I can see if we can get you a SOG A for the coming weeks to get things up and running. And we should quickly put out an EOI for the lead role. You also need a digital content quickly, and you can buy in the design skills. I've spoken to a few people who are very interested but we'll need to do the EOI.

Would you like me to prepare some duty statements in the first instance for you to review?

And how are you going to fund them given they are new positions?

Cheers
Anita

From: Edghill, Duncan
Sent: Monday, 17 June 2019 7:50 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Subject: Draft Org Structure - Comms

UNCLASSIFIED For-Official-Use-Only

Anita,

Please find attached my initial thoughts on how Major Projects Canberra could be structured at a high level. The exact number and nature of positions will need to be resolved, but hopefully it gives you an idea as to my thinking.

At least to begin with I'm keen to have the Comms and Reporting team report directly into me – I see at as one of the most crucial areas in the organisation. There are also some tasks that I'd like done almost immediately, being:

1. A glossy report setting out all of our projects and where they are up to. Initially for Ministerial / DG use. I have thoughts on layout; and
2. Generation of social media items that can be used by Ministers around their projects.

When we next speak, I'd be grateful if you might have any thoughts around who could fill this position, either long-term or for an initial temporary period. I'd also be grateful for your thoughts around whether external support might be useful to help generate materials in the first instance.

Thank you.

Kind Regards
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
GPO Box 158, Canberra ACT 2601

Please consider the environment before printing this e-mail.

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 10:44 PM
To: Bailey, Kylie
Subject: RE: Set-up - Major Projects Canberra / IFCW budget split

UNCLASSIFIED
 For-Official-Use-Only



From: Bailey, Kylie
Sent: Monday, 17 June 2019 9:32 PM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Set-up - Major Projects Canberra / IFCW budget split

I am meeting with David Turner tomorrow at 4pm at Winyu House. I spoke with him today.

I have also asked Adrian for a copy of the IFCW staff numbers and for a couple of representatives from IFCW to work with me on the move working group – we meet Thursday morning (at Property Group's offices – ICT reps will also be attending). (a copy of his email is attached)



k

<< Message: RE: Major Projects Canberra >>
From: Edghill, Duncan
Sent: Monday, 17 June 2019 9:05 PM
To: Bailey, Kylie <Kylie.Bailey@act.gov.au>
Subject: FW: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

fyl

From: Davis, Gary
Sent: Monday, 17 June 2019 9:00 AM
To: Strachan, Shaun <Shaun.Strachan@act.gov.au>; Gordon, Garry <Garry.Gordon@act.gov.au>; Turner, David <David.Turner@act.gov.au>; Rogers, Mat <Mat.Rogers@act.gov.au>
Cc: Bailey, Daniel <Daniel.Bailey@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

Hi Garry

David Turner is the person in SSICT who can assist with scoping the relevant ICT fit out work.

Gary Davis | Executive Group Manager, Shared Services ICT
 E: Gary.Davis@act.gov.au | P: 6207 6489 | M: 0434 659 995
 Shared Services | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 2, Wlnyu House, 125 Gungahlin Place, Gungahlin ACT 2912 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
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From: Strachan, Shaun
Sent: Monday, 17 June 2019 8:37 AM
To: Gordon, Garry <Garry.Gordon@act.gov.au>
Cc: Bailey, Daniel <Daniel.Bailey@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Davis, Gary <Gary.Davis@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
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UNOFFICIAL

Hi Garry,

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- Number of PODS actually needed.
- Potential timing and fit out for the additional two PODS.
- Please liaise with Gary at SS re ICT needs and or requirements.
- Please liaise closely with Gordon Elliot re financial implications in order that these can be caught from a budgetary perspective for Duncan.

Many thanks

Shaun.

From: Strachan, Shaun
Sent: Sunday, 16 June 2019 7:17 PM
To: Robinson, Calvin <Calvin.Robinson@act.gov.au>; Davis, Gary <Gary.Davis@act.gov.au>
Cc: Burton, Ross <Ross.Burton@act.gov.au>; Bain, Glenn <Glenn.Bain@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Piani, Adrian <Adrian.Piani@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
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UNOFFICIAL

Hi Calvin, Gary

Please note there has been a Corporate transition team setup under Paul to assist with the smooth transition of staff and service elements from IFCW to MPC.

Not all service elements and staff are transitioning from IFCW to MPC.

Duncan and I have notionally agreed the mix of services and FTE (approximately 113) who are moving. This information is being worked through with Paul as CMTEDD CFO. Gordon given his extensive knowledge of IFCW etc has been contracted to work to Paul to assist with organising mechanics under Paul's direction to aid with separating budgets, FTE etc.

As there is some urgency with assisting to setup the new body, can I ask you to work closely with Paul in taking his direction. Gordon will be facilitating so please assist him with any enquiries and or priorities. Paul will be in contact with you both most likely from Monday.

Should there be any questions in relation to the above please do not hesitate to give Paul or I a call.

Many Thanks

Regards

Shaun.

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 10:34 PM
To: Leigh, Kathy
Subject: FW: Major Projects Canberra
Attachments: report - mpc - draft business plan on a page - de 170619.docx; report - potential organisation structure - de 160619.docx

UNCLASSIFIED For-Official-Use-Only

FYI. Am meeting with the Chief next Wednesday.

From: Edghill, Duncan
Sent: Monday, 17 June 2019 10:34 PM
To: Cook, Michael <Michael.Cook@act.gov.au>
Subject: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Michael,

Thank you again for your time today. As discussed, please find attached the draft 'Business Plan on a Page' with the few tweaks we spoke about this afternoon. I've also attached the draft org structure FYI.

I look forward to meeting with yourself and the Chief next Wednesday.

Kind Regards
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



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GPO Box 158, Canberra ACT 2601

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From: Edghill, Duncan
Sent: Monday, 17 June 2019 9:05 PM
To: Bailey, Kylie
Subject: FW: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

fyl

From: Davls, Gary
Sent: Monday, 17 June 2019 9:00 AM
To: Strachan, Shaun <Shaun.Strachan@act.gov.au>; Gordon, Garry <Garry.Gordon@act.gov.au>; Turner, David <David.Turner@act.gov.au>; Rogers, Mat <Mat.Rogers@act.gov.au>
Cc: Bailey, Daniel <Daniel.Bailey@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
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UNOFFICIAL

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Gary Davls | Executive Group Manager, Shared Services ICT
 E: Gary.Davls@act.gov.au | P: 6207 6489 | M: 0434 659 995
 Shared Services | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 2, Winyu House, 125 Gungahlin Place, Gungahlin ACT 2912 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
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Cc: Bailey, Daniel <Daniel.Bailey@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Davls, Gary <Gary.Davls@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
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Many Thanks

Regards

Shaun.

Martyniak, Alexandra

From: Pulford, Nikki
Sent: Monday, 17 June 2019 12:44 PM
To: Edghill, Duncan
Subject: RE: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Hi Duncan
 The structure looks really good. Interested to chat further when you have time. [REDACTED]

Regards
 Nikki

From: Edghill, Duncan
Sent: Monday, 17 June 2019 12:27 PM
To: Pulford, Nikki <Nikki.Pulford@act.gov.au>
Subject: FW: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Nikki,

Not for on-forwarding, but please find my thinking around structure and strategic priorities attached. [REDACTED]

Happy to have a chat.

Cheers
 Duncan

From: Edghill, Duncan
Sent: Monday, 17 June 2019 12:26 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>
Subject: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Kathy,

To keep you in the loop – I'm catching up with Michael Cook for a coffee this afternoon. I'll take with me the attached two documents:

- The first is a 'business plan on a page.' I'm interested to ensure priorities align with those of the Chief; and
- My current thinking around the organisation structure (this will be of lesser concern to Michael, but I'll have it with me). I've sent this in draft to a small number of relevant people for their thoughts. I expect it will continue to evolve prior to 1 July, but it should give you a sense as to my thinking around structure. So far feedback has been positive. The SPIRE project director role is one we'll need to fill as soon as possible, either with an employee or contractor (as was apparently contemplated by the business case). I have a few enquiries in the market in this respect.

Would be happy to discuss.

Thank you.

Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
GPO Box 158, Canberra ACT 2601

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Duncan

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To: Leigh, Kathy
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 GPO Box 158, Canberra ACT 2601.

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Martyniak, Alexandra

From: Bailey, Kylie
Sent: Monday, 17 June 2019 10:25 AM
To: Edghill, Duncan
Subject: FW: Major Projects Canberra Transition [SEC=UNCLASSIFIED]

FYI

I will confirm it will be closer to 140 FTE not 113.

Will keep you posted.


From: Gordon, Garry
Sent: Monday, 17 June 2019 10:20 AM
To: Bailey, Kylie <Kylie.Bailey@act.gov.au>; Bailey, Daniel <Daniel.Bailey@act.gov.au>
Cc: Turner, David <David.Turner@act.gov.au>; Rogers, Mat <Mat.Rogers@act.gov.au>; Wales, Phillip B <PhillipB.Wales@act.gov.au>; Kennedy, Kate <Kate.Kennedy@act.gov.au>; ACTPGExecutiveSupport <ACTPGExecutiveSupport@act.gov.au>
Subject: RE: Major Projects Canberra Transition [SEC=UNCLASSIFIED]

Hi Kylie

I will get Phil Wales to contact you regarding plans.

The amount of space is to be confirmed by the new function, most likely two pods based on 113FTE on an Activity Based Workplace layout.

The two pods are currently completely clear and will require a fitout incl furniture to be installed. I am not sure that 1 July is possible unless there are two moves. We have one pod with generic ABW furniture used for short term decants and emergency space. This could be a 1 July option and then move to the fully fitted out space.


 Phil is also working on the rent and operating expenses budget that the new team will be responsible for.

I am tied all day today but Phil will confirm a time for all of us to meet on site. Very happy to set up a project working group to ensure that the move goes smoothly.

Regards

Garry

Garry Gordon | Executive Branch Manager | ACT Property Group
Chief Minister, Treasury & Economic Development | ACT Government
 Phone: (02) 6205 2250 | Mobile 0466 470 802
 PO Box 777, Fyshwick, ACT, 2609

For repairs and maintenance related matters, please contact the 24/7 Response Centre
 T: 6213 0700 E: actpg@act.gov.au



ACT
Government

Chief Minister, Treasury and
Economic Development



From: Bailey, Kylie
Sent: Monday, 17 June 2019 10:06 AM
To: Bailey, Daniel <Daniel.Bailey@act.gov.au>; Gordon, Garry <Garry.Gordon@act.gov.au>
Cc: Turner, David <David.Turner@act.gov.au>; Rogers, Mat <Mat.Rogers@act.gov.au>
Subject: FW: Major Projects Canberra Transition

Good morning Daniel and Garry

Are you able to please send me the floor plans for Callum Offices – ideally showing where there is currently office fit out please.

I would also like to be able to organise a site visit this week please and another next week with Duncan to identify where he will be sitting and what else will be required for that particular pod.

It may be worth us setting up a small working group (as we did when IFAD and PCW merged and moved from NARA/Mac House to Belconnen). Many thanks.

David and Mat – I would appreciate you liaising with me too regarding the ICT aspects of the fit out.

