

Voluntary Redundancy Planning Checklist

This checklist outlines recommended steps to prepare to undertake a call for expressions of interest in a voluntary redundancy.

Checklist

	Steps
☐	Determine need Confirm the need to undertake a call for expressions of interest in a voluntary redundancy. For example, consider the presence of staff in unfunded positions, the current staffing profile and operational requirements of the directorate, and any other relevant factors.
☐	Establish scope Once the need to undertake a call for expressions of interest has been confirmed, determine the required scope (e.g., the targeted work programs or employee classifications) and scale (i.e., the number of redundancies being targeted). The scope should also clearly identify which employee groups or classifications are not eligible to express interest.
☐	Conduct risk assessment and implement mitigation strategies Based on the scope of the call for expressions of interest, conduct a comprehensive risk assessment of the operational and work health and safety risks that could arise with the departure of those officers. See the <i>example directorate level risk assessment</i> . Implement an action plan (e.g., streamlining existing work processes, stopping certain work programs, etc.) to mitigate the risks identified risk assessment. ACTIA risk management tools WHS obligations during organisational change Recruitment and WHS
☐	Assemble a voluntary redundancy project team Nominate an executive sponsor and assemble a team to lead the implementation of the call for expressions of interest. Key personnel should include representatives from human resources, communications and finance. See the <i>example Cabinet package (CED)</i> .
☐	Contact the Office of Industrial Relations and Workforce Strategy (OIRWS) Early contact with the OIRWS is recommended to discuss the planned call for expressions of interest and any industrial or workforce policy considerations. Contact the OIRWS (email)

	Steps
☐	Establish a process for officers to express interest in a voluntary redundancy Determine how officers will be able to express their interest in a voluntary redundancy. Consider: • establishing a dedicated SharePoint site or other central information resource; • what information the directorate requires from officers when expressing their interest; • keeping the process and required information as simple as possible to reduce any barriers to employees expressing interest; and • whether both hardcopy and electronic forms will be required depending on the nature of the workforce. See the <i>example voluntary redundancy EOI form</i>.
☐	Establish an assessment panel and assessment criteria Assemble an assessment panel to review the expressions of interest received from officers. See the <i>example voluntary redundancy assessment panel terms of reference</i> The directorate should also establish how the panel will determine which officers it recommends receive a voluntary redundancy offer and a process for the panel to document its decision-making. See the <i>example employee level risk assessment</i>. Note: while the assessment panel may make a recommendation on making an offer to an officer to become voluntarily redundant, the power to approve the making of the offer must be vested in, and exercised by, an individual (i.e., the Director-General or delegate).
☐	Decide on the expression of interest period Determine how long officers will be able to express their interest in a voluntary redundancy. Ensure officers are provided with sufficient time, noting the significant nature of the decision. The expression of interest period must occur after consultation with ACT unions.
☐	Consult with ACT Unions Once the directorate has determined the scope and process for officers to express interest in a voluntary redundancy, it should consult with the relevant union(s) on the proposed process. A minimum of one week should be allowed, noting that separate consultation obligations exist for excess and potentially excess officers (refer to section L3 of the ACTPS enterprise agreements). Note: it is not necessary to consult with ACT unions on voluntary redundancy offers to individual officers unless officers seek union representation as part of their expression of interest.
☐	Advise staff Following the consultation with ACT unions, notify staff of the call for expressions of interest in a voluntary redundancy. Develop additional communication and information materials to support staff understand the expression of interest process. See the <i>example VR information sheet – Information for Officers</i> and the <i>example VR redundancy information sheet – information for executives and managers</i>.

	Steps
☐	Consider the expressions of interest received Review the expressions of interest that have been received from officers and document the recommendation of the assessment panel and the decision of the Director-General.
☐	Notify officers of the outcome of their expression of interest Where a decision is made to offer a voluntary redundancy, provide the officer with a letter of offer, the required financial advice prepared by One Gov Payroll on the severance package, and an election form for them to return at the end of the one-month consideration period. See the <i>example voluntary redundancy letter of offer</i> and <i>example voluntary redundancy election form</i> . Where a decision is made not to offer a voluntary redundancy, provide the officer with a letter notifying them that they have been deemed ineligible for a voluntary redundancy.
☐	Action outcomes Action the election forms once they have been returned based on the election of the officer.
☐	Review outcomes Once the expression of interest process has been finalised, determine if the directorate needs to take any further measures to balance its staffing position.

Need help?

Contact the Secure Employment team, Office of Industrial Relations and Workforce Strategy, for further information and advice – secure.employment@act.gov.au.