

Voluntary Redundancy Program

Overview

The City and Environment Directorate (CED) and Suburban Land Agency (SLA) are implementing a voluntary redundancy program as part of a broader whole-of-government workforce management approach.

The program is designed to

- Better align our workforce with available funding
- Support long-term sustainability of the Directorate, and enable us to invest in the future workforce
- Deliver on key government priorities.

Workforce costs make up approximately half of the CED portfolio's total expenses. While measures such as an FTE cap and tighter spending controls are already in place, further steps are needed.

For SLA, this process will assist meeting planned FTE targets and is aligned with existing workforce management mechanisms.

Importantly, this is a voluntary process, giving employees the choice to express interest in leaving under agreed conditions.

Key principles

CED and SLA are committed to:

- **Transparency** – clear and open communication
- **Fairness** – consistent decisions
- **Support** – help is available
- **Respect** – treating everyone as per ACTPS Values

The program will be guided by the following principles

- This is a voluntary process. Participation is your choice which means you can choose to put your hand up if you are interested in leaving the ACTPS under agreed conditions.
- This will be a fair and transparent process. If you are interested, you will submit an expression of interest (EOI) and all EOIs will be assessed considering the following criteria:
 - Community and team safety
 - Service delivery
 - Government priorities.
- This will be a respectful process. We recognise this is a significant and personal decision.
- Maintaining service delivery and workforce capability will be considered through the process.
- Investing in our retained workforce and protecting the engagement and wellbeing of our teams is paramount. This is not about doing more with less, but about realigning our work with priorities of the community and Government.

Who can apply

The program is open to all permanent CED and SLA employees who hold an ongoing (nominal) position in the Directorate or Agency. This includes part-time employees and employees on approved leave (e.g. parental leave).

The program does not apply to:

- Transport Canberra Bus and Fleet Services Operational employees
- Employees transitioning to Digital Canberra
- Temporary and contract employees

How to apply

1. Review all the information on this page including the FAQ's
2. You are welcome to discuss your intentions with your manager if you feel comfortable to do so. This is not a requirement as part of the process.
3. Submit your expression of interest via the [expression of interest form](#).
4. Submit by midnight on Sunday, 14 June.

The expression of interest process and timeline is outlined below.

What is being offered

Calculations are made in accordance with L6.8 in the [Enterprise Agreements](#) and may include:

- Redundancy pay based on length of service
- Accrued leave entitlements (e.g. annual leave, long service leave, leave loading)
- Gaps in service.

Exact calculations are handled by payroll and depend on individual circumstances. Details on what your full package would include will be provided to you once you have submitted an EOI and it is assessed as eligible. Submitting an EOI does not mean you need to go ahead if an offer is provided to you.

Process and timeline

**** No assessments will occur until consultation on the process has occurred with Unions.**

Step 1 – Submit your EOI by midnight on Sunday, 14 June.

Step 2 – EOI's will be reviewed by an assessment panel, with final endorsement of EOIs eligible for a VR through the Senior Executive Group which consists of Director-General, both Deputy Director-Generals, Chief Operating Officer and Executive Group Manager, Strategic Finance and Business Operations (For SLA employees, please see below [link](#)).

Step 3 – The union will be notified of the positions assessed as eligible to enter the VR process as part of the required consultation process under the Enterprise Agreement.

Step 4 – You will be advised of the outcome via email and if your offer is approved, you will also receive an invitation to meet with People, Safety and Culture to discuss the process.

Step 5 – People, Safety and Culture will organise a meeting with you to discuss your offer. You will receive your estimated figures and an election form.

Step 6 – You will have one month from that meeting to consider the offer before accepting, including seeking independent financial advice (up to the value of \$1000 covered by CED), and provide election notice.