The new agency is to commence 1 July and although we are aware that not all staff will be able to be there on day one, it is certainly Duncan's strong preference that we are based there from 1 July.

I look forward to hearing from you.

Kind regards
Kylie

From: Edghill, Duncan
Sent: Monday, 17 June 2019 7:37 AM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Perkins, Anita <Anita.Perkins@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>
Cc: Bailey, Kylie <Kylie.Bailey@act.gov.au>
Subject: Major Projects Canberra Transition

UNCLASSIFIED For-Official-Use-Only

Colleagues,

I've asked my Business Manager, Kylie Bailey, to kindly keep track of who is doing what during the transition to Major Projects Canberra. Please find below my initial brain-dump of what needs to be done.

Might I please ask that you send to Kylie any tasks that aren't on the list and who is leading them?

Many thanks in advance.

Task	Lead	Status
Staffing		
TCCS – Resolved Staff Transfer List		
Health – Resolved Staff Transfer List		
IFCW - Resolved Staff Transfer List		
Establish New MPC Positions		
Temporary Contracts for New MPC Positions		
Advertise New MPC Positions		
Initial MPC Org Structure	Duncan	
Internal Transition Comms Plan		
Funding		
MPC Initial Budget		
Resolve TCCS Funding Transfer		
Resolve Health Funding Transfer		
Resolve IFCW Funding Transfer		
Determine Corporate Services Funding Transfer		
Administrative & Other		
Finalise AAs		
Establish Delegations		
Accommodation Arrangements		
Initial MPC Business Plan (Inc Stakeholder Mapping)	Duncan	
TCCS – Handover of Non-Transferring Work	Duncan / Damon	

Kind Regards

Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



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GPO Box 158, Canberra ACT 2601

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Martyniak, Alexandra

From: Davis, Gary
Sent: Monday, 17 June 2019 9:00 AM
To: Strachan, Shaun; Gordon, Garry; Turner, David; Rogers, Mat
Cc: Bailey, Daniel; Elliott, Gordon; Ogden, Paul; Edghill, Duncan
Subject: RE: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

Hi Garry

David Turner is the person in SSICT who can assist with scoping the relevant ICT fit out work.

Gary Davis | Executive Group Manager, Shared Services ICT
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From: Edghill, Duncan
Sent: Monday, 17 June 2019 7:37 AM
To: Hughes, Cherie; Strachan, Shaun; Lopa, Liz (Health); Perkins, Anita; Ogden, Paul
Cc: Bailey, Kylie
Subject: Major Projects Canberra Transition

UNCLASSIFIED For-Official-Use-Only

Colleagues,

I've asked my Business Manager, Kylie Bailey, to kindly keep track of who is doing what during the transition to Major Projects Canberra. Please find below my initial brain-dump of what needs to be done.

Might I please ask that you send to Kylie any tasks that aren't on the list and who is leading them?

Many thanks in advance.


Task	Lead	Status
Staffing		
TCCS – Resolved Staff Transfer List		
Health – Resolved Staff Transfer List		
IFCW - Resolved Staff Transfer List		
Establish New MPC Positions		
Temporary Contracts for New MPC Positions		
Advertise New MPC Positions		
Initial MPC Org Structure	Duncan	
Internal Transition Comms Plan		
Funding		
MPC Initial Budget		
Resolve TCCS Funding Transfer		
Resolve Health Funding Transfer		
Resolve IFCW Funding Transfer		
Determine Corporate Services Funding Transfer		
Administrative & Other		
Finalise AAs		
Establish Delegations		
Accommodation Arrangements		
Initial MPC Business Plan (Inc Stakeholder Mapping)	Duncan	
TCCS – Handover of Non-Transferring Work	Duncan / Damon	

Kind Regards
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
GPO Box 158, Canberra ACT 2601

 Please consider the environment before printing this e-mail.

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Sunday, 16 June 2019 10:56 PM
To: Bailey, Kylie
Subject: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Kylie,

May I speak with you tomorrow about two items please:

1. Help getting the SPIRE project director position created, job sized and advertised; and
2. Help getting the accommodation and fit-out sorted.

Thanks
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
GPO Box 158, Canberra ACT 2601

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Martyniak, Alexandra

From: Strachan, Shaun
Sent: Sunday, 16 June 2019 7:17 PM
To: Robinson, Calvin; Davis, Gary
Cc: Burton, Ross; Baln, Glenn; Elliott, Gordon; Piani, Adrian; Ogden, Paul; Edghill, Duncan
Subject: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

Hi Calvin, Gary

Please note there has been a Corporate transition team setup under Paul to assist with the smooth transition of staff and service elements from IFCW to MPC.


Duncan and I have notionally agreed the mix of services and FTE (approximately 113) who are moving. This information is being worked through with Paul as CMTEDD CFO. Gordon given his extensive knowledge of IFCW etc has been contracted to work to Paul to assist with organising mechanics under Paul's direction to aid with separating budgets, FTE etc.

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Should there be any questions in relation to the above please do not hesitate to give Paul or I a call.

Many Thanks

Regards

Shaun.

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Thursday, 13 June 2019 9:48 PM
To: Hall, Damon
Subject: RE: Major Projects Canberra - sister organisations

UNCLASSIFIED Sensitive

Ta

From: Hall, Damon
Sent: Thursday, 13 June 2019 6:59 PM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: Major Projects Canberra - sister organisations

UNCLASSIFIED Sensitive

FYI only as mentioned

Projects NSW sits within INSW:

<http://www.infrastructure.nsw.gov.au/projects-nsw/>

Major Projects Victoria has recently merged with 'Places Victoria' to deliver major civic projects:

<https://www.development.vic.gov.au/projects>

(Note with both these organisations the specific projects are nominated by the Premier).

Within Queensland the functions are split across Building Queensland (business cases) and a Commercial team within Treasury (procurement):

<https://buildingqueensland.qld.gov.au/about-us/>

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Martyniak, Alexandra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 10:44 PM
To: Bailey, Kylie
Subject: RE: Set-up - Major Projects Canberra / IFCW budget split

UNCLASSIFIED
 For-Official-Use-Only



From: Bailey, Kylie
Sent: Monday, 17 June 2019 9:32 PM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Set-up - Major Projects Canberra / IFCW budget split

I am meeting with David Turner tomorrow at 4pm at Winyu House. I spoke with him today.

I have also asked Adrian for a copy of the IFCW staff numbers and for a couple of representatives from IFCW to work with me on the move working group – we meet Thursday morning (at Property Group's offices – ICT reps will also be attending). (a copy of his email is attached)



k

<< Message: RE: Major Projects Canberra >> _____

From: Edghill, Duncan
Sent: Monday, 17 June 2019 9:05 PM
To: Bailey, Kylie <Kylie.Bailey@act.gov.au>
Subject: FW: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

fyi

From: Davls, Gary
Sent: Monday, 17 June 2019 9:00 AM
To: Strachan, Shaun <Shaun.Strachan@act.gov.au>; Gordon, Garry <Garry.Gordon@act.gov.au>; Turner, David <David.Turner@act.gov.au>; Rogers, Mat <Mat.Rogers@act.gov.au>
Cc: Bailey, Daniel <Daniel.Bailey@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: RE: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

Hi Garry

David Turner is the person in SSICT who can assist with scoping the relevant ICT fit out work.

Gary Davis | Executive Group Manager, Shared Services ICT
 E: Gary.Davis@act.gov.au | P: 6207 6489 | M: 0434 659 995
 Shared Services | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 2, Winyu House, 125 Gungahlin Place, Gungahlin ACT 2912 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
Please consider the environment before printing this email. If printing is necessary, print double-sided and black and white.

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Cc: Bailey, Daniel <Daniel.Bailey@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Davis, Gary <Gary.Davis@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: FW: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

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Cc: Burton, Ross <Ross.Burton@act.gov.au>; Bain, Glenn <Glenn.Bain@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Piani, Adrian <Adrian.Piani@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
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Many Thanks

Regards

Shaun.

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 10:34 PM
To: Leigh, Kathy
Subject: FW: Major Projects Canberra
Attachments: report - mpc - draft business plan on a page - de 170619.docx; report - potential organisation structure - de 160619.docx

UNCLASSIFIED For-Official-Use-Only

FYI. Am meeting with the Chief next Wednesday.

From: Edghill, Duncan
Sent: Monday, 17 June 2019 10:34 PM
To: Cook, Michael <Michael.Cook@act.gov.au>
Subject: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Michael,

Thank you again for your time today. As discussed, please find attached the draft 'Business Plan on a Page' with the few tweaks we spoke about this afternoon. I've also attached the draft org structure FYI.

I look forward to meeting with yourself and the Chief next Wednesday.

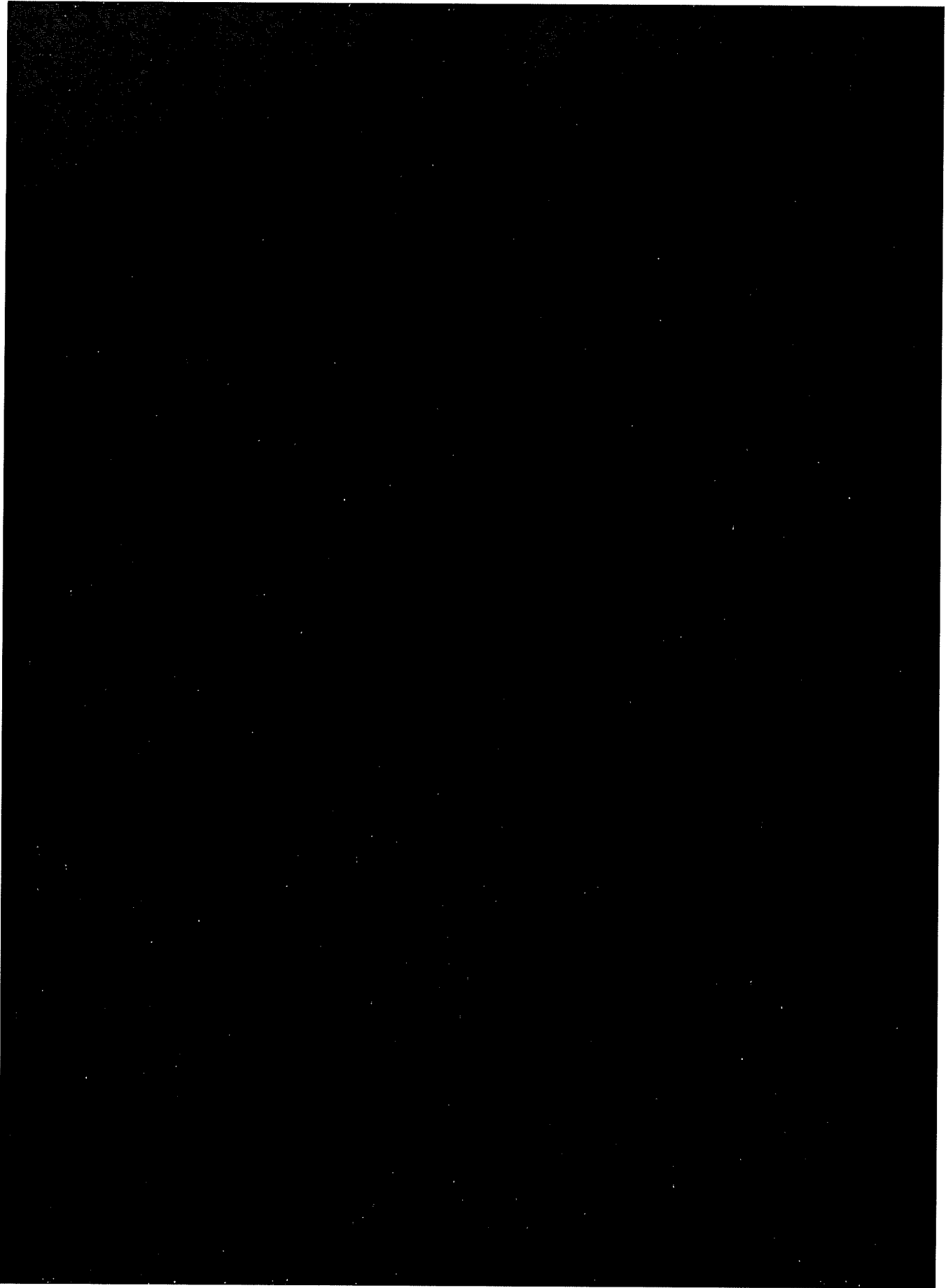
Kind Regards
 Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



