



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

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

FOI Reference: CMTEDDFOI 2023-045

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	45
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD FOI](#)
Subject: FOI Request-CMTEDDFOI 2023-045
Date: Friday, 17 February 2023 4:54:05 PM

Good afternoon,

On behalf of [REDACTED] I write to request, under the *Freedom of Information Act 2016*, copies of the following briefs:

1. CMTEDD2022/3248
2. CMTEDD2022/3565
3. CMTEDD2022/3716
4. CM22/76384
5. CMTEDD2022/2398
6. CMTEDD2022/3197
7. CMTEDD2022/3702
8. CMTEDD2022/4098

Kind regards,





ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI2023-045



FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 17 February 2023.

Specifically, you are seeking copies of the following briefs:

1. CMTEDD2022/3248
2. CMTEDD2022/3565
3. CMTEDD2022/3716
4. CM22/76384
5. CMTEDD2022/2398
6. CMTEDD2022/3197
7. CMTEDD2022/3702
8. CMTEDD2022/4098

Authority

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD was required to provide a decision within 20 working days of receipt of your application, however following a further 15-day extension granted by yourself, a decision on your access application is due by 11 April 2023.

Decision on access

Searches were completed for relevant documents and eight documents plus attachments were identified that fall within the scope of your request.

I have included as **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 those documents.

I have decided to grant access in full to three documents plus attachments relevant to your request. I have decided to grant partial access to three documents plus attachments and refuse to release three documents plus attachments as I consider them to contain information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act.

My access decisions are detailed further in the following statement of reasons, in accordance with section 54(2) of the Act. The documents released to you are provided as **Attachment B** to this letter.

Statement of Reasons

In reaching my access decisions, I have taken the following into account:

- the Act
- the content of the documents that fall within the scope of your request
- the *Human Rights Act 2004*.

Exemption claimed

My reasons for deciding not to grant access to the identified documents and components of those documents are as follows:

Contrary to the public interest information under Schedule 1 of the Act

Documents 6 and 7 contain tax information subject to tax secrecy provisions and this information is considered to be contrary to the public interest *under Schedule 1 section 1.3(7) which states:*

secrecy provision—a provision of a law is a secrecy provision if it;

- (a) applies to information obtained in the exercise of a function under the law; and*
- (b) prohibits people mentioned in the provision from disclosing the information, whether the prohibition is absolute or subject to stated exceptions or qualifications.*

Document 3 contains information that is considered to be contrary to the public interest under Schedule 1 sections 1.2 and 1.6 of the Act.

Under the Act schedule 1, section 1.2 *Information subject to legal professional privilege - Information that would be privileged from production or admission into evidence in a legal proceeding on the ground of legal professional privilege* is exempt from release.

Information that contains legal privileged information has been redacted.

Under the Act schedule 1, section 1.6 *Cabinet Information* is:

(1) Information—

- (a) that has been submitted, or that a Minister proposes to submit, to Cabinet for its consideration and that was brought into existence for that purpose; or*
- (b) that is an official record of Cabinet; or*
- (c) that is a copy of, or part of, or contains an extract from, information mentioned in paragraph (a) or (b); or*

(d) the disclosure of which would reveal any deliberation of Cabinet (other than through the official publication of a Cabinet decision).

The purpose of this exemption is to maintain the confidentiality of the Cabinet process and to uphold the principle of collective ministerial responsibility. This exemption was discussed in *The Commonwealth v Northern Land Council* [1993] HCA 24; (1993) 176 CLR 604 (21 April 1993). Paragraph 6 of the decision, states that:

... it has never been doubted that it is in the public interest that the deliberations of Cabinet should remain confidential in order that the members of Cabinet may exchange differing views and at the same time maintain the principle of collective responsibility for any decision which may be made.

Information that mentions Cabinet deliberations has been redacted.

Information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act

What is the Public Interest?

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it [public interest] appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

Factors favouring disclosure in the public interest under schedule 2.1:

(a) disclosure of the information could reasonably be expected to do any of the following:

- (i) Promote open discussion of public affairs and enhance the government's accountability.*
- (ii) Contribute to positive and informed debate on important issues or matters of public interest.*
- (iii) Inform the community of the government's operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community.*
- (iv) Ensure effective oversight of expenditure of public funds.*

I consider release of this information could reasonably be expected to promote discussion of public affairs, contribute to positive and informed debate and the government's

accountability regarding the expenditure of public funds. The release of this information will provide insight in the process undertaken with regards to procurement.

However, these factors are required to be balanced against those factors favouring nondisclosure.

Factors favouring nondisclosure in the public interest under schedule 2.2:

(a) *disclosure of the information could reasonably be expected to do any of the following:*

- (i) *Prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004.*
- (xiii) *prejudice the competitive commercial activities of an agency.*

I consider that the protection of an individual's right to privacy, is a significant factor in the release of this information. Some contact details have been removed as I consider that the release of this information could impact their right to privacy. This, in my opinion, outweighs the benefit which may be derived from releasing the personal information.

I therefore weigh the factor for nondisclosure more highly than the factor in favour of release in this instance. As a result, I have decided that release of this information (contact phone numbers only) could prejudice their right to privacy under the *Human Rights Act 2004*.

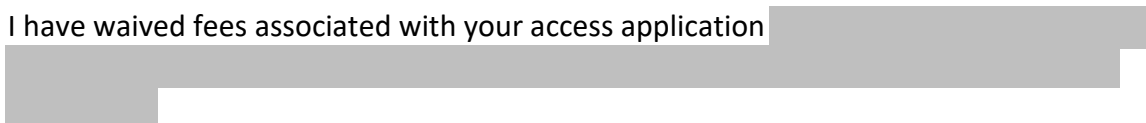
I have also considered the impact of disclosing information which relates to business affairs. Schedule 2 section 2.2(a)(xiii) allows for government information to be withheld from release if disclosure of the information could reasonably be expected to prejudice the competitive commercial activities of an agency.

The information in question contains sensitive information including payment rates, negotiations, methods of calculations and service delivery for a business that are not publicly available. I consider release of this information could unreasonably cause harm to the businesses involved by providing commercial information to its competitors. I am satisfied that release of this information would, or could, have significant impact on the business affairs of the entities identified as this information is not publicly available.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Charges

I have waived fees associated with your access application



Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log. Your personal contact details will not be published. You may view CMTEDD disclosure log at <https://www.cmtedd.act.gov.au/functions/foi/disclosure-log-2023i>.

Ombudsman Review

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

We recommend using this form *Applying for an Ombudsman Review* to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the 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 St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Katharine Stuart
Information Officer
Chief Minister, Treasury and Economic Development Directorate
11 April 2023



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
<p>I write to request, under the <i>Freedom of Information Act 2016</i>, copies of the following briefs:</p> <ul style="list-style-type: none"> • CMTEDD2022/3248 • CMTEDD2022/3565 • CMTEDD2022/3716 • CM22/76384 • CMTEDD2022/2398 • CMTEDD2022/3197 • CMTEDD2022/3702 • CMTEDD2022/4098 	CMTEDDFOI 2023-045

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-3	CMTEDD2022/3248 Pre-briefings of gas transition with other Ministerial Offices	04/08/2022	Full Release		Yes
	4-7	Attach A - Linkages with Ministerial portfolios	04/08/2022	Full Release		Yes
	8-10	Attach B - Gas transition talking points	04/08/2022	Full Release		Yes
2	1-3	CMTEDD2022/3565 Travel Request for New York, USA – September 2022	18/08/2022	Full Release		Yes
	4-6	Attach A - Travel form for <i>Mr Sam Engele, Coordinator General for Climate Action</i>	09/08/2022	Partial Release	Sch 2.2 (a)(ii)	Yes
3	1-5	CMTEDD2022/3716 Selection of loans provider for the next stage of the Sustainable Household Scheme	30/08/2022	Partial Release	Sch 2.2 (a)(xiii) Sch 1 1.2 Sch 1 1.6	Yes
4	1-3	CM22/76384 QTB - Better Regulation Taskforce - August 2022	27/07/2022	Full Release		Yes
5	1-3	CMTEDD2022/2398 Government Procurement Board – Instruments to Re-appoint Non-Public Employee Members	17/08/2022	Full Release		Yes
	4-5	Attachment A- Mr Mathew Baldwin – Instrument and Explanatory Statement	24/08/2022	Full Release		Yes

	6-7	Attachment B- Ms Madeleine Taylor – Instrument and Explanatory Statement	24/08/2022	Full Release		Yes
	8-11	Attachment C- Letters to Mr Baldwin and Ms Taylor on the re-appointment	24/08/2022	Partial Release	Sch 2.2 (a)(ii)	Yes
	12-16	Attachment D- Letter from the Committee regarding proposed appointments	30/06/2022	Full Release		Yes
6	N/A	CMTEDD2022/3197 June 2022 Tax and Lease Variation Charge Revenue	Undated	Access Refused	Sch 1.3 (7)	No
7	N/A	CMTEDD2022/3702 July 2022 Tax and Lease Variation Charge Revenue	Undated	Access Refused	Sch 1.3 (7)	No
8	1-6	CMTEDD2022/4098 Assessment of Insourcing for Civic Precinct Cleaning Services	13/09/2022	Full Release		Yes
	7-8	Attachment A- Initial Review – ACT Property Group – Cleaning Services	13/09/2022	Full Release		Yes
Total No of Docs						
8						

Chief Minister, Treasury and Economic Development Directorate
Environment, Planning and Sustainable Development Directorate

To:	Minister for Climate Action	CMTEDD2022/3248
	Minister for Water, Energy and Emissions Reduction	
Date:	01/08/2022	
CC:	Head of Service	
	Deputy Director-General – Environment, Water and Emissions Reduction	
From:	Coordinator – General Climate Action	
	Executive Group Manager, Climate Change and Energy	
Subject:	Pre-briefings of gas transition with other Ministerial Offices	
Critical Date:	03/08/2022	
Critical Reason:	Pre-briefings will need to take place prior to scheduled 4 August launch date.	

