

Communications Plan

What is being communicated?	CED will run a voluntary redundancy (VR) program to align the size of our workforce with our budget, and to ensure financial sustainability for the Directorate going forward. This will need to be communicated to staff as part of a broader workforce management approach so staff understand why it is happening, how the voluntary redundancy EOI process will work, who is included and what support will be available. We also need to be clear about the steps people need to take if they are interested in a VR, and what decisions will be made, how they will be made and when they will be made.
Why are we communicating on this issue?	To inform staff about the VR program, build understanding of the context and process, and maintain trust through clear, consistent and supportive communication. To educate staff about how they can apply for VR and how we will support the workforce that remains.
Background/research/insights	<i>[WOG Comms Plan] The ACT Public Service (ACTPS) has grown significantly in recent years, with staffing levels increasing by approximately 30% since 2018–19. The current number of employees across the ACTPS exceeds the number of funded positions. At the same time, the separation rate from the ACTPS has decreased.</i> <i>For the ACT Government this means current costs are higher than the forecast budget for next year, with employee expenses remaining the primary financial pressure on the ACTPS budget. The same is true for CED - workforce costs account for around half of CED's regular expenses.</i> <i>To support the long-term sustainability of the public service and to deliver on Government priorities within budget, there is a whole-of-government approach to balance workforce size with full time equivalent (FTE) available funding.</i> <i>This multifaceted approach includes managing the addition of staff into the ACTPS, encouraging mobility and proactively reducing overall FTE through voluntary redundancy (VR) opportunities.</i>

Approved by:
 Action officer:
 Date:

	• CED has already taken meaningful steps to reduce workforce budget pressures by taking early, disciplined action to tighten spending controls and improve oversight before issues escalated. • CED will run a voluntary redundancy program as a further step to align the size of our workforce with our budget, and to ensure financial sustainability for the Directorate going forward.		
Other directorates/agencies involved	Chief Minister, Treasury and Economic Development Directorate (whole-of-government workforce management context); Digital Canberra (for identified transferring roles); OIRWS	Spokespeople	Director-General, Dave Pepper Chief Operating Officer, Lisa Johnson

Target audiences

Primary	All CED staff
Key influencers/stakeholders	Executive Leadership Team Unions Local media
ACTPS (if relevant)	Relevant ACTPS agencies involved in the whole-of-government workforce management approach eg OIRWS.

Key messages – internal

- CED is implementing a voluntary redundancy program as part of a broader whole-of-government workforce management approach to better align workforce size with available funding and support long-term sustainability.
- The ACTPS has grown significantly in recent years, and employee costs remain our biggest financial pressure.
- Within CED, workforce costs account for approximately half of our total expenses.
- CED has already taken early action, like introducing an FTE cap and tighter spending controls but these measures aren't enough on their own.
- Further steps are needed to ensure we remain sustainable while continuing to deliver government priorities.

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 Action officer: Melissa Holcroft, Director Internal Comms
 Date: 21/05/2026

Talking points – internal

- This is a voluntary expression of interest (EOI) process which means staff can choose to put their hand up if they are interested in leaving the ACTPS under agreed conditions.
- Submitting an EOI does not guarantee approval, and if it is approved, there is no obligation to accept.
- The process is not targeted to specific individuals or teams.
- All EOI's will be assessed by a panel of Executive Branch Managers across the Directorate. Decisions will consider service delivery needs, public safety and the safety of our team members, operational requirements and government priorities.
- The assessment process ensures we balance workforce reduction, while also maintaining critical services and delivering on Government priorities.
- Some areas are excluded from the program, this includes Transport Canberra Bus Operations, Transport Canberra Fleet Services and our colleagues transitioning to Digital Canberra.
 - These Transport Canberra teams deliver an essential transport service for the community which is aligned to current workforce size. A new network is planned for July. We are unable to quickly reduce or change network and service levels, and the public transport network has an essential role for the community in the current global liquid fuel supply situation. We recognise this may be disappointing for some, but this is one area of our business where we have a public service contract (network) with the community and an emerging situation globally that we need to support the community through
 - Those transitioning to Digital Canberra are proposed to do so from 1 July 2026, subject to a current consultation round. They have been excluded from this voluntary redundancy round as they will be Digital Canberra employees but may be part of any future workforce management approach outside of CED.
- The expression of interest process has been chosen because it provides choice for employees and supports a fair and transparent approach.
- It allows both the employee and the Directorate to consider whether a voluntary redundancy is the right outcome before any final decision is made.
- Information about the financial offer for a voluntary redundancy, including notice and severance provisions under the Enterprise Agreement, can be found on the Voluntary Redundancy information hub and in the ACTPS employment agreements information available at: [Enterprise Agreements - ACTPS Employment Portal](#).
- The CED executive leadership team is committed to transparency and supporting wellbeing. Clear information and regular updates will be provided throughout the process including opportunities to ask questions, time to consider options, leadership support, and wellbeing support to enable people to make informed decisions.
- Throughout this process, CED is committed to transparency and staff wellbeing. Staff will have access to clear information, regular updates, manager guidance, FAQs, leadership visibility and support services so they can understand the process, ask questions and make informed decisions.
- Employees can access wellbeing support through our Employee Assistance Program provider, Converge, which offers free confidential counselling including financial coaching to all employees and immediate family members. Employees can contact Converge on 1300 687 327 or find out more on [Employee Assistance Program & Critical Incident Support - ACTPS Employment Portal](#).
 - <https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>.