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 GPO Box 158, Canberra ACT 2601

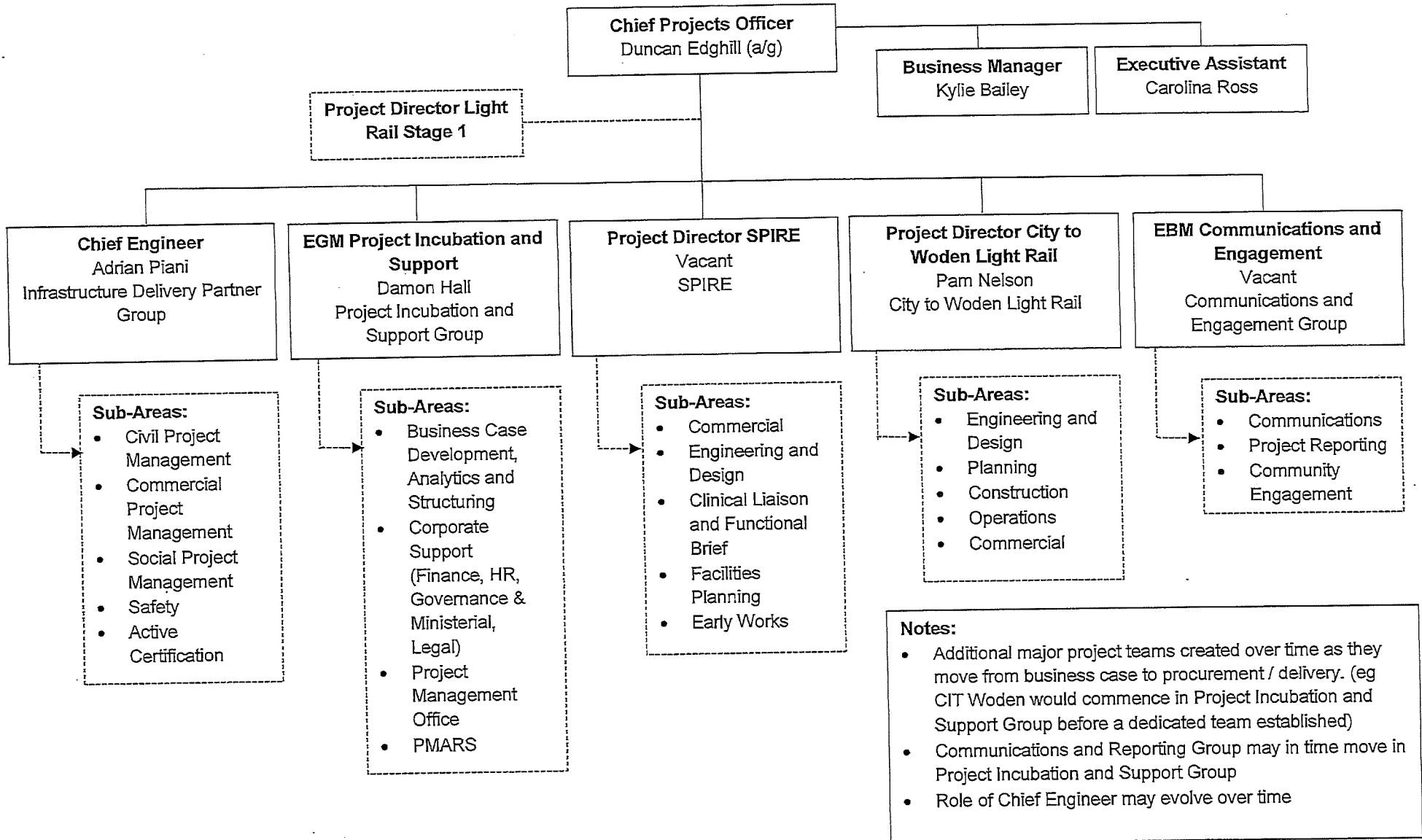
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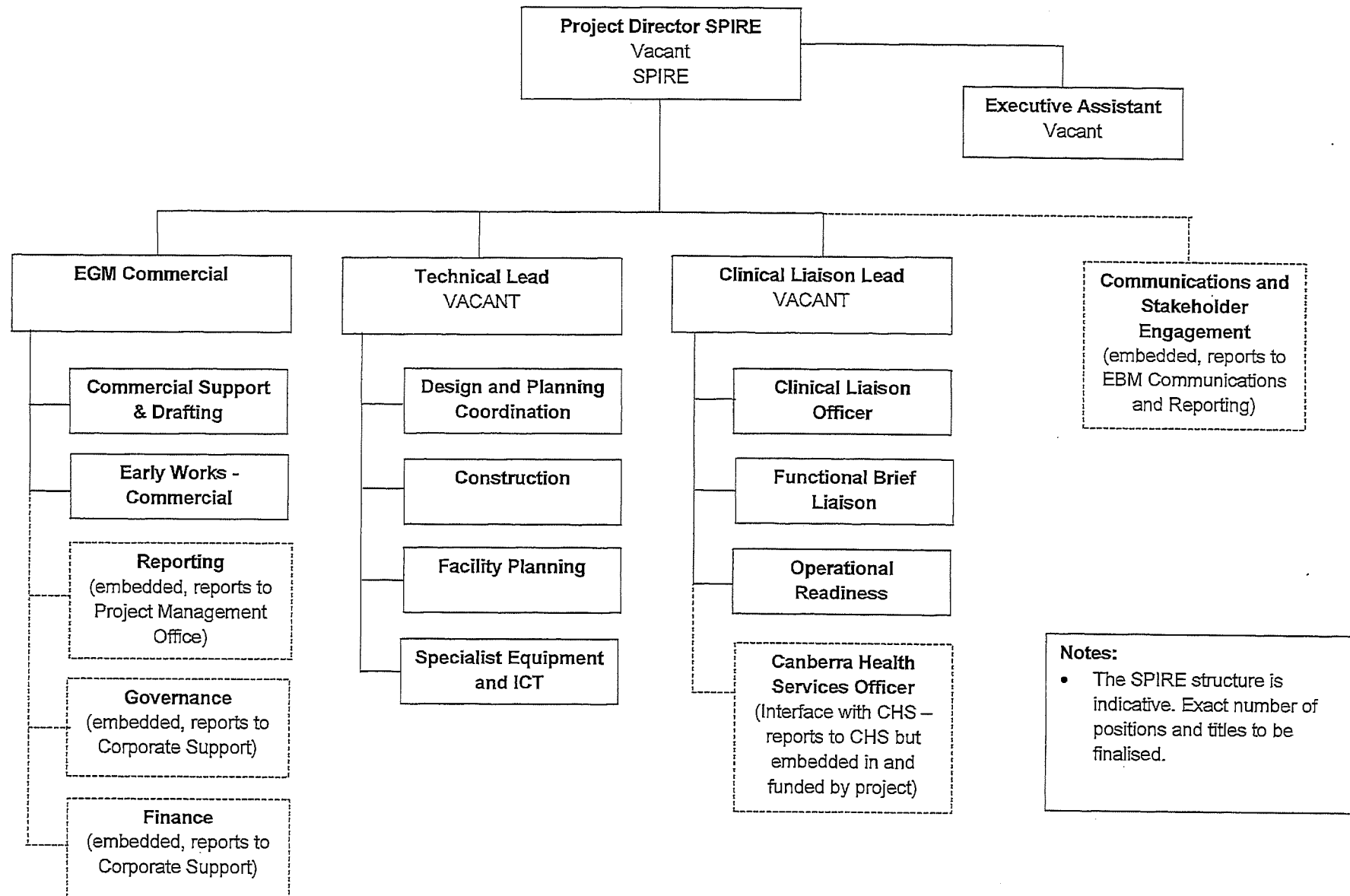
17 June 2019

Major Projects Canberra – Draft Organisation Structure

General Structure



SPIRE Structure (Draft)



Martyniak, Alexandra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 10:34 PM
To: Cook, Michael
Subject: Major Projects Canberra
Attachments: report - mpc - draft business plan on a page - de 170619.docx; report - potential organisation structure - de 160619.docx