Recommendations

That you:

1. Agree for both offices to distribute briefing materials to all ministerial offices.

Agreed / Not Agreed / Please Discuss

Andrew Barr MLA /...../.....

Minister's Office Feedback

OFFICIAL

Recommendations

That you:

1. Agree for both offices to distribute briefing materials to all ministerial offices.

Agreed / Not Agreed / Please Discuss

Shane Rattenbury MLA

4, 8, 22

Minister's Office Feedback

Background

1. The gas transition announcement is scheduled for Thursday 4 August 2022. This decision has a nexus with many ministerial portfolios.
2. To support clear and consistent messaging across all portfolios, pre briefing materials have been prepared for distribution to other ministerial offices.

Issues

3. Materials at Attachment A and Attachment B have been prepared to support your offices briefing other portfolio ministers.
 - a. Attachment A outlines the various opportunities and challenges relevant to the gas transition announcement and the various ministerial portfolios.
 - b. Attachment B provides general talking points to assist Ministers and their offices with any media and communications that may arise following the announcement.
4. Alternatively, should your offices prefer, CMTEDD and EPSDD officials can distribute briefing materials to all portfolio ministers.

Financial Implications

5. Nil.

Consultation

Internal

6. Nil.

Cross Directorate

7. Agencies represented on the Gas Transition Steering Committee and Working Group have contributed to the content in Attachment A.

External

8. Nil.

Work Health and Safety

9. Nil.

Benefits/Sensitivities

10. Two recurring implications have been identified across the portfolios:
- a. the challenge for constituents to finance the replacement of gas assets with electric, including across government assets; and
 - b. the opportunity for cost savings from replacing inefficient gas appliances with electric.
11. A key focus of the public communications is to recognise the range of government programs in place to support people with the upfront costs of switching from gas to electric.

Communications, media and engagement implications

12. Media will likely have an interest in the government's gas transition decision. Given the relevance across all ministerial portfolios, it would be beneficial for all offices to be briefed pre-announcement.
13. Some offices may also receive correspondence from their constituents about the government's gas transition announcement. Pre-briefings will support each Minister and their office in being prepared to engage on the topic.
14. A separate briefing will be brought forward in coming days seeking both offices agreement to pre-briefing arrangements for external stakeholders, including media.

Signatory Name:	Sam Engele	Phone:	6205 0230
	Fiona Wright		6207 9780
Action Officer:	Stephanie Wilson	Phone:	6207 3242

Attachments

Attachment	Title
Attachment A	Linkages with Ministerial portfolios
Attachment B	Gas transition talking points

ACT Government

Gas Transition - Relevance to all Ministerial portfolios

To support pre-announcement briefings



RELEVANCE BETWEEN GAS TRANSITION PATHWAY DECISION AND MINISTERIAL PORTFOLIOS

PORTFOLIO	MINISTER	POTENTIAL OPPORTUNITIES	POTENTIAL CHALLENGES
CHIEF MINISTER	BARR	<ul style="list-style-type: none"> • Intergovernmental relations and engagement with the Canberra region • Continue to present Canberra as a leader in sustainability and innovation 	<ul style="list-style-type: none"> • Alignment with federal direction (e.g. National Hydrogen Strategy, gas led economic recovery – noted these are initiatives introduced by the former Australian Government). • Impact of alignment (or non-alignment) with NSW energy supply arrangements and regional areas reliant on Evoenergy gas distribution network.
TREASURER	BARR	<ul style="list-style-type: none"> • Budgetary impact from potential shift in dividends received from the ActewAGL joint venture • Role as a shareholder of Icon Water • Linkage with cost of living and concessions 	<ul style="list-style-type: none"> • Budget impact and potential capacity constraint to finance the transition government assets from gas to electric • Electrification often presents operating savings but can require higher capital expenditure. • Role as a shareholder of Icon Water • Exploration and/or attraction of renewable gas network may require investment
CLIMATE ACTION	BARR	<ul style="list-style-type: none"> • Alignment with the ACT Government's ambitious climate agenda • Reaffirms importance of the Big Canberra Battery initiative • Reaffirms importance of the Sustainable Household Scheme 	<ul style="list-style-type: none"> • Coordination of activity and work programs across Government • Opposition from the gas sector
ECONOMIC DEVELOPMENT	BARR CHEYNE	<ul style="list-style-type: none"> • Signals direction for future economic development and innovation investment and attraction • Opportunities with the CBR Innovation Network • Key industry capability area sector development • Synergy with CBR Switched On • Jobs in renewables and electrical sectors 	<ul style="list-style-type: none"> • Cost and availability of technology for manufacturing industry to transition (could also be an opportunity for R&D in CBR) • Opposition from the gas sector
HOUSING AND SUBURBAN DEVELOPMENT	BERRY	<ul style="list-style-type: none"> • Opportunity for improved home comfort and lower bills from using energy efficient, electric appliances. • Investment required to transition public housing assets to electric. • Promote the work SLA is doing: <ul style="list-style-type: none"> ○ Encouraging new developments and developers in the urban renewal context to become all electric through contractual arrangements in the sales process. ○ Rebates for transition away from gas e.g. Stage 1 and 2 of Whitlam ○ Gas free greenfield suburbs e.g. stages 3 and 4 of Whitlam and Jacka 2 ○ Gas free in urban renewal sites with requirements for EV charging infrastructure ○ Gas free in the Molonglo Commercial Centre ○ Community scale battery e.g. potentially in Jacka 	<ul style="list-style-type: none"> • Buildings that are less able to transition and how this will be managed long-term (i.e. will some type of renewable gas connection need to be maintained, noting that even if viable, this will be expensive and require subsidies) • Risk of some vulnerable consumers using less gas as prices increase, and not maintaining a safe level of home comfort, if they are unable to transition
HUMAN RIGHTS	CHEYNE		<ul style="list-style-type: none"> • Perceived human rights issue of government removing people's freedom to use natural gas – not an issue given right remains for people to use gas from other sources (e.g. bottled gas)
BUSINESS AND BETTER REGULATION	CHEYNE	<ul style="list-style-type: none"> • Business development opportunities • Electricity and natural gas, water and sewerage industry technical regulation • Operational savings for business that switch to electric. 	<ul style="list-style-type: none"> • May heighten discussion around government's role in supporting a more equitable approach to proportion charges for electricity network augmentation • Possible opposition from commercial food businesses • Occupational licensing • Small business, especially where there is difficulty replacing gas appliances with electric due to technology not yet commercially viable • Small business impacts, perception of difficulties in establishing businesses that have traditionally relied upon gas • Challenges with difficult-to-transition technology for other industries/sectors/businesses (e.g. laundromats)
PLANNING AND LAND MANAGEMENT	GENTLEMAN	<ul style="list-style-type: none"> • Provides a strong signal for developers to preference all electric development • Strategic land use for renewable gas innovation hubs • Opportunity to embed outcomes into the new planning system 	<ul style="list-style-type: none"> • Perceived costs associated with all-electric development versus traditional development • Risk of impact of developer charges on development, if not addressed effectively • Perception that the new planning system will not deliver gas transition outcomes from day 0. • Complexity dealing with land outside of ACT jurisdiction, e.g. NCA land.



RELEVANCE BETWEEN GAS TRANSITION PATHWAY DECISION AND MINISTERIAL PORTFOLIOS

PORTFOLIO	MINISTER	POTENTIAL OPPORTUNITIES	POTENTIAL CHALLENGES
INDUSTRIAL RELATIONS AND WORKPLACE SAFETY	GENTLEMAN		<ul style="list-style-type: none"> Potential increase in use of LPG gas bottles over the long term, which has greater risk potential than using gas mains.
WATER, ENERGY AND EMISSIONS REDUCTION	<ul style="list-style-type: none"> RATTENBURY 	<ul style="list-style-type: none"> Supports progress towards meeting emissions reduction targets Electricity pricing Role in Energy Minister's Meeting (National Energy rules) Role as a Shareholder of Icon Water 	<ul style="list-style-type: none"> Costs for stakeholders to transition (households, business etc) Increasing strain on electricity grid from increasing demand, especially from space heating in winter Rising gas prices to the last movers from gas to electricity, particularly those facing energy hardship Risk of some vulnerable consumers not being able to shift energy source or afford gas price increases, leading to poor health outcomes & not maintaining a safe level of home comfort
TRANSPORT AND CITY SERVICES	<ul style="list-style-type: none"> STEEL 	<ul style="list-style-type: none"> Trial new technologies Operational savings for business that switch to electric 	<ul style="list-style-type: none"> Cost and feasibility for some businesses to switch to electric, e.g. Capital Linen Services and Gungahlin cemetery
SKILLS	STEEL	<ul style="list-style-type: none"> Opportunity for more vocational education and training Skilled migration opportunity for electricians and other electrical trades 	<ul style="list-style-type: none"> Long term implications on existing training course providers (e.g. gasfitting plumbing (licensing) courses at CIT).
SPECIAL MINISTER OF STATE	STEEL	<ul style="list-style-type: none"> Aligns with Zero Emissions Government Facility Guidelines 	<ul style="list-style-type: none"> Government accommodation and property services
HEALTH	STEPHEN-SMITH	<ul style="list-style-type: none"> Aligns with all-electric Canberra Hospital Expansion Public health improvements associated with not using fossil fuel gas in the home 	<ul style="list-style-type: none"> Cost to transition health facilities
SUSTAINABLE BUILDING AND CONSTRUCTION	VASSAROTTI	<ul style="list-style-type: none"> Aligns with the outcomes being sought through PAGA initiatives to develop an ACT Appendix to the Building Code of Australia 	<ul style="list-style-type: none"> Cost to retrofit existing building stock, particularly multi-unit, mixed-use and multi-commercial stock.
TOURISM	BARR	<ul style="list-style-type: none"> Operational savings for business that switch to electric. 	<ul style="list-style-type: none"> Costs for tourism sector to replace gas assets
EARLY CHILDHOOD DEVELOPMENT	BERRY	N/A	
EDUCATION AND YOUTH AFFAIRS	BERRY	<ul style="list-style-type: none"> Operational savings for business that switch to electric. Demonstrate government action to students Students to be a positive voice for transition 	<ul style="list-style-type: none"> Cost for schools to replace gas appliances with electric
SPORT AND RECREATION	BERRY	<ul style="list-style-type: none"> Operational savings for business that switch to electric. 	<ul style="list-style-type: none"> Cost for sports and recreation facilities to replace gas appliances with electric
MULTICULTURAL AFFAIRS	CHEYNE	<ul style="list-style-type: none"> CALD ambassadors for switching to electric 	<ul style="list-style-type: none"> Perceived lack of gas cooking option may disproportionately affect multicultural communities
ARTS	CHEYNE	<ul style="list-style-type: none"> Operational savings for business that switch to electric. 	<ul style="list-style-type: none"> Cost for community arts facilities to replace gas appliances with electric and technology availability
MENTAL HEALTH	DAVIDSON	<ul style="list-style-type: none"> Provide comfort for those anxious around climate change and government action 	<ul style="list-style-type: none"> Risk of negative impact on mental health for consumers who are already struggling (ACTCOSS raised this previously)



