


ACT
Government

 Chief Minister, Treasury and
Economic Development

CMTEDD INTERNAL MINUTE
Date: 12/06/2026

TRIM No: SUB26/16409

To: Deputy Director-General, Office of Industrial Relations and Workforce Strategy (OIRWS)

From A/g Executive Branch Manager, Public Sector Management

Subject: Directorate voluntary redundancy information package

Critical Date: Routine

Critical Reason: N/A

Through / Approval

Approver	Date	Comments
EGM CCGG	12/6/20XX	EM

Recommendations

1. That you:

- **note** the information contained in this minute;

NOTED/PLEASE DISCUSS

- **agree** to approve the Voluntary Redundancy Planning Checklist (Attachment A);

AGREED/NOT AGREED/PLEASE AMEND/PLEASE DISCUSS

- **agree** to approve the example directorate-level risk assessment (Attachment B);

AGREED/NOT AGREED/PLEASE AMEND/PLEASE DISCUSS

- **agree** to approve the example voluntary redundancy expression of interest form (Attachment C);

AGREED/NOT AGREED/PLEASE AMEND/PLEASE DISCUSS

- **agree** to approve the example voluntary redundancy assessment panel terms of reference (Attachment D);

AGREED/NOT AGREED/PLEASE AMEND/PLEASE DISCUSS

- **agree** to approve the example employee-level risk assessment (Attachment E);

AGREED/NOT AGREED/PLEASE AMEND/PLEASE DISCUSS

- agree to approve the example voluntary redundancy information sheet for officers (Attachment F);

AGREED/NOT AGREED/PLEASE AMEND/PLEASE DISCUSS

- agree to approve the example voluntary redundancy information sheet for executives and managers (Attachment G);

AGREED/NOT AGREED/PLEASE AMEND/PLEASE DISCUSS

- agree to approve the example voluntary redundancy letter of offer (Attachment H);

AGREED/NOT AGREED/PLEASE AMEND/PLEASE DISCUSS

- agree to approve the example voluntary redundancy election form (Attachment I); and

AGREED/NOT AGREED/PLEASE AMEND/PLEASE DISCUSS

- agree that the OIRWS will provide Attachments A – I and the CED Cabinet information package (Attachment J) on request to directorates and public sector entities.

AGREED/NOT AGREED/PLEASE DISCUSS

Robert Wright.....

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Background

2. There are more full-time equivalent staff in the ACT Public Sector (ACTPS) than there are funded positions and the Government has agreed to implement a two-strategy approach to manage the current size and future growth of the workforce through:
 - a. Strategy 1: managing the addition of staff into the ACTPS through controls informed by ACTPS enterprise agreements and Fair Work Act 2009 obligations; and
 - b. Strategy 2: balancing the size of the ACTPS through redundancies involving –
 - i. Phase 1: inviting officers in specific directorates and/or specific areas to express interest (EOI) in a voluntary redundancy (VR); and
 - ii. Phase 2: offering VRs to specific officers identified as being potentially excess and, where the VRs are refused and an officer is not successfully redeployed, involuntarily retiring those officers.
3. This minute relates solely to Phase 1 of Strategy 2 and the development of guidance materials to support directorates to implement a call for EOIs in a VR.

Issues

4. ACTPS enterprise agreements (see, for example, clause L3.6 of the [ACTPS Administrative and Related Classifications Enterprise Agreement 2023 – 2026](#)) allow the Head of Service to invite officers who are not in a redundancy situation to express interest in a VR where it would permit the redeployment of potentially excess and excess officers who do not wish to accept a VR.
5. While directorates have procedures in place which support a practice of offering VRs to individual officers who have been identified as being potentially excess or excess, the ACTPS has not embarked on a large-scale EOI program for VRs in recent history.
6. Redundancies must comply with strict *Fair Work Act 2009* and ACTPS enterprise agreement obligations related to consultation, notification and advice given to employees, and may be accompanied by a high risk of disputation in the current enterprise bargaining context.
7. Directorates have expressed a desire to receive advice and resources from the OIRWS to support them to plan and undertake an EOI program for VRs. In response, an information package of core exemplar documents has been developed to support directorates in implementing the key steps.
8. The exemplar documents in the information package have been developed to comply with the full range of the ACTPS' legislative and industrial obligations but will need to be modified by directorates to suit their local workforce and operational context.

Consultation

9. Nil response.

Work Health and Safety

10. Nil response.

Financial

11. Nil response.

Risks/Sensitivities

12. Key ACT unions have objected to directorates implementing EOI programs for VRs and the Community and Public Sector Employees' Union has filed a notice of dispute with the City and Environment Directorate over its VR program.
13. Providing directorates with standardised resources from the OIRWS which have been developed to meet the ACTPS' industrial obligations will mitigate the risk to the Territory in any disputation process.
14. However, directorates will still be required to adapt the resources in a manner which does not undermine the base industrial or legislative principles in order to suit their local context. Ongoing advice and support from the OIRWS to individual directorates will be required as part of these preparations.

Media

15. Nil response.

Brian Lawless, A/g Executive Branch Manager, Public Sector Management

Action Officer: Brian Lawless

Phone: [Microsoft Teams](#)

Attachments

Attachment	Title
Attachment A	Voluntary redundancy planning checklist
Attachment B	Example directorate-level risk assessment
Attachment C	Examples voluntary redundancy expression of interest form
Attachment D	Example voluntary redundancy assessment panel terms of reference
Attachment E	Example employee-level risk assessment
Attachment F	Example voluntary redundancy information sheet for officers
Attachment G	Example voluntary redundancy information sheet for executives and managers
Attachment H	Example voluntary redundancy letter of offer
Attachment I	Example voluntary redundancy election form
Attachment J	Example Cabinet implementation package (CED)