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Duncan

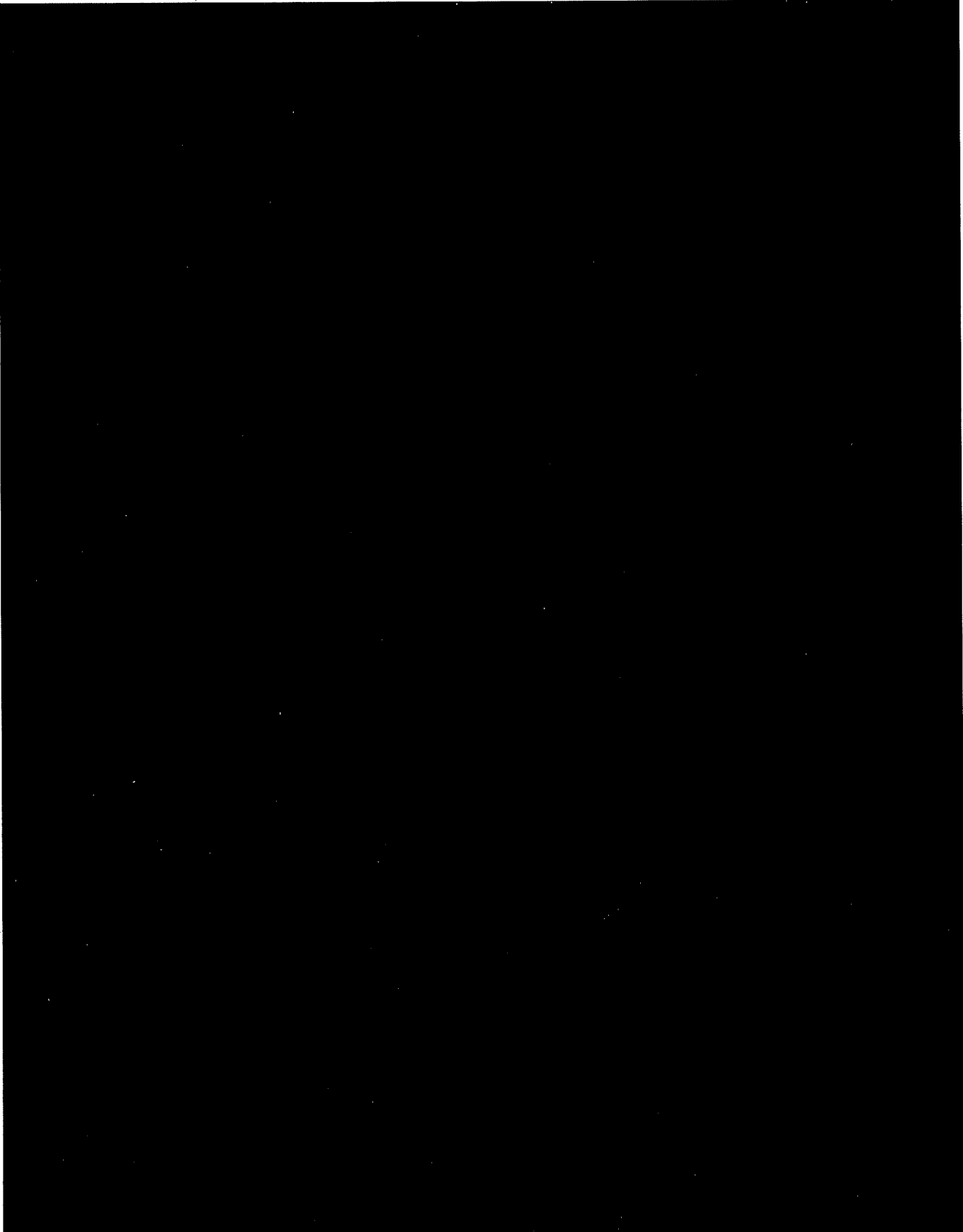
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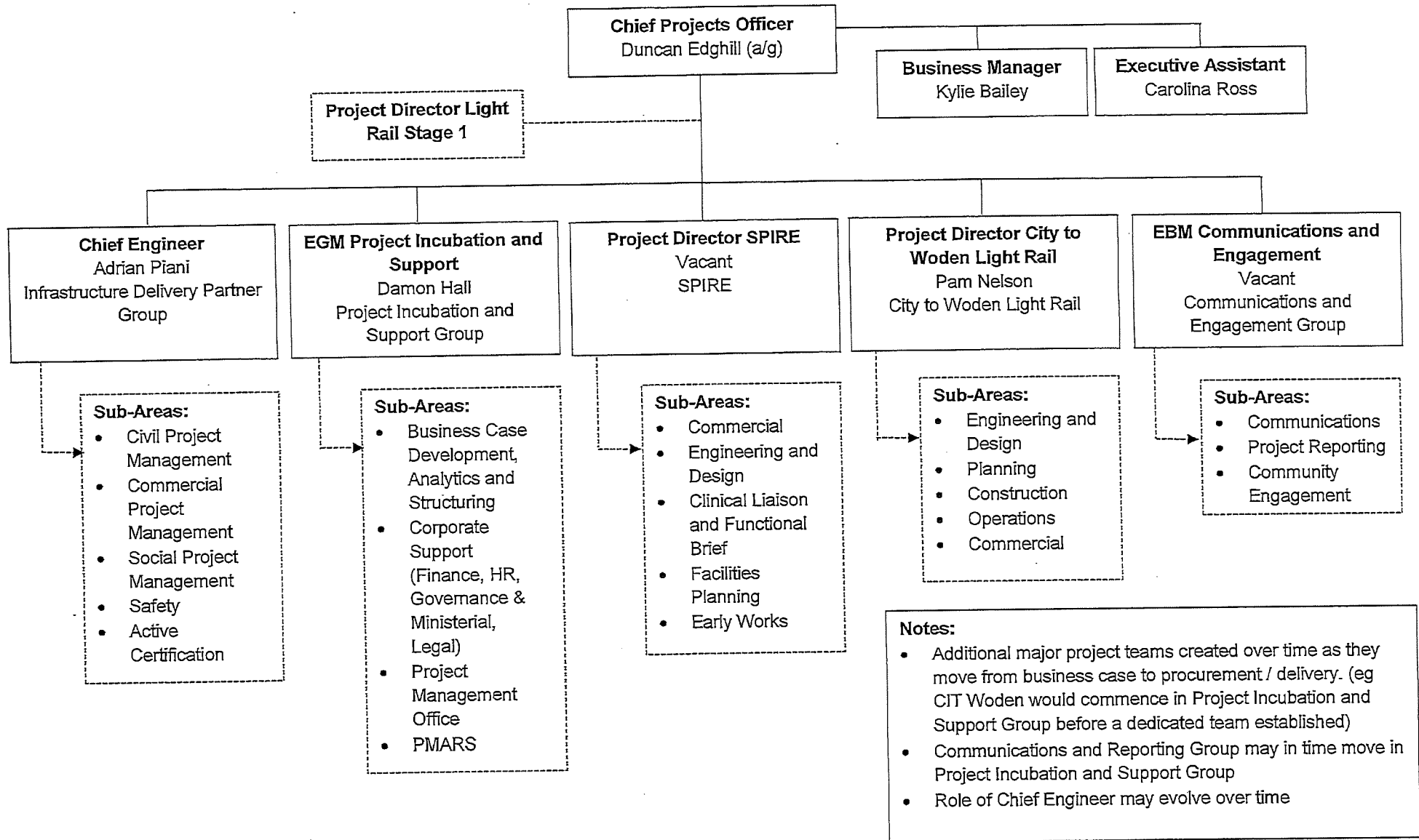
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Major Projects Canberra – Business Plan on a Page