RELEVANCE BETWEEN GAS TRANSITION PATHWAY DECISION AND MINISTERIAL PORTFOLIOS

PORTFOLIO	MINISTER	POTENTIAL OPPORTUNITIES	POTENTIAL CHALLENGES
SENIORS AND VETERANS	DAVIDSON	<ul style="list-style-type: none"> Operational savings for business that switch to electric. 	<ul style="list-style-type: none"> Cost and adoption of new technology may be difficult for some members of the community. Induction cooking may not be suitable for seniors with pace-makers Energy Poverty risk - some consumers not being able to shift energy source or afford gas price increases, leading to poor health outcomes / morbidity / mortality from not maintaining a safe level of home comfort
DISABILITY	CHEYNE	<ul style="list-style-type: none"> Operational savings for business that switch to electric. 	<ul style="list-style-type: none"> adoption of new technology may be difficult for some members of the community (some options may assist, some may be more challenging)
CORRECTIONS	DAVIDSON	<ul style="list-style-type: none"> Operational savings for business that switch to electric. 	<ul style="list-style-type: none"> Cost for correctional services to replace gas appliances with electric
CONSUMER AFFAIRS	RATTENBURY	<ul style="list-style-type: none"> Introduce point of sale information to support awareness of gas transition and support more informed choices 	<ul style="list-style-type: none"> Consumers not receiving economic life out of purchased products
FAMILIES AND COMMUNITY SERVICES	STEPHEN-SMITH	<ul style="list-style-type: none"> Operational savings for business that switch to electric. 	<ul style="list-style-type: none"> Costs for clubs to replace gas appliances with electric Energy poverty risk - some vulnerable consumers may not be able to shift energy source or afford gas price increases, leading to poor health outcomes & not maintaining a safe level of home comfort
ATTORNEY – GENERAL	RATTENBURY		
HERITAGE	VASSAROTTI		
WOMEN PREVENTION OF DOMESTIC AND FAMILY VIOLENCE	BERRY BERRY		
JUSTICE HEALTH	DAVIDSON		
POLICE AND EMERGENCY SERVICES	GENTLEMAN GENTLEMAN	N/A	N/A
GAMING	RATTENBURY		
ABORIGINAL AND TORRES STRAIT ISLANDER AFFAIRS	STEPHEN – SMITH		
HOMELESSNESS AND HOUSING SERVICES ENVIRONMENT	VASSAROTTI VASSAROTTI		



Attachment B: Talking Points

The gas transition announcement is tentatively scheduled for 4 August 2022.

Talking points

- The ACT Government is committed to reaching net zero emissions by 2045 and natural gas represents about 20% of emissions in the ACT.
- The government has announced that the pathway away from natural gas will be led by electrification.
- Gas will remain an important source of energy for the next ten years.
- Steadily transitioning our gas use to electricity will avoid the higher costs associated with maintaining gas connections into the future or attempting to replace natural gas with green gas options, which are simply not available at the scale the Territory would need.
- This is going to be a long-term transition. Like the transition from analogue to digital TV, or the phase out of lead petrol, this will be a staged and managed transition from fossil fuel gas for all Canberrans.
- Renewable gases cannot feasibly or fully replace our natural gas in the network. However, renewable gases such as hydrogen and biomethane will likely have future uses in the ACT for certain industrial, transport and niche applications
- We know there will be capital costs associated with the transition away from gas – which is why we are giving people certainty now so that the transition can happen over the next two decades.
- We want to enable the majority of ACT energy consumers to save money by transitioning at a time that is right for them, and give them certainty so they can start planning for the transition and commencing the switch.
- We recognise that there will be a smaller group of consumers who will not be able to achieve a cost saving or readily move away from gas. There are a number of government programs to support people with the upfront cost and we will be investigating how best to support low income and vulnerable consumers to transition away from gas use at a time that is right for them.
- There are a number of existing government programs available to ACT households and businesses to help them transition away from gas. This includes the Sustainable Household Scheme, Solar for Low Income Program, Home Energy Support Program, and Business Water and Energy Program.

Why the electrification pathway?

- Electrification will allow us to power our Territory, our homes, our businesses and our transport in a cleaner and cheaper way.



- Gas prices have risen by around 25 per cent since 2016 and are expected to continue to rise. In short, the days of cheap gas in Australia are over and renewable electricity is now the cheapest and cleanest way to power our homes and businesses.
- Demand for gas has been in steady decline for the last several years. This comes as many people are already making the switch from gas to electric appliances.
- Modelling has been undertaken to understand how these trends and current policy settings will impact energy use in future. The modelling indicates that residential gas prices will likely increase by \$220 by 2029 and that by 2045 gas consumption will decrease by about 60%.
 - In today's dollars, an average residential customer with a gas bill of \$1,165 this year is expected to have a bill of \$1,385 in 2029 – an increase of \$220 for the year.
- Electrification is the least costly and most technically achievable option, so this is what our long-term plan will be centred on.
- Renewable gases aren't presently feasible to fully replace fossil fuel gas in the mains gas network.

What does this mean for you?

- We acknowledge the transition will likely have an effect on a wide variety of stakeholders across the ACT, not just households and businesses.
- This will include property developers, gas fitters and the ACT electricity and gas distributor, Evoenergy.
- We are asking the community to consider making your next one electric. The right time to move to an electric appliance is when your gas appliance is due for replacement rather than having a rush on swapping out appliances in 20 years' time.
- We know there will be capital costs associated with electrification – that's why we are providing certainty now for the transition to occur over the next two decades.
- We know households and business can save on bills through upgrading to efficient electric appliances, so what we are doing is providing enough notice for households and businesses to swap out their appliances at a time that works for them – whether that's next week, next year or ten years from now.
- Over the next 20 years, Canberrans will gradually transition their homes and businesses off a natural gas supply to avoid higher bills and make more savings.
- The ACT Government already has a variety of rebates and support available including no-interest loans for sustainable upgrades as part of the Sustainable Household Scheme.



What's next?

- As a key first step, we will be developing a regulation to prevent new gas connections for some new developments. This will help avoid new developments being locked in to using gas in the future. Consultation is scheduled to occur later this year.
- We are now developing an Integrated Energy Plan to set the foundations for a steady and manageable transition over the next two decades. The Plan will be developed with input from the community to ensure that we make it a fair transition for everyone and that we support our low income and vulnerable households and businesses to make this change.

Engagement

- You can find out more about the ACT's journey towards electrification, why we're doing it and how it will affect you at climatechoices.act.gov.au
- There's also an interactive resource on the website that invites you to explore options to transition and what government supports are available for you.

Chief Minister, Treasury and Economic Development Directorate

To: Chief Minister

Tracking No.: **CMTEDD2022/3565**

Date: 09/08/2022

Through: Head of Service

Through: Deputy Director General, Policy & Cabinet

From: *Coordinator-General for Climate Action*

Subject: Travel Request for New York, USA – September 2022

Critical Date: **15/08/2022**

Critical Reason: To arrange meetings and ensure that suitable flights and accommodation are booked within reasonable timeframes and costs.

- DG   09/08/2022

Recommendations

That you:

1. Note the information contained in this brief;

~~Noted~~ / Please Discuss

2. Sign the attached travel forms for *Mr Sam Engele, Coordinator General for Climate Action (Attachment A)*.

Signed / Not Signed / Please Discuss

Andrew Barr MLA  15 / 8 / 22

Minister's Office Feedback

Background

1. At the inaugural Ministerial Leadership Group meeting of the Net Zero Futures Policy Forum (NZFPF) on Wednesday 6 July 2022, member jurisdictions agreed to send representatives to Climate Week New York City (NYC) in September 2022 and the United Nations Climate Change Conference of Parties (COP27) in November 2022 to promote the work of the Forum.
2. The Net Zero Futures Policy Forum (NZFPF) is a voluntary international collaboration open to state, regional and other interested governments committed to addressing the practical challenges that governments face in achieving net zero emissions. Scotland and the eight Australian States and Territories are its founding members.
3. During the meeting you were nominated as the NZFPF representative to the New York Climate Week event. As the Forum's delegate, you are expected to deepen engagement with other sub-national governments and encourage new members to join the Forum by signing its Joining Agreement at COP27.
4. As the ACT Government's most senior official responsible for Climate Action policy, it is suggested that the Coordinator General for Climate Action accompany you to the New York Climate Week event to support your role as the Forum delegate.