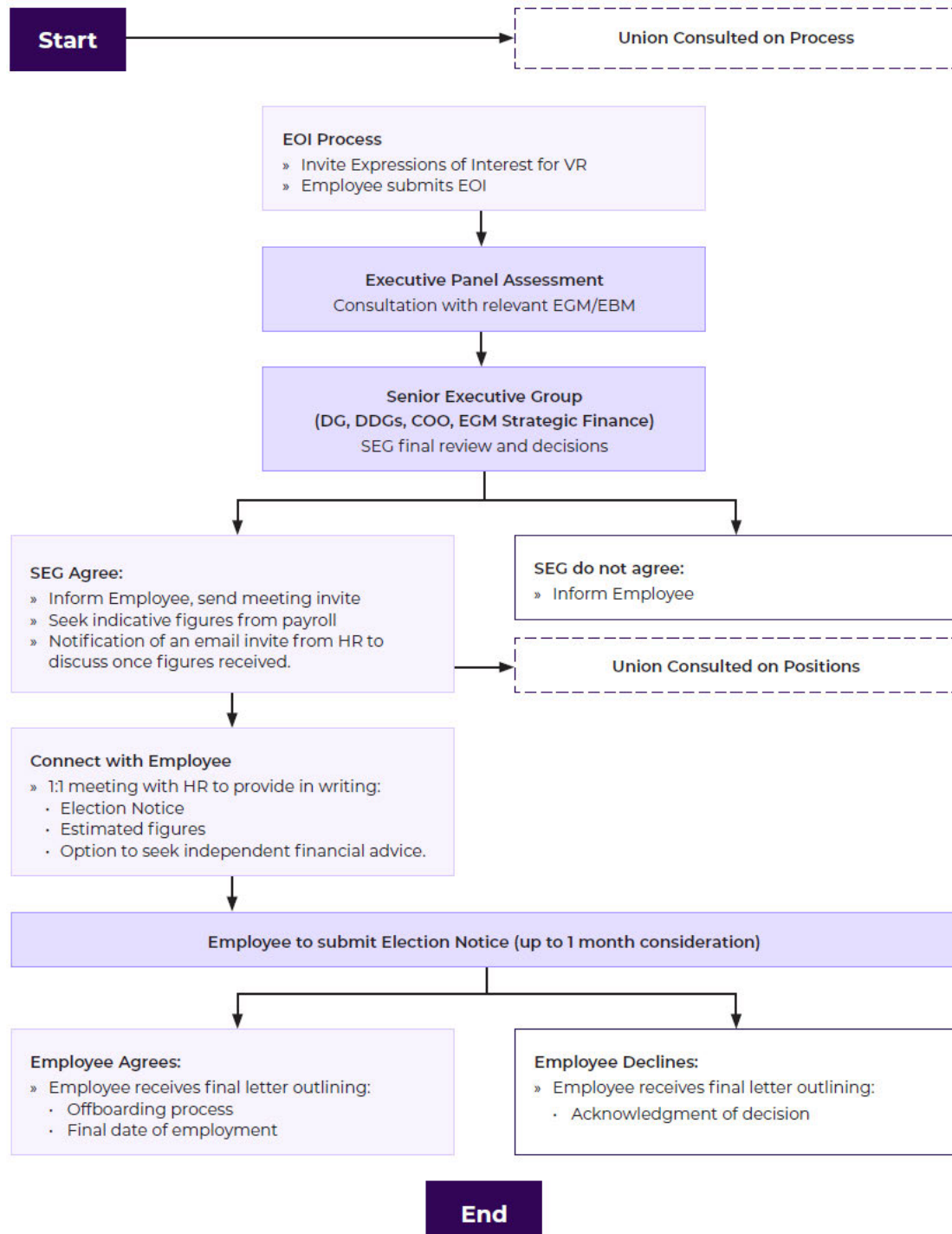
Step 7 – If you accept the offer, exit arrangements and timing will be agreed.

If you decline the offer, you will receive a letter acknowledging your decision.

The full process is outlined below:

City and Environment Directorate

Voluntary redundancy process



Assessment process

*** No assessments will occur until consultation on the process has occurred with Unions.**

All CED EOI's will be assessed by a panel of five Executive Branch Managers from across CED. Consultation will occur with Executive Group Managers, and through them, Executive Branch Managers to understand workforce and service impacts. The final review and decisions will be endorsed through the Senior Executive Group.

The delegate of each area will sign the final decision, being the Deputy Director-General for Transport, Territory and Municipal Services, or the Deputy Director-General Environment, Planning and Policy, or the Chief Operating Officer or Executive Group Manager, Strategic Finance and Business Operations for respective areas.

All SLA EOI's will be assessed by a panel of four Executives. Final endorsement of SLA EOIs will be made by SLA's CEO and COO.

EOIs are handled confidentially. Your application may be discussed between your Executive and immediate manager or supervisor as part of the assessment process on a need to know basis. The project team, Assessment Panel and your respective Executives will be aware you have submitted an EOI.

Assessment considerations

Each EOI assessment will consider public safety and the safety of our team members (including psychosocial safety), government priorities, and service delivery needs.

This ensures we balance workforce change while maintaining critical services.

Assessment panel

The CED panel is comprised of:

- Elizabeth Hall, EBM Homes and Land Supply
- Tim Rampton, EBM Roads ACT
- Ros Malouf, EBM Climate Change and Energy Programs
- Kerry McMurray, EBM Canberra Memorial Parks
- Emily Springett, EBM Service Delivery and Engagement

The SLA panel is comprised of:

- Adam Davey, Chief Executive Officer
- Carolyn O'Neill, Chief Operating Officer
- Joey Lee, Executive Director Place Delivery
- Sally Gilbert, Executive Director Thriving Communities Group

What happens next

If your EOI is approved:

- You will receive a formal written offer
- You will have one month to consider the offer
- You may choose to accept or decline
- If accepted, separation arrangements will be confirmed

If your EOI is not approved or you decide not to go ahead with the process, you will remain in your current role.

Key contacts

If you would like more information about the Voluntary Redundancy Program you can contact CEDVR@act.gov.au or call 6207 6737.

Support and wellbeing

We recognise this process may be challenging and protecting the wellbeing of all of our team members is paramount. Support is available:

Employee Assistance Program (EAP)

Free, confidential counselling and support for employees and immediate family members including financial coaching.

Contact: 1300 687 327 or visit [Employee Assistance Program & Critical Incident Support - ACTPS Employment Portal](#).

Before Blue

An early intervention mental health coaching program that supports you to prevent or manage stress early and build lifelong skills to improve mental health.

Find out more including how to register by reading the [Before Blue Enough CED article](#).

News

- Recordings of Town Halls
- Links to all staff messages

Resources and documents

- Expression of Interest form
- [ACTPS Enterprise Agreements](#)