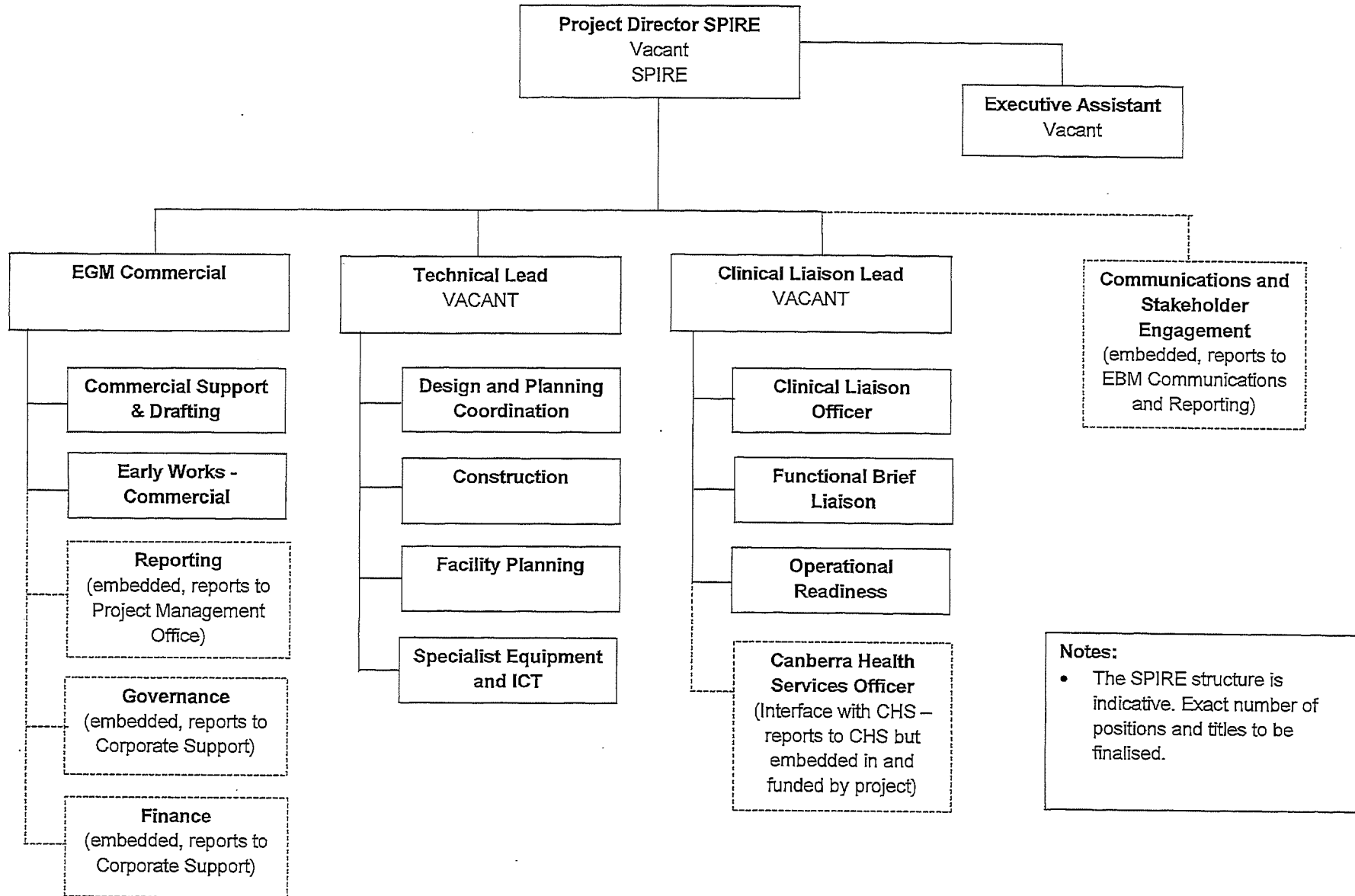


Major Projects Canberra – Draft Organisation Structure

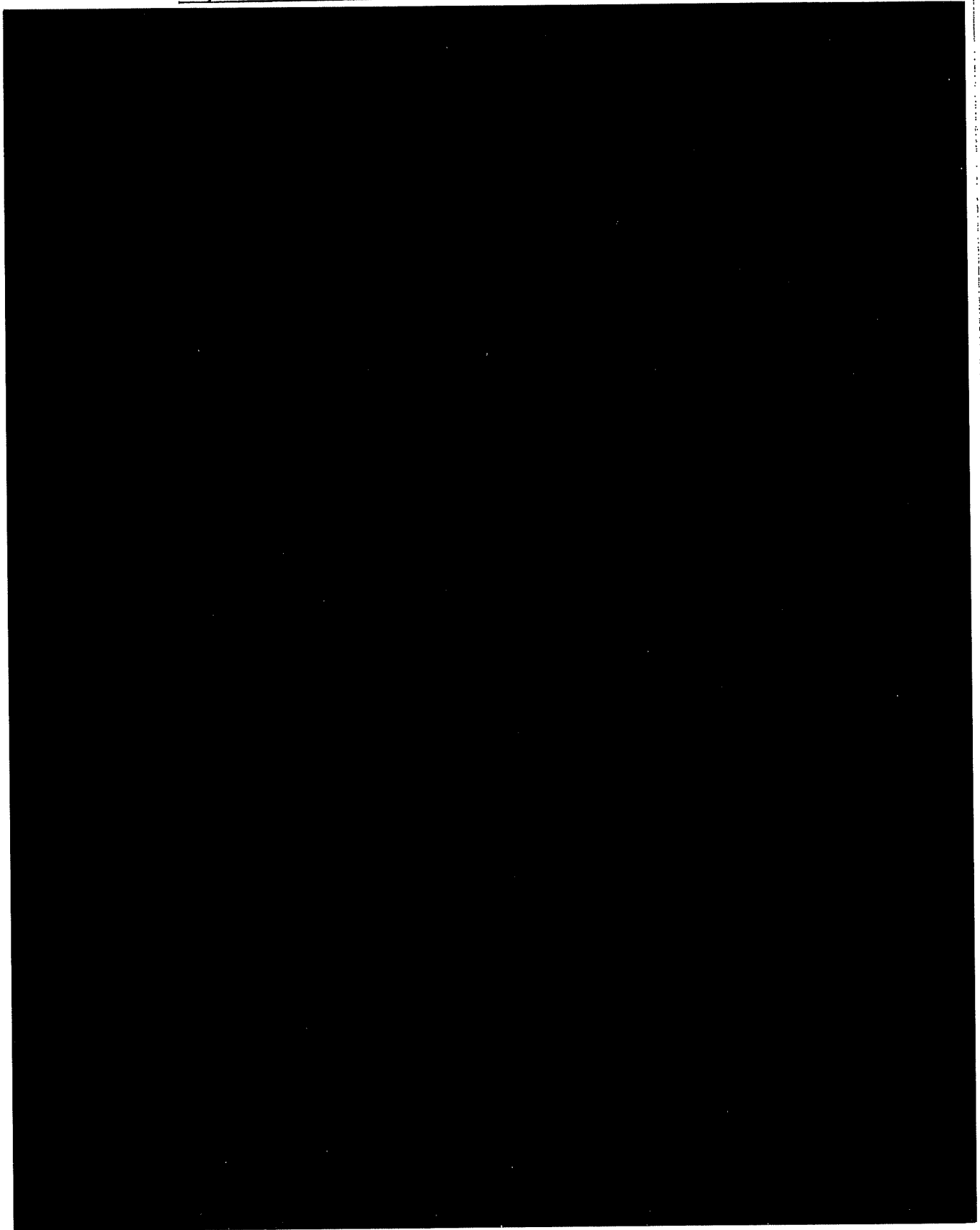
General Structure



SPIRE Structure (Draft)



Major Projects Canberra – Business Plan on a Page



Martyniak, Alexandra

From: Bailey, Kylie
Sent: Monday, 17 June 2019 9:32 PM
To: Edghill, Duncan
Subject: RE: Set-up - Major Projects Canberra / IFCW budget split

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k



RE: Major Projects
 Canberra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 9:05 PM
To: Bailey, Kylie <Kylie.Bailey@act.gov.au>
Subject: FW: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

fyi

From: Davls, Gary
Sent: Monday, 17 June 2019 9:00 AM
To: Strachan, Shaun <Shaun.Strachan@act.gov.au>; Gordon, Garry <Garry.Gordon@act.gov.au>; Turner, David <David.Turner@act.gov.au>; Rogers, Mat <Mat.Rogers@act.gov.au>
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Gary Davls | Executive Group Manager, Shared Services ICT
 E: Gary.Davls@act.gov.au | P: 6207 6489 | M: 0434 659 995
 Shared Services | Chief Minister, Treasury and Economic Development Directorate | ACT Government
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Many thanks
 Shaun.

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Cc: Burton, Ross <Ross.Burton@act.gov.au>; Bain, Glenn <Glenn.Bain@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Piani, Adrian <Adrian.Piani@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
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UNOFFICIAL

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Should there be any questions in relation to the above please do not hesitate to give Paul or I a call.

Many Thanks

Regards

Shaun.

Martyniak, Alexandra

From: Bailey, Kylie
Sent: Monday, 17 June 2019 9:30 PM
To: Piani, Adrian
Cc: Ceccato, Shonade; Keir, Melissa; Hall, Damon
Subject: RE: Major Projects Canberra

Thanks all.

I was part of the PCG when PCW and IFAD merged to form IFCW and moved to Belconnen. The IFCW staff are great and I am sure will be happy to participate and do what needs to be done. Details like what, if anything, needs to be moved (safes, compactus, kitchen equipment etc) can be worked through with these reps at these Property Group led meetings.

There is quite a lot to do but it is important we are all kept informed as we move forward.

Kind regards
 Kylie

From: Piani, Adrian
 Sent: Monday, 17 June 2019 9:23 PM
 To: Bailey, Kylie <Kylie.Bailey@act.gov.au>
 Cc: Ceccato, Shonade <Shonade.Ceccato@act.gov.au>; Keir, Melissa <Melissa.Keir@act.gov.au>; Hall, Damon <Damon.Hall@act.gov.au>
 Subject: RE: Major Projects Canberra

Hi Kylie,

Thanks for contacting me!

Shonade can you pull together a staff list? This needs to include the people/positions coming from PACT. Gordon has been working on that staffing list to inform the budget process so it's worth touching base with him to cross check names. You should come out with 113 in total staff numbers (give or take!).

With regards to the PCG, it is good to hear you are reaching out for staff input. We had an all staff morning tea today to continue the conversation from the announcement last week - accommodation was the first point raised! And generally there was some keenness for staff to be involved in the transition process.

Shonade ☐ can you touch base with Kylie tomorrow to discuss the PCG reps? I don't have an opinion on who is best, but I imagine we need people who can provide information and support decision making within the PCG, but also represent staff/communicate back to staff on issues?

Regards

Adrian

From: Bailey, Kylie
Sent: Monday, 17 June 2019 5:12 PM
To: Piani, Adrian <Adrian.Piani@act.gov.au>
Cc: Ceccato, Shonade <Shonade.Ceccato@act.gov.au>; Keir, Melissa <Melissa.Keir@act.gov.au>; Hall, Damon <Damon.Hall@act.gov.au>
Subject: Major Projects Canberra

Hi Adrian

I am meeting with SSICT tomorrow afternoon to start to go through the ICT/network aspects of the move.

Are you able to please provide me with the draft IFCW staff list? Many thanks.

I am also meeting with Property Group and ICT reps on Thursday morning ☐ we have formed a ☐ Callum offices move☐ PCG. It would be good to have a representative/s from IFCW attend this meeting please ☐ perhaps someone from the Civil or Commercial team? (eg Natalie Barisic and / or Simon Pond).

Kind regards
Kylie

Kylie Bailey | Business Manager, Transport Canberra
Phone: (02) 6205 4570 M: 0402 003 980
Transport Canberra | Transport Canberra and City Services Directorate | ACT Government

496 Northbourne Avenue, Dickson | GPO Box 158 Canberra ACT 2601 www.act.gov.au | www.tccs.act.gov.au |
@tccs_act

Connected services for the people of Canberra

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 9:05 PM
To: Bailey, Kylie
Subject: FW: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

fyi

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Sent: Monday, 17 June 2019 9:00 AM
To: Strachan, Shaun <Shaun.Strachan@act.gov.au>; Gordon, Garry <Garry.Gordon@act.gov.au>; Turner, David <David.Turner@act.gov.au>; Rogers, Mat <Mat.Rogers@act.gov.au>
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Many Thanks

Regards

Shaun.

Martyniak, Alexandra

From: Pulford, Nikki
Sent: Monday, 17 June 2019 12:44 PM
To: Edghill, Duncan
Subject: RE: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Hi Duncan
 The structure looks really good. Interested to chat further when you have time. [REDACTED]
 [REDACTED]
 regards
 Nikki

From: Edghill, Duncan
Sent: Monday, 17 June 2019 12:27 PM
To: Pulford, Nikki <Nikki.Pulford@act.gov.au>
Subject: FW: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Nikki,

Not for on-forwarding, but please find my thinking around structure and strategic priorities attached. [REDACTED]
 [REDACTED]

Happy to have a chat.

Cheers
 Duncan

From: Edghill, Duncan
Sent: Monday, 17 June 2019 12:26 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>
Subject: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Kathy,

To keep you in the loop – I'm catching up with Michael Cook for a coffee this afternoon. I'll take with me the attached two documents:

- The first is a 'business plan on a page.' I'm interested to ensure priorities align with those of the Chief; and
- My current thinking around the organisation structure (this will be of lesser concern to Michael, but I'll have it with me). I've sent this in draft to a small number of relevant people for their thoughts. I expect it will continue to evolve prior to 1 July, but it should give you a sense as to my thinking around structure. So far feedback has been positive. The SPIRE project director role is one we'll need to fill as soon as possible, either with an employee or contractor (as was apparently contemplated by the business case). I have a few enquiries in the market in this respect.

Would be happy to discuss.

Thank you.

Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
GPO Box 158, Canberra ACT 2601.

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Subject: FW: Major Projects Canberra
Attachments: report - mpc - draft business plan on a page - de 170619.docx; report - potential organisation structure - de 160619.docx

UNCLASSIFIED For-Official-Use-Only

Nikki,

Not for on-forwarding, but please find my thinking around structure and strategic priorities attached. [REDACTED]

Happy to have a chat.

Cheers
Duncan

From: Edghill, Duncan
Sent: Monday, 17 June 2019 12:26 PM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>
Subject: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Kathy,

To keep you in the loop – I'm catching up with Michael Cook for a coffee this afternoon. I'll take with me the attached two documents:

- The first is a 'business plan on a page.' I'm interested to ensure priorities align with those of the Chief; and
- My current thinking around the organisation structure (this will be of lesser concern to Michael, but I'll have it with me). I've sent this in draft to a small number of relevant people for their thoughts. I expect it will continue to evolve prior to 1 July, but it should give you a sense as to my thinking around structure. So far feedback has been positive. The SPIRE project director role is one we'll need to fill as soon as possible, either with an employee or contractor (as was apparently contemplated by the business case). I have a few enquiries in the market in this respect.

Would be happy to discuss.

Thank you.


Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra

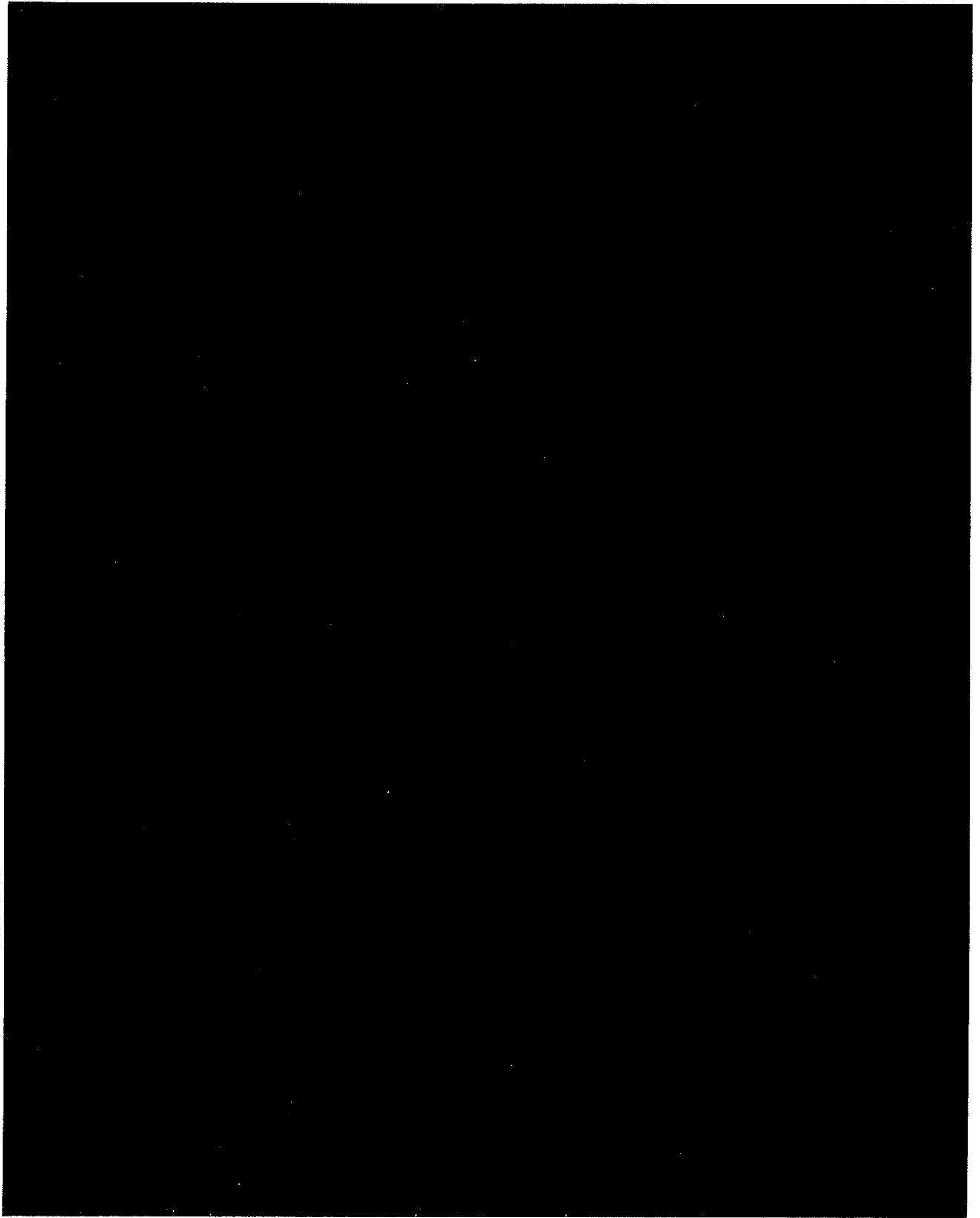


T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au

GPO Box 158, Canberra ACT 2601

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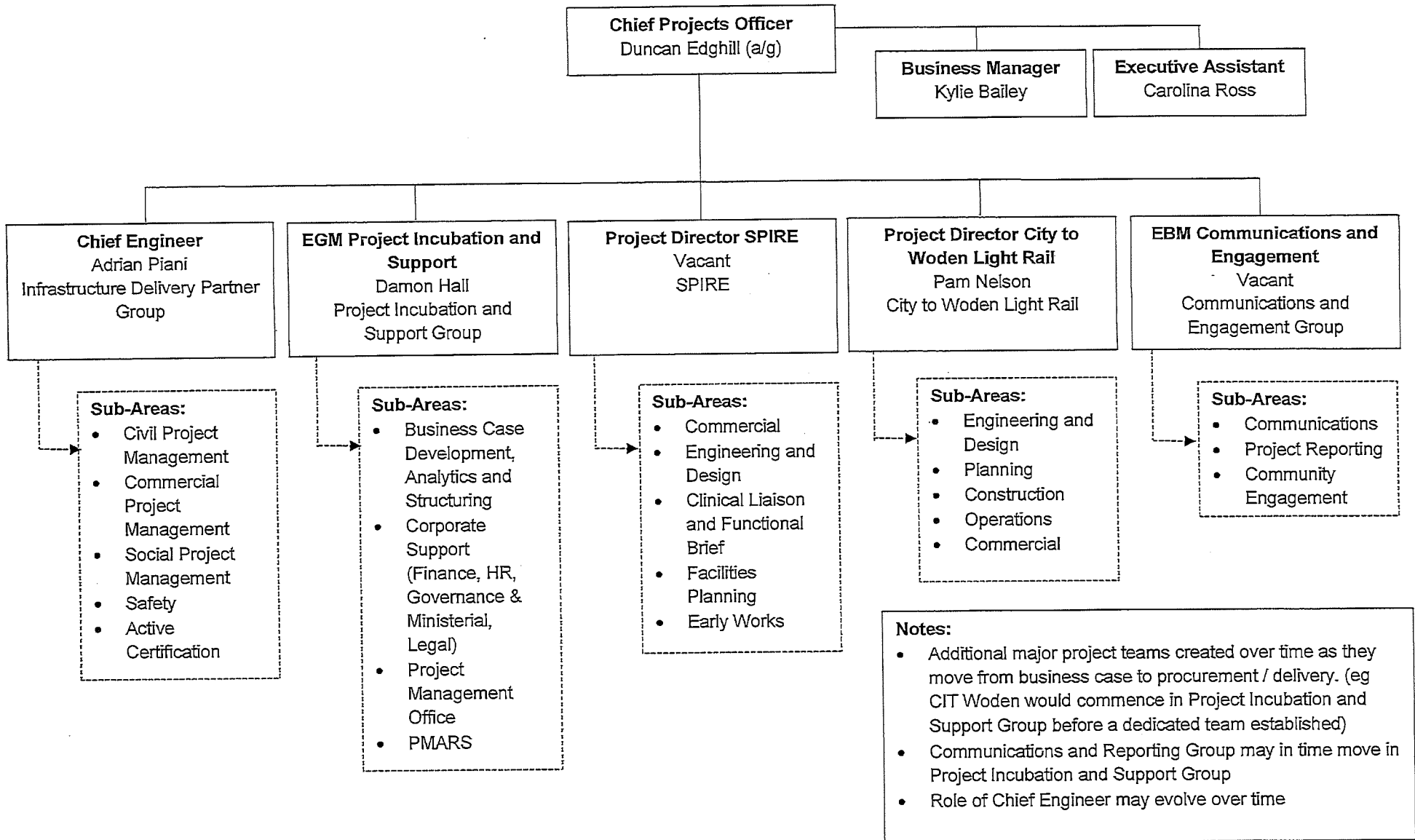
Major Projects Canberra – Business Plan on a Page



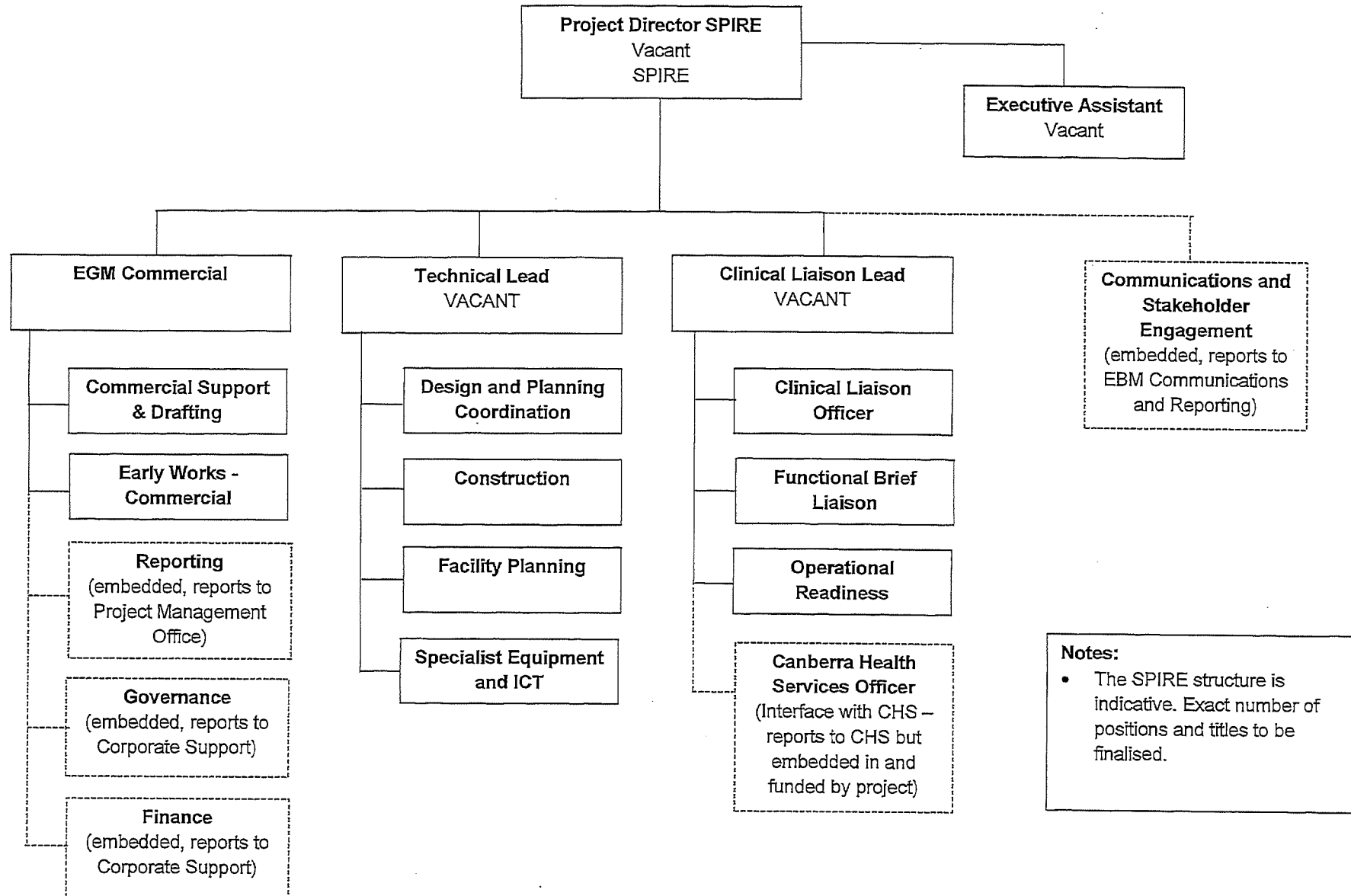
17 June 2019

Major Projects Canberra – Draft Organisation Structure

General Structure



SPIRE Structure



Martyniak, Alexandra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 12:26 PM
To: Leigh, Kathy
Subject: Major Projects Canberra
Attachments: report - mpc - draft business plan on a page - de 170619.docx; report - potential organisation structure - de 160619.docx

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Thank you.