Issues

5. Travel restrictions and requirements remain due to the COVID-19 pandemic. All necessary precautions will be taken by travellers to ensure a minimal risk of exposure.

Financial Implications

6. The approximate costs for flights, accommodation and other expenses (including cab fares and other incidentals) is AUD \$13,368.

Consultation

Internal

7. Office of International Engagement, CMTEDD.

External

8. Consultation has occurred with other member jurisdictions of the NZFPF and Climate Group – the NGO organising the Climate Week NYC event.

Work Health and Safety

9. COVID safe practices will be followed as advised by the Health Authorities in each location.

Benefits/Sensitivities

10. In leading the NZFPF delegation to the NYC Climate Week event, the ACT Government will have the opportunity to showcase successful Australian emission reduction

initiatives and promote the ACT Government's ambitious climate action agenda on the world stage.

11. The engagement will seek to foster collaboration with other sub-national governments, growing the Territory's international reputation as a leader in climate action whilst providing opportunities to enhance the Territory's decarbonisation efforts.

Communications, media and engagement implications

12. Nil. Noting that there may be some interest from the media in the NZFPF delegation travel to New York.

Signatory Name: Sam Engele Phone: 6205 0230

Action Officer: Chris Kalatzis Phone: 6207 0832

Attachments

Attachment	Title
Attachment A	Travel form for <i>Mr Sam Engele, Coordinator General for Climate Action</i>

Travel Form

Please note:

The purpose of this form is for Travellers to document their travel requirements for provision to Travel Arrangers.

All domestic and international travel bookings including accommodation (AOT), flights and car hire (Hertz) must be booked using the [QBT Customer Portal](#).

Guidance for booking travel can be found on the [Whole of Government Contracts and Panels intranet site](#). In the QBT Portal under the Knowledge Centre, there are user guides to also assist you through the booking process.

For any online assistance please contact QBT on 1300 797 357 (option 3). Alternatively, please contact travelenquiries@act.gov.au or phone 6207 9711.

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

TRAVELLER'S DETAILS							
Name: Sam Engele				Classification: SES 3.2			
Group: Policy and Cabinet Division, CMTEDD				Unit: Office for Climate Action			
Work phone: 6205 0230		Fax: N/A		Mobile: Sch 2.2(a)(ii)		Home Phone: Sch 2.2(a)(ii)	
Home address: Sch 2.2(a)(ii)				Corporate Frequent Flyer Number: Sch 2.2(a)(ii) Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression			
TRAVEL DETAILS							
Reason: To accompany the Chief Minister to New York, USA and to support his engagement as the representative delegate of the Net Zero Futures Policy Forum at the New York Climate Week event.							
Departure and Arrival Details (complete times and flight details after travel is approved)							
Depart location	Date	Time	Arrive location	Date	Time	Travel class Economy or Business Class	Airline, flight no.
Canberra	17/9/22	11.40am	Sydney	17/9/22	12.35pm	Economy Plus	QF1436
Sydney	17/9/22	15.40pm	Dallas-fort Worth	17/9/22	16.00pm	Economy Plus	QF7
Dallas-fort Worth	17/9/22	19.01pm	Newark	17/9/22	23.24pm	Economy Plus	AA726
New York	23/9/22	17.00pm	Los Angeles	23/9/22	20.02pm	Economy Plus	AA117
Los Angeles	23/9/22	23.55pm	Sydney	25/9/22	7.55am	Economy Plus	QF18
Sydney	25/9/22	11.30am	Canberra	25/9/22	12.25pm	Economy Plus	QF1505

TRAVELLER'S DETAILS

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle:

ACCOMMODATION AND TRAVEL STANDARDS

	Domestic		International	
Director-General	4.5 star*	Economy Class under 4 hours,	4.5 star*	Business Class
Executives	4 star*	over 4 hours Business Class	4 star*	
Non Executives	3 star*	Economy Class	3.5 star*	Economy Class

If you intend to seek approval to vary from accommodation standards, please give reasons:
Accommodation standards have been altered to match that of the Chief Minister to ensure that support services can be provided throughout the course of the Trade Mission and that the ACT delegation can be kept together at all times.

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details

Date in	Date out	Hotel/Motel/Apartment	*Accom rating	Address	Phone
17/9/22	23/9/22	Motto by Hilton New York City Chelsea	4.7	113 West 24 th Street New York 10001 USA	+1 212-668-8624


Details of any leave or non-official travel which you intend taking directly before or after your official travel

From: / / To: / / Contact details:

Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.



Advance: \$	BSB No:	Account No:
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Signature of traveller 	Date 9/08/2022
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Supported - funds are available and travel is recommended

Signature of supervisor Leesa Croke, DDG Policy and Cabinet 	Date 9/08/2022
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Approval of travel

Signature of delegate 	Pos No. E900	Classification HoS	Date 9 / 8 /22
Signature of Director-General/Minister (for overseas travel only) 			Date 13 / 8 /22

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details

BOOKING REFERENCE: N/A

TRAVEL COSTS: Flights \$8129.72, Accom \$4039
TOTAL \$12,168.72

COST CODES: 20205

Advance and cabcharges acquitted (finance officer)

Advance and cabcharges reconciled

Signature of finance officer

Chief Minister, Treasury and Economic Development Directorate

To: Minister for Climate Action Tracking No.: CMTEDD2022/3716

Date: 22/08/2022

CC: Minister for Water, Energy and Emissions Reductions

From: Coordinator General for Climate Action

Subject: Selection of loans provider for the next stage of the Sustainable Household Scheme

Critical Date: 29/08/2022

Critical Reason: To enable contracting to commence with Brighte Pty Ltd (Brighte)

Recommendations

That you:

1. Note the tender evaluation panel has recommended re-engaging Brighte to be the loans administrator for the next tranche of the Sustainable Household Scheme; and

Noted / Please Discuss

2. Agree the delegate proceed to contract with Brighte to enable the scheme to continue without a break in service.

Agreed / Not Agreed / Please Discuss

Andrew Barr MLA  30 / 8 / 22

Minister's Office Feedback

Background

1. In February 2022 you received a brief seeking approval to sign a contract variation with Brighte to provide Tranche 2 loans in the Sustainable Household Scheme (SHS). At that time, you requested that the procurement for the loans provider for the second half of the scheme to be expedited.
2. That procurement is now complete, and the evaluation team have recommended Brighte as the preferred loans provider to the delegate. This brief is to inform you about the details of the proposed future arrangement with Brighte and seek your permission to continue with contracting.
3. As of 12 August 2022, \$75 million in loans have been approved for 6,800 households. Approvals are continuing to progress at between \$1.5 and \$2 million a week.
4. Cash settlements continue to lag loans commitments by 10-12 weeks. This has not been a source of customer complaint so far. We are working to understand if this lag is increasing, and if so what product categories it relates to and what measures we could apply to limit it if required.

Issues

Selection of Brighte

5. A request for proposals (RFP) was released to the open market on June 7 and closed on July 14, 2022. Only Brighte responded with a proposal, there were no other respondents.
6. The form of the RFP was very similar to that released in the first half of 2021 before the start of the scheme. At that time we received Sch 2.2(a)(xiii) proposals. We surmise that other proponents may have been reluctant to apply given that Brighte were the established lender and the scheme is broadly seen as successful. Note also that this is a fairly novel arrangement between a government and financial institution in Australia, and therefore the pool of potential proponents may be shallow.
7. Evaluation of the single response took place in the normal way, with the quality of the bid considered before and separately to price. The proposal from Brighte was assessed as high quality. It included several commitments to improve the service being provided by Brighte and improve the scheme overall, such as:
 - a. Expanded, real-time reporting via online partner portal;
 - b. Increased support for local industry development such as CIT scholarships for women;
 - c. Funding for a lighting up STEM program in ACT schools; and
 - d. An offer to provide a digital webinar experience co-designed with the ACT to enhance SHS customer knowledge on the electrification journey.

8. A value for money assessment was then undertaken relying primarily on the comparison with other bids received in the original procurement. The loan origination fees proposed by Brighte are **Sch 2.2(a)(xiii)** incl. GST of the loan amount, which compares favourably to the **Sch 2.2(a)(xiii)** negotiated for Tranche 2. There are no other Brighte fees. The assessment found that the proposed **Sch 2.2(a)(xii)** fee represents value for money for the Territory.

Sch 2.2(a)(xiii)

10. Brighte also offered to retrospectively apply the new rate of **Sch 2.2(a)(xiii)** to all Tranche 2 loans beyond \$30 million. This is a generous offer, considering that the increase in loans applications over the last two months, we think driven by increasing consumer concern over future energy price rises, has resulted in the Tranche 2 approved loans amount reaching \$45 million as of August 12.

Sch 2.2(a)(xiii)

12. The evaluation team have therefore recommended to the delegate that the Territory proceed to contracting with Brighte.

