

Ref: 2012/301~0002

### COMMISSIONER'S BULLETIN

#### Finalising the Implementation of the Administrative Arrangement Orders

With the introduction of the new Agency Arrangements on 4 September 2012, Chief Executive Officers (CEOs) have been working towards finalising the transfer of ledgers, employees, communications and technology, banking, contracts and procurement, and records and assets.

Agencies that have been affected by the new agency structures have been advised that Instruments of Transfers under Section 35 of the *Public Sector Employment and Management Act* must be submitted to the Department of Treasury and Finance, Shared Services by 1 October or 15 October (depending on agencies finalising the details). The Instruments of Transfer will be dated 4 September 2012, in line with the date of the Administrative Arrangements Order.

For employees who are affected by the new agency structures, your payslip information and the information contained in PIPS will only reflect the agency you are working for after the transfer process is completed. **There will be no disruption to employees pays as a result of these transfers.**

Department of Treasury and Finance, Shared Services will be transferring people and positions in two groups. The dates for the two groups are as follows:

Group	Agency due date for sending Instrument of Transfer details to DTF Shared Services	Date employees will be paid from new agency
Group 1	1 October	25 October
Group 2	15 October	8 November

If necessary, a third transfer will be done on 29 October, and people transferred in this group will be paid from their new agency on pay day 22 November.

In the event that there are unforeseen circumstances where it is not possible to meet this deadline, your agency will keep you informed on the expected date that the transfer will be finalised.

I would like to reiterate that these changes are the result of the Administrative Arrangement Orders and do not impact on employee's roles, day-to-day functions and salary.

Should you have any concerns about the transfers please contact the Human Resources section of your relevant Agency.



KEN SIMPSON  
Commissioner for Public Employment

27 September 2012