Duncan

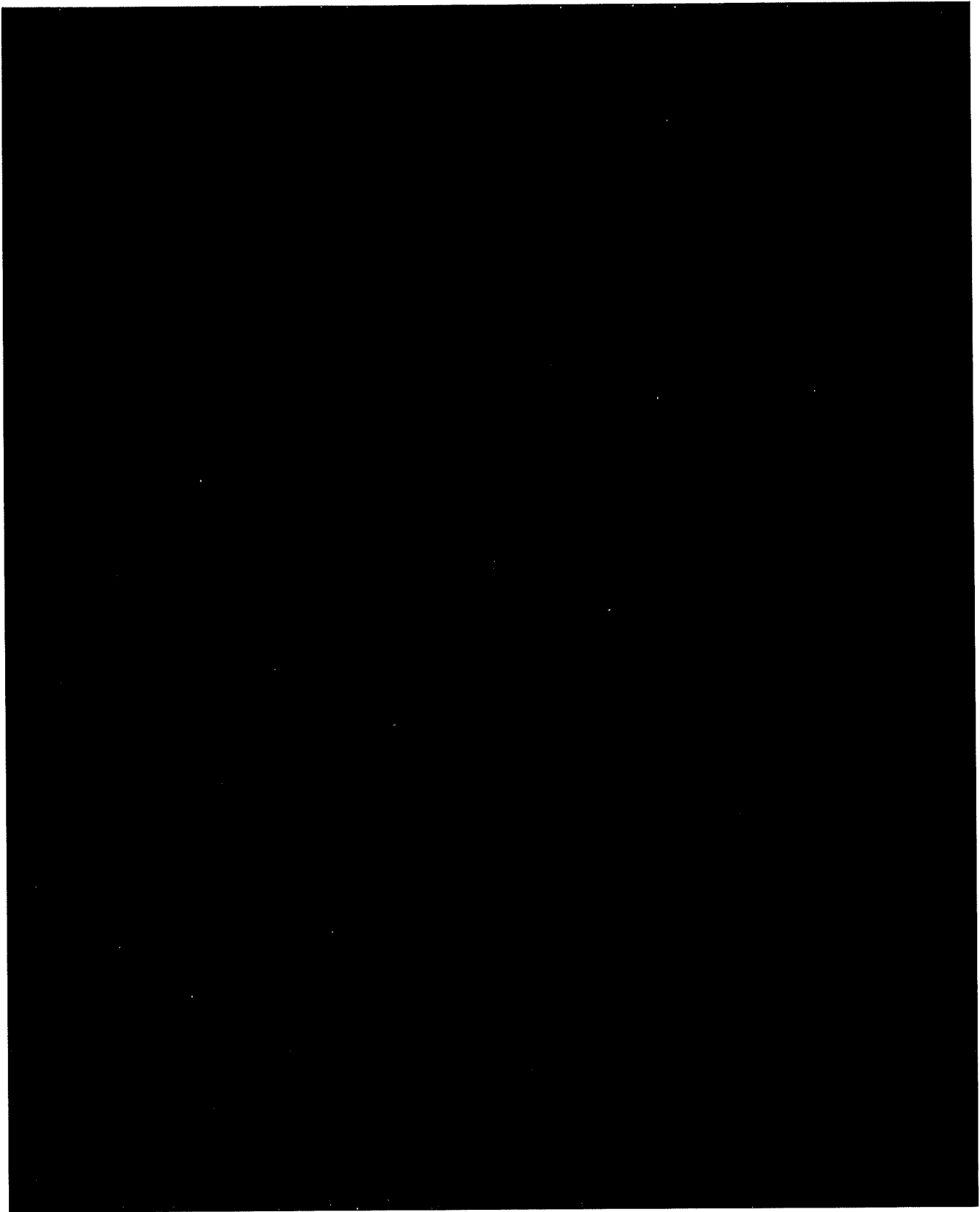
Duncan Edghill | Deputy Director-General - Transport Canberra



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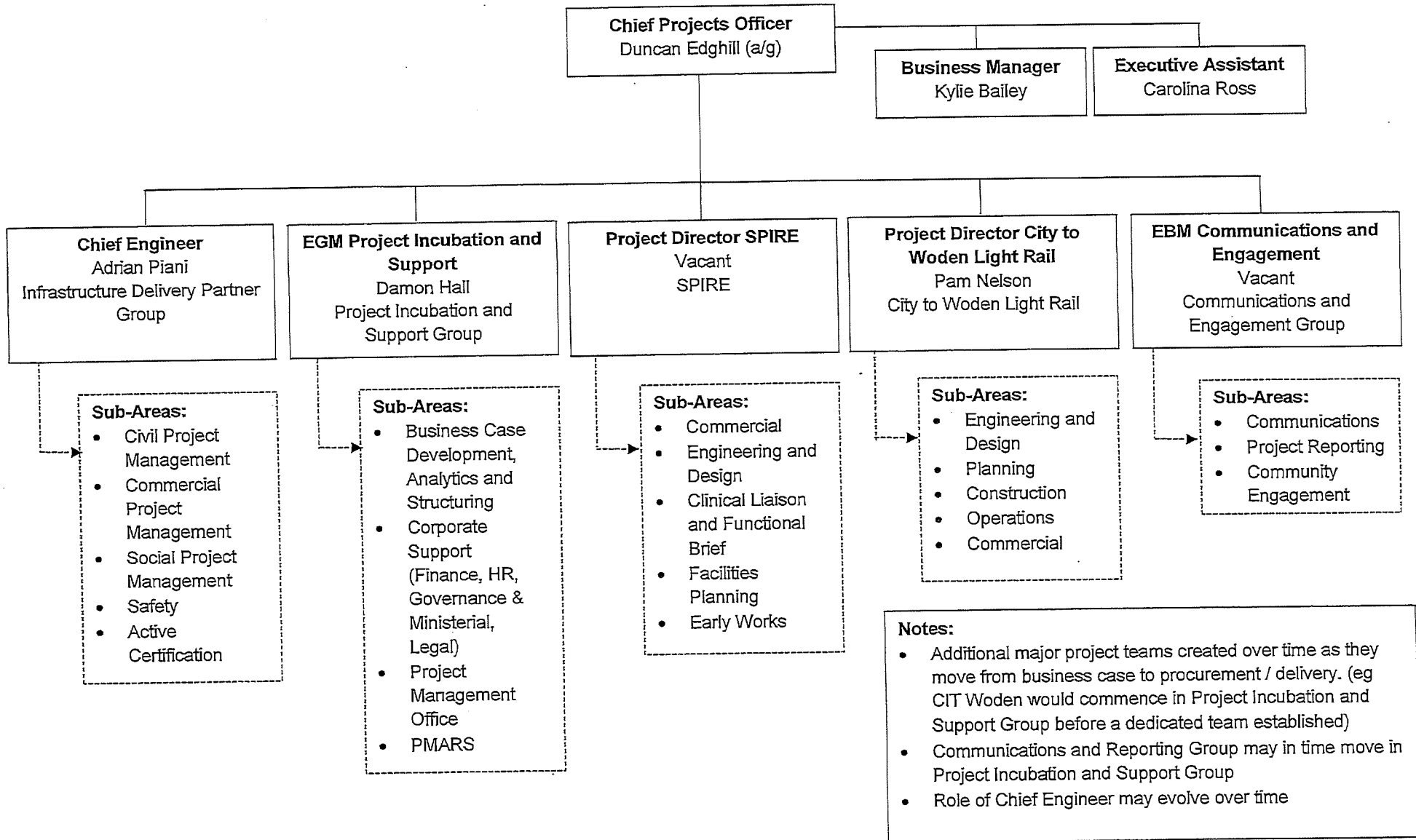
Major Projects Canberra – Business Plan on a Page



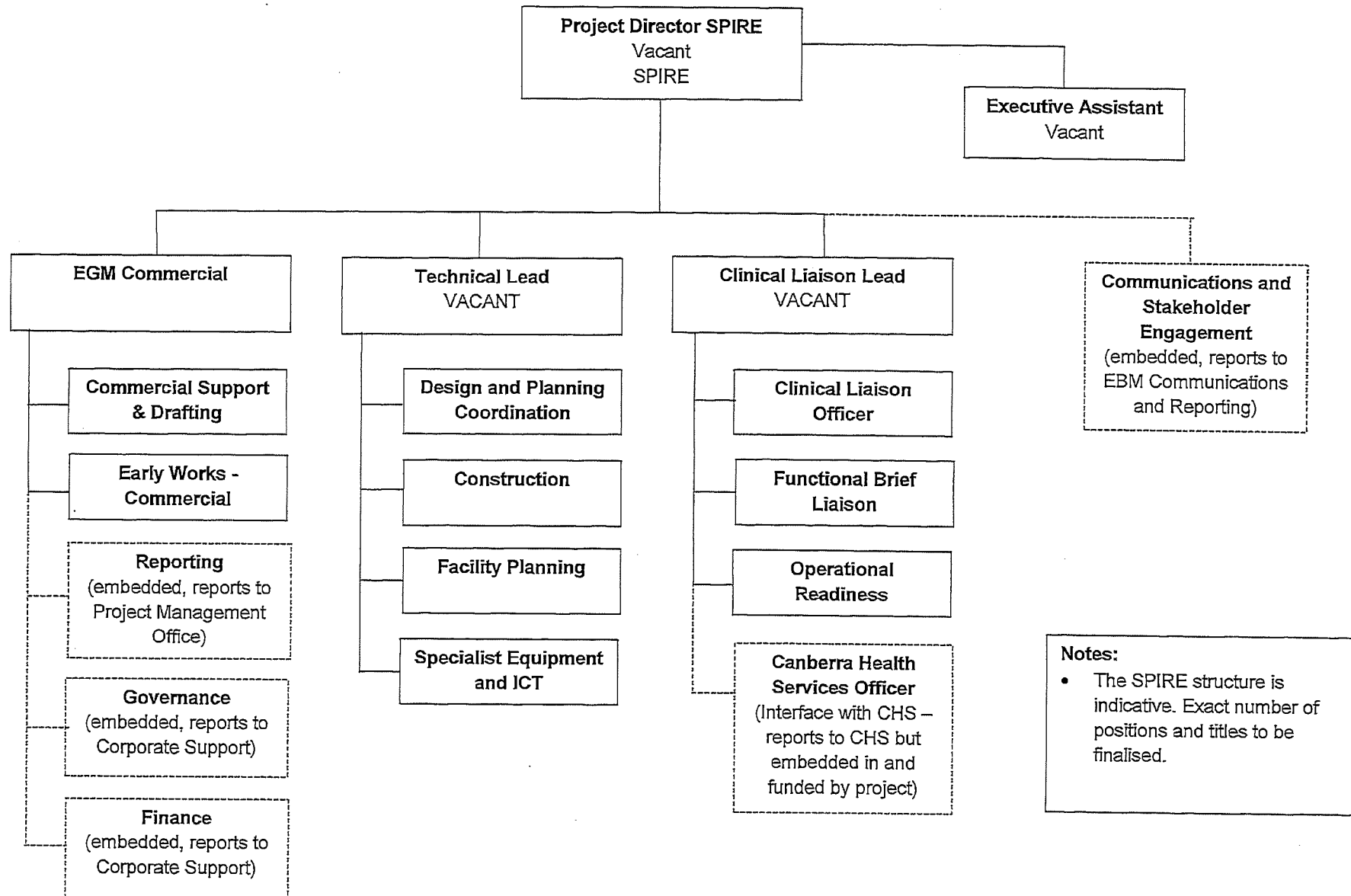
17 June 2019

Major Projects Canberra – Draft Organisation Structure

General Structure



SPIRE Structure



Martyniak, Alexandra

From: Bailey, Kylie
Sent: Monday, 17 June 2019 10:25 AM
To: Edghill, Duncan
Subject: FW: Major Projects Canberra Transition [SEC=UNCLASSIFIED]

FYI

I will confirm it will be closer to 140 FTE not 113.