Contracting

13. The Government Solicitors Office (GSO) have been engaged to advise on contracting arrangements for Tranche 3.

Sch 1 1.2

Sch 1 1.2

Financial Implications

17. This contract will enable the delivery of the rest of the \$150 million PAGA commitment, with the Territory providing loans capital and Brighte providing loans administration with fees of Sch 2.2(a)(xiii) of the capital amount. Loans administration costs for the total PAGA commitment will therefore be:

Tranche	Loans Capital	Loans provider fee %	Loans provider fee amount
1	\$30 million, provided by Brighte	Sch 2.2(a)(xiii)	
2	\$30 million, provided by the Territory		
3	\$90 million, provided by the Territory		

18. Using current rates of loans approvals as a guide, the scheme will reach \$150 million in approved loans in August/September 2023. We are proposing offering a 2+1+1-year contract, with appropriate protections should the Territory choose to cease the program at any time. This would allow the Territory to continue the scheme in a modified form post \$150 million if the Government chose to.

Sch 1 1.6

Consultation

Internal

20. Procurement ACT have been consulted on the procurement and the value for money assessment for this recommendation.

OFFICIAL

21. The ACT Government Solicitor (ACTGSO) have been consulted on commercial matters relating to this proposal as well as the implementation arrangements.

Cross Directorate

22. EPSDD have been instrumental in the scheme implementation and the development of this proposal.

External**Work Health and Safety**

23. Nil response.

Benefits/Sensitivities

24. Nil response.

Communications, media and engagement implications

25. Nil response.

Signatory Name: Sam Engele Phone: 6205 0230

Action Officer: Kieran Lawton Phone: 0466 389 760

CMTEDD2021/453

Portfolio/s: Business and Better Regulation

Better Regulation Update

[If asked about the aim of the Better Regulation Taskforce and the ACT Government's Better Regulation Agenda](#)

[If asked about what is included in the ACT Government's Better Regulation Agenda](#)

[If asked about what the Taskforce has done to assist business](#)

Talking points:

1. What is the aim of the Better Regulation Taskforce and the ACT Government's Better Regulation Agenda?
 - In response to the COVID-19 pandemic and its impact on local business, the ACT Government set up the Better Regulation Taskforce (Taskforce).
 - The aim of the Taskforce is to **make it easier to start up, run and grow a business in the ACT.**
 - After analysing the findings from the Discovery Phase, the Taskforce developed a Better Regulation Agenda (Agenda) for the ACT which will be implemented progressively during 2022 and 2023.
 - Through its Agenda, the ACT Government is putting in place the best settings for business recovery, longer-term growth, and regulation in the ACT. **The ACT Government is making interactions with business better, faster, and simpler by improving the rules, regulations, government processes, information and supports for business.**
2. What is included in the ACT Government's Better Regulation Agenda?
 - The Agenda outlined in the [Better Regulation Report](#) is broad and ambitious. It comprises two streams of government reform action. Both are equally important for achieving better regulation outcomes for business.
 - **Stream One is focused on policy and legislation.** This stream is about improvements we can make to our current policy settings and legislative frameworks to improve outcomes for business. By listening to the needs

Cleared as complete and accurate: 27/07/2022

Cleared for public release by: Deputy Director-General Ext: 6205 0230

Contact Officer name: Fiona Chesworth Ext: 6207 1125

Lead Directorate: Chief Minister, Treasury and Economic Development

TRIM Ref: CMTEDD2021/453

of business, we will make continual improvements to the rules, regulations and government processes.

- The second stream of the Agenda is **about business experience and regulator practice**. Through these reforms, we will make government and business interactions better, faster and simpler.
- These streams will be progressed in parallel so that improvements for business are delivered as quickly as possible.
- The Agenda sets the pathway for making Canberra a place where it is easy to start up, run and grow a business. It will:
 - Support regulators to create certainty for business
 - Ensure consistency of information
 - Facilitate clear and open communication between business and government on regulatory issues.
- The Agenda covers the way in which government procures business, how we manage cross-border regulation, the impact of regulation on our night-time and entertainment economy, and how business can better connect with someone in government to solve problems. We're working to better understand the day-to-day needs of business, to find innovative solutions and reduce duplication.
- In time, we expect to create a regulator quality framework to underpin better regulation in the ACT.

3. What has the Taskforce done to assist business?

- The Taskforce has helped resolve a number of business-specific queries and issues.
- The Taskforce has recently concluded some valuable early reform work in collaboration with Procurement ACT aimed at assisting businesses to understand the ins and outs of ACT Government procurement and how to go about bidding for these opportunities.
 - We have produced a Step-by-Step-Guide (e-booklet) for small and medium sized businesses to guide them from start to finish through the process of supplying to ACT.
 - We have also updated our Procurement ACT website with a revitalised supplier landing page which provides practical and easy

Cleared as complete and accurate: 27/07/2022
Cleared for public release by: Deputy Director-General Ext: 6205 0230

Contact Officer name: Fiona Chesworth Ext: 6207 1125
Lead Directorate: Chief Minister, Treasury and Economic Development

to navigate information for businesses on government procurement.

- The Taskforce has completed a significant body of work to ready the ACT for Automatic Mutual Recognition (AMR) of occupational licensing which commenced on 1 July 2022. AMR of occupational licensing is a Commonwealth scheme to make it simpler, quicker and less expensive for people to work across jurisdictions. Under AMR, a person who is licenced or registered for an occupation in one jurisdiction is considered to be registered to perform the same activities in another jurisdiction, without the need to go through further application processes or pay additional registration fees.
- 43 occupations have now been brought into AMR in the Territory, all with a Notice of Intent to Work Declaration in place.
 - Reciprocal recognition of licences will support occupational mobility for interstate workers.
 - As a cross border community, automatic recognition of occupational licences of workers registered in NSW will reduce barriers for ACT businesses, so they can quickly and easily onboard interstate workers. AMR will increase flexibility for business and individuals, delivering savings on registration fees, paperwork and time.
- Seven Significant Risk Exemption Declarations were made by the Chief Minister in June 2022 because of a significant risk to consumer protection, and the health and safety of workers or the public. These were:
 - Firearms Dealers
 - Casino Employees
 - Teachers
 - Construction Occupations
 - Dangerous Substances
 - Labour Hire Provider
 - Conveyancers

Cleared as complete and accurate: 27/07/2022

Cleared for public release by: Deputy Director-General Ext: 6205 0230

Contact Officer name: Fiona Chesworth Ext: 6207 1125

Lead Directorate: Chief Minister, Treasury and Economic Development

TRIM Ref: CMTEDD2021/453

Chief Minister, Treasury and Economic Development Directorate

To: Special Minister of State

Tracking No.: CMTEDD2022/2398

Date: 17/08/2022

From: Executive Group Manager, Procurement ACT

Subject: Government Procurement Board – Instruments to Re-appoint Non-Public Employee Members

Critical Date: 26/08/2022

Critical Reason: To allow for notification by the end of the current terms.

- UT 22/08/22
- DUT-BPIF 22/08/22

Recommendations

That you:

1. Sign the instruments to re-appoint non-public employee members Mr Mathew Baldwin (Attachment A) and Ms Madeleine Taylor (Attachment B) to the Government Procurement Board for a period of three years; and

 Signed / Not Signed / Please Discuss

2. Sign the two confirmation of reappointment letters to the members (Attachment C).

 Signed / Not Signed / Please Discuss

Chris Steel MLA  29/9/22

Minister's Office Feedback

Background

1. On 26 April 2022, you approved the re-appointment of Mr Mathew Baldwin and Ms Madeleine Taylor to the Government Procurement Board (the Board) for a further three years (please refer to brief CMTEDD2022/1406).
2. On 29 June 2022, Cabinet agreed to the re-appointments of Mr Baldwin and Ms Taylor (please refer to brief CAB 22/25699).
3. On 30 June 2022, you referred the proposed appointments to the Legislative Standing Committee on Economy and Gender and Economic Equality (the Committee) for their consideration. (Please refer to CMTEDD2022/1870 for a copy of the letter to the Committee.) The Committee has now had the required 30 days to consider the proposed appointments. The Committee has not raised any objections to the appointments (Attachment D).

Issues

4. The instruments of appointment for a period of three years for Mr Baldwin and Ms Taylor are at Attachments A and Attachment B (respectively), for your signature. The Cabinet, Assembly and Government Business team will then organise for these to be notified with a commencement date of 9 September 2022.
5. Letters from you to Mr Baldwin and Ms Taylor to confirm their re-appointment to the Board are at Attachment C, for your signature.

Financial Implications

6. The remuneration for non-public employee members of the board is determined from time to time by the ACT Remuneration Tribunal. Currently, non-public employee members are paid \$27,170 per annum. The latest determination can be viewed at: https://www.remunerationtribunal.act.gov.au/data/assets/pdf_file/0006/1924170/Determination-13-of-2021-PTPOH.pdf
7. Remuneration for these members is paid from existing Procurement ACT resources and no further call on the budget arises as a result of these appointments.

Consultation

Internal

8. In 2020, the Chair of the Board and I undertook the shortlisting process and interviewed applicants and agree on the two proposed candidates for your consideration.

Cross Directorate

9. Where this was disclosed, the Secretariat submitted details of the diversity characteristics of the proposed applicants to the Diversity Office for consultation on the re-appointments with the Offices for Women, Multicultural Affairs, Aboriginal and Torres Strait Islander Affairs, Disability, and LGBTIQ Affairs. The comments received

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support the appointments, however, indicated a preference to see more diversity on the Board.

10. Cross-directorate consultation was undertaken as part of the Cabinet process prior to Cabinet's consideration on 29 July 2020.

External

11. As part of the original recruitment process, the positions were advertised on the ACT Diversity Register from 23 April 2020 to 11 May 2020. An advertisement with a link to the ACT Diversity Register was also posted on the ACT jobs website.
12. The proposed appointments were referred to the Committee for their consideration on 30 June 2022. The Committee had 30 days to consider and provide a response.