- Staff will receive clear information about the EOI and VR process, timeframes and how decisions will be communicated. There will be time to consider options, opportunities to ask questions, and ongoing updates as the program progresses.
- As the program progresses, CED will continue to review work programs in line with government priorities to identify where work can be streamlined, stopped or redesigned, with a focus on impact rather than activity.
- The aim will be to help manage workload, support service continuity and guide workforce redesign where needed, in line with Government priorities.
- The longer-term goal is to create a sustainable workforce where CED can properly invest in the capability of our people and continue delivering for government and the community now and into the future.
- Find out more information about voluntary redundancies and how to apply through the CED Voluntary Redundancy page on the CED intranet.
- If you have questions or require further information, please speak with your manager, email XXXX@act.gov.au or call People, Safety and Culture on 6207 6737.

Note: A separate talking points document will be developed as a working document.

Action plan

When	What	How	Responsibility
22 May 2026	Communication materials for announcement - Powerpoint for Town Hall - Narrative - Talking points - FAQ's - Draft intranet structure - DG message	Developed by internal comms and sent to DG.	LG, MH and AL
25 May 2026	Media statement and talking points	This will be kept on hand in case it is needed.	AL
26 May 2026	ELT briefing - leadership alignment on context, process, support for redesign.	ELT meeting, PowerPoint and talking points.	DG, COO, LG, MH
TBC	Union consultation (<i>note: OIRWS to kick off first meeting with Unions</i>)	Meetings and emails	COO, LG

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28 May 2026	Town Hall Invitation to all staff. Subject: Budget update and resulting workforce management TBC	Calendar invitation. ELT to encourage teams to attend	MH, DGO, ELT
28 May 2026	ELT information packs – timing to align with announcement date (28 May 2026). Talking points for ELT to support workforce and guidance on the process.	Information packs	LG, MH
28 May 2026	Announcement – Town Hall to explain why the program is happening, process, excluded cohorts, assessment process, open period, support available and what happens next.	Livestream and in-person Town Hall, presentation, Q&A, recording shared afterwards.	DG, COO, DDGs, LG, MH, IC&E
28 May 2026– immediately following the Town Hall	Launch supporting materials including intranet info hub including information on process, link to EOJ submission form, timeline information, FAQs, support available, recording of Town Hall.	SharePoint intranet hub, FAQs.	MH, LG
Following announcement date	Operational areas: Provide Town Hall recording and toolbox talking points following the confirmed announcement date.	Toolbox Talking Points, Video QR code	MH, IC&E
Day after announcement date	DG all staff email – reinforcing messaging	DG all staff email – printable version for operational areas	DG, MH
Next edition after announcement	Enough CED newsletter article reinforcing process information, key dates and where staff can get more	Enough CED newsletter article directing staff to	MH

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date (2 June or 16 June TBC)	information, with a clear push to the intranet info hub.	the intranet info hub.	
09 June 2026 TBC	Hold a second Q&A Town Hall to answer staff questions, address recurring themes, and update FAQs based on feedback and emerging issues.	Livestream and in-person Town Hall, recording and FAQ updates.	DG, COO, MH, LG
Throughout program	Provide regular updates on milestones, clarifications, next steps and wellbeing support while reinforcing workforce redesign and service continuity messages.	DG/COO/DDGs all-staff updates, standups, SharePoint hub updates, leadership engagements and manager briefings.	COO, DG, DDGs, managers, Internal Communications.