Will keep you posted.


From: Gordon, Garry
Sent: Monday, 17 June 2019 10:20 AM
To: Bailey, Kylie <Kylie.Bailey@act.gov.au>; Bailey, Daniel <Daniel.Bailey@act.gov.au>
Cc: Turner, David <David.Turner@act.gov.au>; Rogers, Mat <Mat.Rogers@act.gov.au>; Wales, PhillipB <PhillipB.Wales@act.gov.au>; Kennedy, Kate <Kate.Kennedy@act.gov.au>; ACTPGExecutiveSupport <ACTPGExecutiveSupport@act.gov.au>
Subject: RE: Major Projects Canberra Transition [SEC=UNCLASSIFIED]

Hi Kylie

I will get Phil Wales to contact you regarding plans.

The amount of space is to be confirmed by the new function, most likely two pods based on 113FTE on an Activity Based Workplace layout.

The two pods are currently completely clear and will require a fitout incl furniture to be installed. I am not sure that 1 July is possible unless there are two moves. We have one pod with generic ABW furniture used for short term decants and emergency space. This could be a 1 July option and then move to the fully fitted out space.


 Phil is also working on the rent and operating expenses budget that the new team will be responsible for.

I am tied all day today but Phil will confirm a time for all of us to meet on site. Very happy to set up a project working group to ensure that the move goes smoothly.

Regards

Garry

Garry Gordon | Executive Branch Manager | ACT Property Group
Chief Minister, Treasury & Economic Development | ACT Government
 Phone: (02) 6205 2250 | Mobile 0466 470 802
 PO Box 777, Fyshwick, ACT, 2609

For repairs and maintenance related matters, please contact the 24/7 Response Centre
 T: 6213 0700 E: actpg@act.gov.au



ACT
Government

Chief Minister, Treasury and
Economic Development



From: Bailey, Kylie
Sent: Monday, 17 June 2019 10:06 AM
To: Bailey, Daniel <Daniel.Bailey@act.gov.au>; Gordon, Garry <Garry.Gordon@act.gov.au>
Cc: Turner, David <David.Turner@act.gov.au>; Rogers, Mat <Mat.Rogers@act.gov.au>
Subject: FW: Major Projects Canberra Transition

Good morning Daniel and Garry

Are you able to please send me the floor plans for Callum Offices – ideally showing where there is currently office fit out please.

I would also like to be able to organise a site visit this week please and another next week with Duncan to identify where he will be sitting and what else will be required for that particular pod.

It may be worth us setting up a small working group (as we did when IFAD and PCW merged and moved from NARA/Mac House to Belconnen). Many thanks.

David and Mat – I would appreciate you liaising with me too regarding the ICT aspects of the fit out.

The new agency is to commence 1 July and although we are aware that not all staff will be able to be there on day one, it is certainly Duncan's strong preference that we are based there from 1 July.

I look forward to hearing from you.

Kind regards
Kylie

From: Edghill, Duncan
Sent: Monday, 17 June 2019 7:37 AM
To: Hughes, Cherie <Cherie.Hughes@act.gov.au>; Strachan, Shaun <Shaun.Strachan@act.gov.au>; Lopa, Liz (Health) <Liz.Lopa@act.gov.au>; Perkins, Anita <Anita.Perkins@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>
Cc: Bailey, Kylie <Kylie.Bailey@act.gov.au>
Subject: Major Projects Canberra Transition

UNCLASSIFIED For-Official-Use-Only

Colleagues,

I've asked my Business Manager, Kylie Bailey, to kindly keep track of who is doing what during the transition to Major Projects Canberra. Please find below my initial brain-dump of what needs to be done.

Might I please ask that you send to Kylie any tasks that aren't on the list and who is leading them?

Many thanks in advance.

Task	Lead	Status
Staffing		
TCCS – Resolved Staff Transfer List		
Health – Resolved Staff Transfer List		
IFCW - Resolved Staff Transfer List		
Establish New MPC Positions		
Temporary Contracts for New MPC Positions		
Advertise New MPC Positions		
Initial MPC Org Structure	Duncan	
Internal Transition Comms Plan		
Funding		
MPC Initial Budget		
Resolve TCCS Funding Transfer		
Resolve Health Funding Transfer		
Resolve IFCW Funding Transfer		
Determine Corporate Services Funding Transfer		
Administrative & Other		
Finalise AAs		
Establish Delegations		
Accommodation Arrangements		
Initial MPC Business Plan (inc Stakeholder Mapping)	Duncan	
TCCS – Handover of Non-Transferring Work	Duncan / Damon	

Kind Regards
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



T 02 6205 3842 | M 0431 882 470 | E duncan.edghill@act.gov.au
GPO Box 158, Canberra ACT 2601

Please consider the environment before printing this e-mail.

Martyniak, Alexandra

From: Davis, Gary
Sent: Monday, 17 June 2019 9:00 AM
To: Strachan, Shaun; Gordon, Garry; Turner, David; Rogers, Mat
Cc: Bailey, Daniel; Elliott, Gordon; Ogden, Paul; Edghill, Duncan
Subject: RE: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

Hi Garry

David Turner is the person in SSICT who can assist with scoping the relevant ICT fit out work.

Gary Davis | Executive Group Manager, Shared Services ICT
 E: Gary.Davis@act.gov.au | P: 6207 6489 | M: 0434 659 995
 Shared Services | Chief Minister, Treasury and Economic Development Directorate | ACT Government
 Level 2, Wllyu House, 125 Gungahlin Place, Gungahlin ACT 2912 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au
 Please consider the environment before printing this email. If printing is necessary, print double-sided and black and white.

From: Strachan, Shaun
Sent: Monday, 17 June 2019 8:37 AM
To: Gordon, Garry <Garry.Gordon@act.gov.au>
Cc: Bailey, Daniel <Daniel.Bailey@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Davis, Gary <Gary.Davis@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: FW: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

Hi Garry,

In discussions with Daniel last Friday, we have asked that you lead discussions with Duncan as to actual requirements with occupying Callum. Can you please make contact with his office today to arrange a time to meet with him in discussing the following as a matter of priority.

- Number of PODS actually needed.
- Potential timing and fit out for the additional two PODS.
- Please liaise with Gary at SS re ICT needs and or requirements.
- Please liaise closely with Gordon Elliot re financial implications in order that these can be caught from a budgetary perspective for Duncan.

Many thanks
 Shaun.

From: Strachan, Shaun
Sent: Sunday, 16 June 2019 7:17 PM
To: Robinson, Calvin <Calvin.Robinson@act.gov.au>; Davis, Gary <Gary.Davis@act.gov.au>
Cc: Burton, Ross <Ross.Burton@act.gov.au>; Bain, Glenn <Glenn.Bain@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Piani, Adrian <Adrian.Piani@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>;

Edghill, Duncan <Duncan.Edghill@act.gov.au>

Subject: Set-up - Major Projects Canberra / IFCW budget split

UNOFFICIAL

Hi Calvin, Gary

Please note there has been a Corporate transition team setup under Paul to assist with the smooth transition of staff and service elements from IFCW to MPC.

Not all service elements and staff are transitioning from IFCW to MPC.

Duncan and I have notionally agreed the mix of services and FTE (approximately 113) who are moving. This information is being worked through with Paul as CMTEDD CFO. Gordon given his extensive knowledge of IFCW etc has been contracted to work to Paul to assist with organising mechanics under Paul's direction to aid with separating budgets, FTE etc.

As there is some urgency with assisting to setup the new body, can I ask you to work closely with Paul in taking his direction. Gordon will be facilitating so please assist him with any enquiries and or priorities. Paul will be in contact with you both most likely from Monday.

Should there be any questions in relation to the above please do not hesitate to give Paul or I a call.

Many Thanks

Regards

Shaun.

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From: Strachan, Shaun
Sent: Monday, 17 June 2019 8:37 AM
To: Gordon, Garry
Cc: Bailey, Daniel; Elliott, Gordon; Ogden, Paul; Davis, Gary; Edghill, Duncan
Subject: FW: Set-up - Major Projects Canberra / IFCW budget split

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Cc: Burton, Ross <Ross.Burton@act.gov.au>; Bain, Glenn <Glenn.Bain@act.gov.au>; Elliott, Gordon <Gordon.Elliott@act.gov.au>; Piani, Adrian <Adrian.Piani@act.gov.au>; Ogden, Paul <Paul.Ogden@act.gov.au>; Edghill, Duncan <Duncan.Edghill@act.gov.au>
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Martyniak, Alexandra

From: Edghill, Duncan
Sent: Monday, 17 June 2019 7:37 AM
To: Hughes, Cherie; Strachan, Shaun; Lopa, Liz (Health); Perkins, Anita; Ogden, Paul
Cc: Bailey, Kylie
Subject: Major Projects Canberra Transition

UNCLASSIFIED For-Official-Use-Only

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Kind Regards
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



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GPO Box 158, Canberra ACT 2601

Please consider the environment before printing this e-mail.

Martyniak, Alexandra

From: Edghill, Duncan
Sent: Sunday, 16 June 2019 10:56 PM
To: Bailey, Kylie
Subject: Major Projects Canberra

UNCLASSIFIED For-Official-Use-Only

Kylie,

May I speak with you tomorrow about two items please:

1. Help getting the SPIRE project director position created, job sized and advertised; and
2. Help getting the accommodation and fit-out sorted.

Thanks
Duncan

Duncan Edghill | Deputy Director-General - Transport Canberra



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GPO Box 158, Canberra ACT 2601.

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Many Thanks

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Martyniak, Alexandra

From: Edghill, Duncan
Sent: Thursday, 13 June 2019 9:48 PM
To: Hall, Damon
Subject: RE: Major Projects Canberra - sister organisations

UNCLASSIFIED Sensitive

Ta

From: Hall, Damon
Sent: Thursday, 13 June 2019 6:59 PM
To: Edghill, Duncan <Duncan.Edghill@act.gov.au>
Subject: Major Projects Canberra - sister organisations

UNCLASSIFIED Sensitive

FYI only as mentioned

Projects NSW sits within INSW:

<http://www.infrastructure.nsw.gov.au/projects-nsw/>

Major Projects Victoria has recently merged with 'Places Victoria' to deliver major civic projects:

<https://www.development.vic.gov.au/projects>

(Note with both these organisations the specific projects are nominated by the Premier).

Within Queensland the functions are split across Building Queensland (business cases) and a Commercial team within Treasury (procurement):

<https://buildingqueensland.qld.gov.au/about-us/>

<https://www.treasury.qld.gov.au/programs-and-policies/project-procurement-and-advisory/>