Work Health and Safety

13. Not applicable.

Benefits/Sensitivities

14. Not applicable.

Communications, media and engagement implications

15. Not applicable.

Signatory Name: Glenn Bain Phone: 02 620 76569

Action Officer: Charlotte Smith Phone: 02 620 70254

Attachments

Attachment	Title
Attachment A	Mr Mathew Baldwin – Instrument and Explanatory Statement
Attachment B	Ms Madeleine Taylor – Instrument and Explanatory Statement
Attachment C	Letters to Mr Baldwin and Ms Taylor on the re-appointment
Attachment D	Letter from the Committee regarding proposed appointments

Australian Capital Territory

Government Procurement (Non-Public Employee Member) Appointment 2022 (No 2)

Disallowable instrument DI2022–

made under the

Government Procurement Act 2001, section 12 (Appointment of members)

1 Name of instrument

This instrument is the *Government Procurement (Non-Public Employee Member) Appointment 2022 (No 2)*.

2 Commencement

This instrument commences on 9 September 2022.

3 Appointment of non-public employee members

I appoint Mathew Baldwin as a part-time non-public employee member of the Government Procurement Board for a period of three years.



Chris Steel
Special Minister of State
24 August 2022

Australian Capital Territory

Government Procurement (Non-Public Employee Member) Appointment 2022 (No 2)

Disallowable instrument DI2022-

made under the

Government Procurement Act 2001, section 12 (Appointment of members)

EXPLANATORY STATEMENT

The *Government Procurement Act 2001* (the Act) establishes the Government Procurement Board (the Board), with the responsibility for reviewing and giving advice on procurement issues, procurement proposals and activities undertaken by territory entities subject to the *Government Procurement Regulation 2007*.

Section 12 of the Act enables the Minister to appoint members and prescribes that a non-public employee member must not be a public employee. Section 13 of the Act prescribes that a member must be appointed for a term of not longer than five years.

In accordance with the Act, the Minister has appointed Mathew Baldwin as a non-public employee member for a period of three years beginning on 9 September 2022.

As the appointee is not a public servant the *Legislation Act 2001*, Division 19.3.3 applies. Under the *Legislation Act 2001*, section 229 the appointment instrument is a disallowable instrument.

This appointment has been approved by the Special Minister of State, and the Legislative Standing Committee on Economy and Gender and Economic Equality has been consulted in accordance with section 228 of the *Legislation Act 2001*.

Australian Capital Territory

Government Procurement (Non-Public Employee Member) Appointment 2022 (No 1)

Disallowable instrument DI2022–

made under the

Government Procurement Act 2001, section 12 (Appointment of members)

1 Name of instrument

This instrument is the *Government Procurement (Non-Public Employee Member) Appointment 2022 (No 1)*.

2 Commencement

This instrument commences on 9 September 2022.

3 Appointment of non-public employee members

I appoint Madeleine Taylor as a part-time non-public employee member of the Government Procurement Board for a period of three years.



Chris Steel
Special Minister of State
24 August 2022

Australian Capital Territory

Government Procurement (Non-Public Employee Member) Appointment 2022 (No 1)

Disallowable instrument DI2022-

made under the

Government Procurement Act 2001, section 12 (Appointment of members)

EXPLANATORY STATEMENT

The *Government Procurement Act 2001* (the Act) establishes the Government Procurement Board (the Board), with the responsibility for reviewing and giving advice on procurement issues, procurement proposals and activities undertaken by territory entities subject to the *Government Procurement Regulation 2007*.

Section 12 of the Act enables the Minister to appoint members and prescribes that a non-public employee member must not be a public employee. Section 13 of the Act prescribes that a member must be appointed for a term of not longer than five years.

In accordance with the Act, the Minister has appointed Madeleine Taylor as a non-public employee member for a period of three years beginning on 9 September 2022.

As the appointee is not a public servant the *Legislation Act 2001*, Division 19.3.3 applies. Under the *Legislation Act 2001*, section 229 the appointment instrument is a disallowable instrument.

This appointment has been approved by the Special Minister of State, and the Legislative Standing Committee on Economy and Gender and Economic Equality has been consulted in accordance with section 228 of the *Legislation Act 2001*.

Chris Steel MLA
Minister for Transport and City Services
Minister for Skills
Special Minister of State

Member for Murrumbidgee

Our ref: CMTEDD2022/2398

Mr Mathew Baldwin
Email: Sch 2.2(a)(ii)

Dear Mr Baldwin

I am pleased to advise you that I have re-appointed you as a member of the ACT Government Procurement Board for a term of three years commencing on 9 September 2022.

As you know, the Board performs an important role in reviewing and giving advice on government procurement proposals, in accordance with its functions as set out in the *Government Procurement Act 2001* (the Act) and the *Government Procurement Regulation 2007*.

Under the Act and other relevant legislation, Directors-General have responsibility for delivering on individual procurements and complying with other related legislative and policy requirements. However, the Board's role of advising Territory entities on procurement proposals above the relevant thresholds, gives it an important, valuable and broad view of procurement activities and processes across government.

The relevant sections of the legislation with information on what proposals come before the Board are as follows:

Procurement proposals of territory entities—Act, s 6 (c)

- (1) The following procurement proposals of territory entities must be reviewed by the board:
 - (a) a procurement proposal that has a total estimated value of \$5 million or more, unless the proposal is covered by an endorsed strategic procurement plan;
 - (b) a procurement proposal of a territory entity (other than an administrative unit) that has a total estimated value of \$1 million or more, unless the proposal is covered by an endorsed strategic procurement plan;



- (c) a procurement proposal in relation to information and communications technology that includes an element of system development or redesign and has a total estimated value of \$1 million or more;
 - (d) a disposal that has a total estimated value of \$1 million or more.
- (2) In this section:
- endorsed strategic procurement plan*** means a procurement plan that—
- (a) states that it applies to separate procurement proposals, or activities, of a stated kind; and
 - (b) has been endorsed by the board as a strategic procurement plan.

12 Procurement proposals—minimum requirements

- (1) This section applies to a procurement proposal that may be reviewed by the board.
- (2) The procurement proposal must—
 - (a) address the matters the entity must have regard to under the [Act](#), section 22A (3) (Procurement principle—value for money); and
 - (b) include—
 - (i) the evaluation methodology to be used to decide the successful supplier; and
 - (ii) the evaluation criteria to be applied to the procurement; and
 - (iii) the contract management arrangements to be applied to the procurement.

In his role as Executive Group Manager of Procurement ACT, Mr Glenn Bain is responsible for the administration of the Act, and has responsibility for briefing me on policy matters, developing guidance on procurement activity, and providing procurement support to Territory entities. I encourage you and your fellow members of the Board to engage with Mr Bain and his team where appropriate.

If you have any questions about the Board, please contact Mr Bain ((02) 6207 6569 or Glenn.Bain@act.gov.au) or the Secretariat, Ms Charlotte Smith ((02) 6207 0254 or governmentprocurementboard@act.gov.au).

I look forward to continuing to work with you in your role as a member of the Board.

Yours sincerely



Chris Steel MLA

24 August 2022

Chris Steel MLA
Minister for Transport and City Services
Minister for Skills
Special Minister of State

Member for Murrumbidgee

Our ref: CMTEDD2022/2398

Ms Madeleine Taylor
Email: Sch 2.2(a)(ii)

Dear Ms Taylor

I am pleased to advise you that I have re-appointed you as a member of the ACT Government Procurement Board for a term of three years commencing on 9 September 2022.

As you know, the Board performs an important role in reviewing and giving advice on government procurement proposals, in accordance with its functions as set out in the *Government Procurement Act 2001* (the Act) and the *Government Procurement Regulation 2007*.

Under the Act and other relevant legislation, Directors-General have responsibility for delivering on individual procurements and complying with other related legislative and policy requirements. However, the Board's role of advising Territory entities on procurement proposals above the relevant thresholds, gives it an important, valuable and broad view of procurement activities and processes across government.

The relevant sections of the legislation with information on what proposals come before the Board are as follows:

Procurement proposals of territory entities—Act, s 6 (c)

- (1) The following procurement proposals of territory entities must be reviewed by the board:
 - (a) a procurement proposal that has a total estimated value of \$5 million or more, unless the proposal is covered by an endorsed strategic procurement plan;
 - (b) a procurement proposal of a territory entity (other than an administrative unit) that has a total estimated value of \$1 million or more, unless the proposal is covered by an endorsed strategic procurement plan;



- (c) a procurement proposal in relation to information and communications technology that includes an element of system development or redesign and has a total estimated value of \$1 million or more;
 - (d) a disposal that has a total estimated value of \$1 million or more.
- (2) In this section:
- endorsed strategic procurement plan*** means a procurement plan that—
- (a) states that it applies to separate procurement proposals, or activities, of a stated kind; and
 - (b) has been endorsed by the board as a strategic procurement plan.

12 Procurement proposals—minimum requirements

- (1) This section applies to a procurement proposal that may be reviewed by the board.
- (2) The procurement proposal must—
 - (a) address the matters the entity must have regard to under the [Act](#), section 22A (3) (Procurement principle—value for money); and
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In his role as Executive Group Manager of Procurement ACT, Mr Glenn Bain is responsible for the administration of the Act, and has responsibility for briefing me on policy matters, developing guidance on procurement activity, and providing procurement support to Territory entities. I encourage you and your fellow members of the Board to engage with Mr Bain and his team where appropriate.

If you have any questions about the Board, please contact Mr Bain ((02) 6207 6569 or Glenn.Bain@act.gov.au) or the Secretariat, Ms Charlotte Smith ((02) 6207 0254 or governmentprocurementboard@act.gov.au).

