

Communications Plan

Phase 1 Voluntary Redundancy (Targeted Invitation)

1. Purpose of the communications

This communications plan supports the implementation of Phase 1 voluntary redundancies by invitation within targeted areas of directorates. Its purpose is to clearly explain the Phase 1 approach and how it operates, while providing confidence that the process is lawful, fair, voluntary and consistent with ACTPS enterprise agreements. The communications aim to encourage informed self-identification by officers in targeted areas, minimise anxiety, misinformation, disputes and appeals, and support Directors-General to implement the process consistently across directorates.

2. Communication objectives

The communications are designed to ensure officers have a clear and accurate understanding of Phase 1 — what it is, what it is not, and what it means for them. Officers should understand their eligibility, the process steps, timing and safeguards, and be in no doubt that participation is voluntary and that expressing interest does not guarantee approval. It is equally important that officers understand no one is being declared excess under Phase 1. At a leadership level, the communications aim to equip senior leaders with consistent, defensible messages, and to ensure unions are consulted early and kept informed to reduce the risk of dispute.

3. Key audiences

The primary audiences for Phase 1 communications are:

- Directors-General,
- SES members,
- Officers working in targeted directorate areas,
- Relevant unions, and
- HR teams.

4. Key messages

Why Phase 1 is occurring

The ACTPS has seen significant growth over recent years. However, this has been at a time of increasing fiscal challenges and Government needs to balance workforce size with funding for FTE. Phase 1 provides a timely, voluntary mechanism to support workforce reshaping while minimising disruption.

What Phase 1 involves

Directors-General may invite officers in targeted areas — not limited to excess or potentially excess officers — to express interest in a voluntary redundancy. This approach is explicitly provided for in ACTPS enterprise agreements.

What Phase 1 does not do

Phase 1 does not declare officers excess or potentially excess, does not compel participation, and does not guarantee approval of applications.

How applications are assessed

Applications are assessed by a directorate approvals committee having regard to priority workforce areas, potential loss of critical capability, achievement of a genuine reduction in staffing costs, and constraints on replacing roles (which will generally be limited to internal ACTPS recruitment under Strategy 1).

Financial context

The severance component of Phase 1 voluntary redundancies will be eligible for reimbursement from the Whole of Government Restructure Fund, subject to meeting the criteria of the fund. Agencies would be expected to meet all other expenses associated with redundancies, including associated provisioned leave entitlements, from existing resources.

Support for officers

Officers are provided with a formal consideration period, personalised financial information, access to accredited financial counselling, and advice on career transition and redeployment options.

5. Communication channels and products

Communications will be delivered through a range of channels and products, including Directors-General briefing notes, targeted all-staff emails, staff information packs and factsheets, manager talking points, Frequently Asked Questions, union briefings, and SharePoint information pages.

6. Indicative sequencing

The communications will roll out in four broad stages:

1. In the pre-announcement stage, Directors-General will be briefed, early union consultation will occur, and FAQs and factsheets will be finalised.
2. The announcement stage will involve targeted communication to identified areas and publication of information packs.
3. During the consideration stage, information sessions and drop-ins will be held and HR support and counselling processes activated.
4. The decision and notification stage will involve communicating individual outcomes and, where applicable, delivering workforce transition and redeployment messaging.

7. Risk management and mitigation

The primary risks associated with Phase 1 communications centre on staff wellbeing, equity perceptions, industrial relations and capability. Anxiety and morale impacts will be mitigated through clear messaging that participation is voluntary. Perceptions of inequity will be addressed by making assessment criteria transparent. The risk of union dispute will be managed through early and ongoing consultation. The communications will recognise the importance of the budget in providing the operational context for Phase 1. Unrealistic expectations will be addressed by clarifying upfront that expressions of interest are not guaranteed approvals, and capability risks will be mitigated by excluding critical roles where necessary.

8. Measures of success

Success will be measured by a low volume of disputes and appeals, a high acceptance rate of voluntary redundancy offers from self-identified officers, consistent messaging across directorates, and timely achievement of workforce balance compared with excess-based approaches.