I look forward to continuing to work with you in your role as a member of the Board.

Yours sincerely



Chris Steel MLA

24 August 2022



Chris Steel MLA
Minister for Transport and City Services
Minister for Skills
Special Minister of State

Member for Murrumbidgee

Ms Leanne Castley MLA
Chair
Legislative Standing Committee on Economy and Gender and Economic Equality
Email: LACCommitteeEGEE@parliament.act.gov.au

Dear Ms Castley MLA

I am writing to refer statutory appointments to the Government Procurement Board (the Board) to the Legislative Standing Committee on Economy and Gender and Economic Equality for consideration.

The Board reviews procurement proposals referred to it by ACT Government directorates and agencies under Section 11 of the Government Procurement Regulation 2007 (Regulation). The Board is advisory and has no delegation authority or other powers. I have attached the Terms of Reference of the Board for information.

Under Section 12 of the *Government Procurement Act 2001*, I propose to re-appoint Mr Mathew Baldwin and Ms Madeleine Taylor as a non-public employee member for a period of three years.

As these appointments are statutory appointments, under Division 19.3.3 of the *Legislation Act 2001* I am referring the re-appointments of Mr Baldwin and Ms Taylor to the Legislative Standing Committee on Economy and Gender and Economic Equality. To assist in the Committee's consideration of Mr Baldwin and Ms Taylor, I have attached copies of their curriculum vitae and statements of relevant experience.

Your consideration of these appointment would be appreciated.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Chris Steel'.

Chris Steel MLA
Special Minister of State
30/06/2022



GOVERNMENT PROCUREMENT BOARD

The current membership of the Government Procurement Board is publicly available at:

https://www.procurement.act.gov.au/about/procurement_board

The *Government Procurement Act 2001* division 2.2 prescribes that the Board consists of nine part-time members:

- The Chair
- The Deputy Chair
- Three public employee members
- Four non-public employee members

The current appointment of Mr Mathew Baldwin as a non-public employee member to the Board will end on 8 September 2022. It is proposed to re-appoint Mr Baldwin for a further period of three years.

The current appointment of Ms Madeleine Taylor as a non-public employee member to the Board will end on 8 September 2022. It is proposed to re-appoint Ms Taylor for a further period of three years.

Remuneration to non-public employee members of the Government Procurement Board is set by the Australian Capital Territory Remuneration Tribunal.

As per Determination 13 of 2021, remuneration to non-public employee members are paid \$27,170 per annum or \$34,810 per annum if the non-public employee member is the Chair. The latest determination can be viewed at:

https://www.remunerationtribunal.act.gov.au/_data/assets/pdf_file/0006/1924170/Determination-13-of-2021-PTPOH.pdf

Public-employee members of the Board do not receive any remuneration.

TERMS OF REFERENCE – GOVERNMENT PROCUREMENT BOARD

INTRODUCTION:

This document sets out the roles and responsibilities of the Government Procurement Board (Board). It provides guidance on the Board's purpose, roles, responsibilities, operations, tenure and obligations, in accordance with the requirements of the *Government Procurement Act 2001*.

ROLE OF THE GOVERNMENT PROCUREMENT BOARD

The Board is established by the *Government Procurement Act 2001* (Act). Section 6 of the Act prescribes the functions, or role of the Board.

The functions of the board are —

- (a) to review, and give advice to territory entities on, procurement issues; and
- (b) to review, and give advice on—
 - (i) procurement proposals and activities referred to the board by a Minister or responsible chief executive officer; or
 - (ii) procurement proposals for procurement matters declared by the Minister; and
- (c) to review procurement proposals of territory entities in accordance with the regulations; and
- (d) to consider, advise on and, if appropriate, endorse procurement practices and methods for use by territory entities; and
- (e) to provide advice to the Minister on any issue relevant to the procurement activities of territory entities or the operation of this Act; and
- (f) to exercise any other function given to the board under this Act or any other Territory law.

RESPONSIBILITIES OF THE GOVERNMENT PROCUREMENT BOARD

The Board reviews procurement proposals referred to it by Territory directorates and agencies under Section 11 of the *Government Procurement Regulation 2007* (Regulation).

The Board identifies risks in procurement, both in individual proposals brought before the Board for review and provides advice to directorates and Directors-General accordingly.

The Board advises the Minister on procurement matters where the Board considers it appropriate, or on request.

POWERS OF THE BOARD

The Board is advisory and has no delegation authority or other powers.

MEMBERSHIP

Division 2.2 of the Act covers Board membership. The Act prescribes that the Board consists of nine part-time members:

- the chair
- the deputy chair

- three public employee members
- four non-public employee members.

The chair and deputy chair must both be public employees, that is, ACT Government employees. The non-public employee members must not be public employees.

Members are appointed by the Minister, for a maximum term of five years. A member may be reappointed.

The current membership of the Board:

Position	Member
Chair	Bettina Konti
Deputy Chair	Geoffrey Rutledge
Public Employee Member	Damon Hall
Public Employee Member	Anne Maree Sabellico
Public Employee Member	Meghan Oldfield
Non Public Employee Member	Suzy Nethercott-Watson
Non Public Employee Member	Mathew Baldwin
Non Public Employee Member	Susan Hall
Non Public Employee Member	Madeleine Taylor

EXPERTISE

The Act does not specify the skills and expertise required of members to the Board; however, Board members are expected to have expertise in governance, risk management, and public procurement.

The Board as a whole should have skills and expertise in finance, construction, ICT, law, community and human services, civil engineering, and the private or notfor-profit sector.

CHAIR

The Chair is a public employee member and is appointed by the Minister. It is usual for the Chair to be a public employee member for a period of time before being appointed as chair.

If both the chair and deputy chair are unavailable for a Board meeting, the members present at the meeting will elect a temporary Chair from the public employee members in attendance.

OPERATION OF THE BOARD

The Procurement ACT division in Treasury provides secretariat support for the Board.

Meetings to consider procurement proposals are scheduled for every Tuesday, from 8.00am to 10.00 am. If there are no proposals to be reviewed, the Chair may cancel the meeting. Papers for meetings are circulated by close of business on the Thursday of the preceding week.

Procurement proposals can be considered electronically if the Chair deems it appropriate (GP Act s19). Electronic considerations will be considered within a timely manner

The Board may also hold business meetings, where strategic, whole of government procurement matters and Board operations and policies are discussed. These meetings are infrequent – usually no more than one per year.

The Board reaches its decisions by consensus. Board decisions are minuted and approved at the following meeting or out of session. If the minutes are considered out of session, Board members are to provide comments/endorsement of the minutes by a time set by the Secretariat. If the Secretariat does not receive comments from a Board member by this time, it is taken that the Board Member endorses the minutes.

Decisions are informally advised to the relevant directorate or agency before formal advice is provided after the minutes have been accepted.

The Act describes the conditions for calling a meeting outside the weekly scheduled meetings for the Board to review procurement proposals.

A quorum of the Board consists of four members including one non-public employee member.

REVIEW AND ASSESSMENT OF THE BOARD

The Board shall review and assess the following documents and procedures at their annual strategic planning day:

- The Board Charter
- The Board Risk Plan
- The Board Business Plan
- Terms of Reference (an Attachment to the Board Charter)

Chief Minister, Treasury and Economic Development Directorate

To: Special Minister of State

Tracking No.: CMTEDD2022/4098

Date: 02/09/2022

From: Executive Group Manager, Property and Shared Services

Subject: Assessment of Insourcing for Civic Precinct Cleaning Services

Critical Date: 09/09/2022

Critical Reason: Policy Commitment for Secure Employment to Prevent the Outsourcing or Privatisation of Public Sector jobs where they can be performed by Public Servants

- UT 08/09/2022
- DUT ERIPSS On leave

Recommendations

1. That you:

- note an assessment is being undertaken in line with the current Insourcing Framework Guidelines of the Civic precinct cleaning contract, which expires in early February 2023, covering 220 Northbourne Avenue, Nara House and Allara House;

Noted / Please Discuss

- note that as per the current Insourcing Framework guidelines, the initial review has been undertaken and completed (refer Attachment A) which indicates that there is no reason why the assessment should not continue and proceed to the Evaluation stage; and

Noted / Please Discuss

- approve the initial review as the Decision Maker under the current Insourcing Framework Guidelines to move to the Evaluation stage for a full analysis including a comparison of costs and other factors.

Approve / Not Approved / Please Discuss

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Chris Steel MLA



13/9/22

Minister's Office Feedback

Background

2. The ACT Government is investigating a program of reform designed at implementing more secure employment within the ACT Public Sector (ACTPS). This will focus on job security for the existing workforce implemented through the Enterprise Agreements, and a wholistic approach to casual and temporary conversion of employment working in partnerships with the unions.
3. The ACT Government is looking at how to structure work to attract the right talent and maximise the current and future workforce. It will predominantly invest in existing employees, and to cater for future change with broad skillsets retaining workforce capability, flexibility, wellbeing, agility, and mobility as the key areas of focus in a fast-paced, transformational change environment contributing to high performance and sustainability.
4. The Secure Employment Framework is a key deliverable of the government's election campaign commitments regarding the use of privatised services. It also plays a role in shaping how the work of the ACTPS is delivered in the future. This policy applies to all ACT Government directorates and Public Sector bodies. The objective is to:
 - legislate and introduce a Whole of Government (WhoG) policy to prevent the outsourcing and privatisation of public sector jobs where they can be performed by public servants; and
 - implement secure employment within the ACTPS by assessing temporary and casual positions to determine if they should be converted to permanency. The existing work of casual and temporary conversion is currently undertaken by the Insecure Work Taskforce and will be converted into the new Secure Workforce Conversion Policy, in line with amendments to the *Fair Work Act 2009* (FWA).
5. The first element in the Secure Employment Framework is the ACT Government's Insourcing Framework which aligns with the ACTPS values framework. This Insourcing Framework is based on governments in the UK, Canada and here in Australia who have moved to insourcing previously contracted-out government services. The Insourcing in

other jurisdictions since 2011 have provided evidence that benefits such as better employment conditions, secure employment outcomes, flexibility, greater control, synergies, and alignment to core business can be achieved.

6. As a further element of the Secure Employment Framework, the ACT Government has committed to 'implement a whole of government policy that government services will not be contracted out where they could be performed by public servants' (Parliamentary and Governing Agreement for the 10th Legislative Assembly).
7. The ACTPS Insourcing Framework will assess the suitability of service delivery for government work designed to objectively assess how suitable a particular service is for Insourcing, Outsourcing or a Hybrid model, placing strategic focus on:
 - the capability and wellbeing of people, across the service;
 - identification of long-term service demands when a contract reaches its end date;
 - the directorates and public sector bodies to identify the future of work and plan workforce needs;
 - address issues if a market or service is not competitive and market conditions change over time, making the service uncompetitive;
 - directorates and public sector bodies will conduct a thorough review of services and contracts which have served their term, presenting the opportunity to directly align services with core activities; and
 - deliver greater control regarding the decision as to how a service is delivered, should a service be insourced with benefits including flexibility in adjusting services without the restrictions of contract terms.
8. The scope of Insourcing includes contracts with a procurement threshold of over \$200,000 and new contracts including renewals, with the exception of grant-funding arrangements.
9. The assessment of a service against the current Insourcing Framework guidelines consists of the following three stages :
 - an Initial Review to assess whether the proposed services or works are within the scope of the proposed legislation and the proposed Implementation Plan;
 - the Evaluation Stage commences when a decision is made on the Initial Review that Insourcing of the services or works should be given further consideration; and
 - the Readiness Review commences when a decision is made on the Evaluation that further consideration of Insourcing should take place.
10. This minute is focusing on the outcomes of the Initial Review undertaken in line with the current Insourcing Framework guidelines for Insourcing the Civic precinct cleaning

contract, which expires in early February 2023, covering 220 Northbourne Avenue, Nara House and Allara House.

Issues

11. The initial review as per the current Insourcing Framework is a basic assessment, with the detailed analysis being undertaken as part of the Evaluation stage.
12. The outcomes of the Initial Review indicated no issues were identified which would prevent this assessment proceeding to the Evaluation stage under the current Insourcing Framework guidelines.
13. All factors that will be considered as part of the Evaluation stage include the following:
 - business ecosystems;
 - social policy factors;
 - economic policy factors;
 - environmental issues and impacts;
 - client impacts;
 - internal business supports and infrastructure;
 - financial analysis and impacts;
 - governance factors; and
 - other high-level considerations.
14. It is important to highlight that the identification, assessment, evaluation and associated costings of the factors listed above under issues, point 13, will be extremely challenging. This has been demonstrated with recent initiatives assessed for Insourcing including garbage services in Transport Canberra and City Services (TCCS) and cleaning services in Education Directorate due to the nature and complexity of the factors being considered. For example, determining a cost for risks associated with the use of dangerous chemicals, transferring staff to ACTPS employment conditions including visa status implications, infrastructure and support arrangements to name a few.
15. The intention is to use the previous examples of Insourcing highlighted above to inform, guide and direct this assessment for the three Civic precinct cleaning contracts.

Financial

16. The current base service cleaning contract cost for the Civic precinct per calendar year is approximately \$0.849 million in eight months (annualised \$1.472m) which includes high-touch cleaning. This is comparable to calendar year 2021 at \$0.8 million, 2020 at \$0.4 million, 2019 \$0.4m and 2018 at \$0.4m.
17. Over the previous five years including high-touch cleaning services, the cost of base general cleaning is \$2.1m, special cleaning is \$0.2m, toilet requisite is \$0.3m and hygiene services is \$0.2m (see table below):

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Types of Cleaning based on calendar year	2018	2019	2020	2021	2022	5 year total
Cleaning	277,426.08	283,375.88	270,891.34	538,833.12	704,490.64	\$ 2,075,017.06
Special Cleaning	11,643.50	9,141.00	39,798.00	130,875.43	27,893.97	\$ 219,351.90
Toilet Requisites	63,701.32	69,082.09	43,270.90	54,509.87	43,146.20	\$ 273,710.38
Hygiene Services	23,097.45	22,325.33	23,470.57	43,629.59	73,499.77	\$ 186,022.71
Total	\$ 375,868.35	\$ 383,924.30	\$ 377,430.81	\$ 767,848.01	\$ 849,030.58	\$ 2,754,102.05

18. Cleaning contracts by the Civic precinct properties are shown below, with 2022 figures being for eight months only:

Cleaning by Buildings based on calendar year	2018	2019	2020	2021	2022	Grand Total
Canberra Nara Centre - COB2					2,118.30	\$ 2,118.30
City Government Office Building				667,722.49	606,476.90	\$ 1,274,199.39
Allara House					148,015.79	\$ 148,015.79
Canberra Nara Centre	246,206.10	245,076.11	259,711.02	99,993.52	92,419.59	\$ 943,406.34
220 Northbourne Ave Braddon	129,662.25	138,848.19	117,719.79	132.00		\$ 386,362.23
Total	\$ 375,868.35	\$ 383,924.30	\$ 377,430.81	\$ 767,848.01	\$ 849,030.58	\$ 2,754,102.05

19. The above numbers for 2020, 2021 and some of 2022 had lower occupancy as a result of the COVID-19 pandemic work-from-home orders, resulting in the buildings requiring less intense cleaning. Once the buildings are at full occupancy, requirement for high-touch and deep cleaning will increase, hence the cost of cleaning will go up.

20. The costs included above are base service costs only and are not fully loaded costs. A full costing analysis will be completed as part of the Evaluation stage.

Timing

21. It is expected that the detailed Evaluation stage of this assessment will take approximately four to six weeks.

Consultation

Internal to the Act Government/ Cross Directorate

22. A Committee has been established with a representative from the Department of Education, Treasury, ACT Property Group and Shared Services and CMTEDD – Workforce Capability and Governance to oversee, guide and endorse this assessment.

External

23. The United Workers Union has and will be consulted throughout the assessment to ensure that the evaluation is undertaken in line with the objectives of the Insourcing Framework.

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Work Health and Safety

24. To be identified and assessed as part of the Evaluation stage.

Benefits/Sensitivities

25. To be identified and assessed as part of the Evaluation stage.

Communications, media and engagement implications

26. To be identified and assessed as part of the Evaluation stage.



Signatory Name: Graham Tanton

Phone: x 55757

Action Officer: Ross Burton

Phone: x 75863

Attachments

Attachment	Title
Attachment A	Initial Review – ACT Property Group – Cleaning Services

Attachment A**Initial Review**

This Initial Review section must be completed by the Evaluation Team Lead for all proposed purchases of or procurements for services or works. The purpose of the Initial Review is to consider whether the proposed services or works fall within the ambit of the proposed legislation, or within the proposed Implementation Plan, or where the Minister/s or other Decision-maker/s direct that the proposed services or works be considered for insourcing.

Section 1: Initial Review Questions This section needs to be completed by the Evaluation Team Lead.

Name of Public Sector Entity: *ACT Property Group*

Title of Services or Works Contract: *Cleaning Services*

Identifying Number (where applicable) : *N/A*

Brief Description of Services or Works :

Provision of comprehensive Cleaning Services for 220 Northbourne, Allara House and Nara House (i.e. Civic Precinct).

Question 1 : Are the service or works covered by the application of the proposed Part 9A of the FMA and the proposed Implementation Plan?

Yes

Question 2 : Has the proposed contract been previously outsourced or is it a new procurement or purchase?

A temporary contract with an External provider has been in place since the relevant building came on-line (i.e. 220 Northbourne 18/01/2021, Allara House 09/02/2022 and Nara House 09/02/2022). This temporary contract has been extended until 09/02/2023 in order for this assessment and evaluation to be undertaken and completed.

Question 3 : What is the budget funded amount for the current year and each of the following three years for this service or works?

Approximately \$1.472 million per annum. This is an estimate based on the value of the current contract and conditions. Please note this is the base service cost only and does not include overheads, incidentals etc. A full costing analysis will be undertaken as part of the Evaluation Phase.

Question 4 : How long will this service or works be required? (consider the anticipated term of the contract)

On-going.

Question 5 : Are there other factors that should be considered in this Initial Review?

There are also a large number of other factors which need to be considered in this Review including but not limited to the following:

- *Applicability of Public Sector employment conditions including pay rates, scales, leave entitlements, workers compensation; Visa requirements, etc.*
- *Value for Money;*
- *Risk and capacity;*
- *Union consultation;*
- *Social and Economic factors and impacts.*

These will be assessed as part of the Evaluation state of the Review.

This section needs to be completed by the Evaluation Team Lead:

Completed by (Name) : Ross Burton

Position : Executive Branch Manager, Finance, Budgets and Assurance ERIPSS

Email : Ross.Burton@act.gov.au

Contact Number : x 75863

Signature Date Completed : 1 September 2022

This section completed by the relevant Decision Maker :

Decision on whether Service or Works are in scope :

- In scope - proceed to evaluation stage
 - o Yes
 - o When
- Out of scope – refer to ACTPS business area for purchase or procurement
 - o Yes
- Comment

Completed by (Name) :

Position :

Email :

Contact Number :

Signature :

Date Completed :