

Fact sheet. Executive expectations through EOI process.

For discussion at ELG Thursday May 28th. This content will be provided to all Executives as part of the broader Executive Information Packs for the Voluntary Redundancy process.

Overview of the Panel Assessment Process

You will be kept informed of EOI progress throughout the process. The process is outlined below and in the image:

Step 1. EOIs received

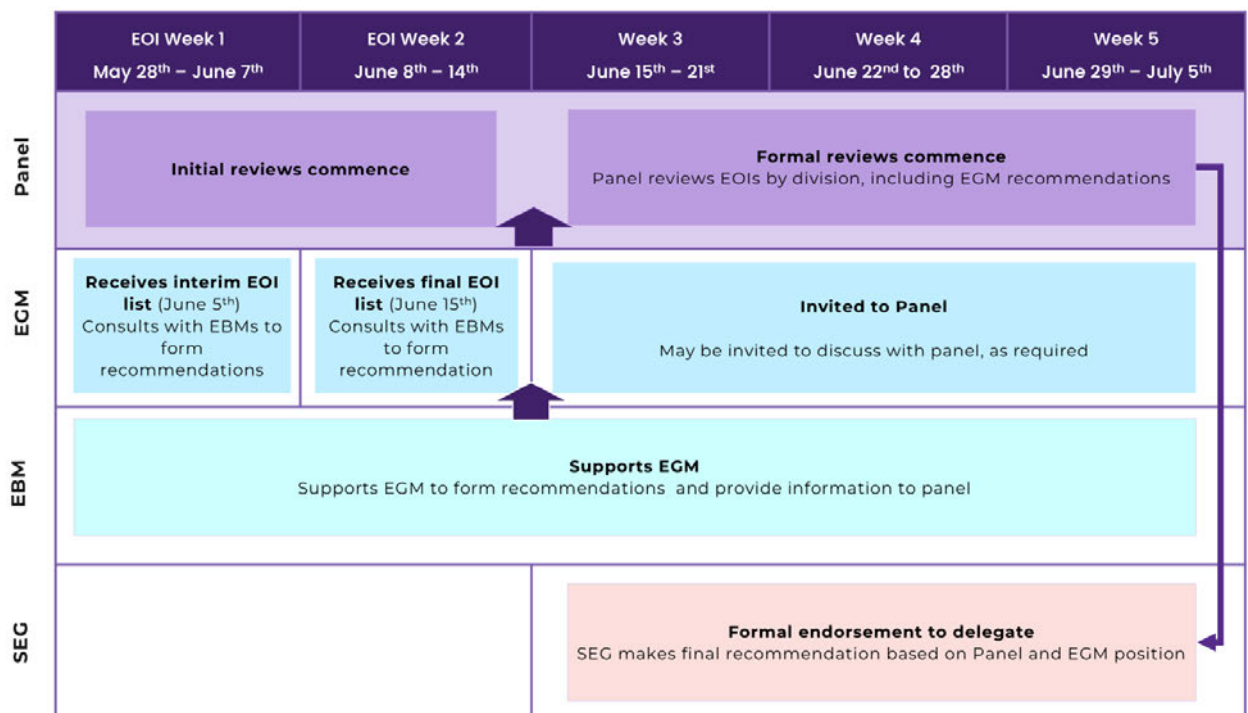
Step 2. EOIs provided to EGMs (staggered through EOI period)

Step 3. EGMs consult with EBMs and PSC (if required) and provide their recommendation on each EOI (support, not support and reason, commentary)

Step 4. Panel assess, considering EGM position, progress toward target, and other matters (additional data provided by project team). May invite discussion with EGM if needed.

Step 5. SEG review panel recommendation and EGM recommendation. SEG endorse a final recommendation to delegate.

Step 6. Delegate sign off.



As an Executive Group Manager

What you can expect

- You will be notified of EOIs within your division:
 - End of week 1 of the EOI process (Friday 5 June)
 - One day after EOI close (15 June)
- You will be responsible for liaising with your EBM's and providing your recommendation on each EOI for the Assessment Panel:
 - Support
 - Do not support
 - Comments
- For EOIs you do not support, you must provide reasons against one or more Assessment Criteria (see draft criteria below).
- The Assessment Panel will consider your recommendation and rationale as part of its independent assessment.
 - You may be invited to discuss with the Assessment Panel.
- Your recommendation and the panel's recommendation will be provided to the Senior Executive Group (SEG) for final review and endorsement. SEG may wish to discuss with you.
- You will be advised of SEG's final decision.
- Final decisions will be signed by the relevant delegate (DDGs, COO, EGM Strategic Finance).

What is expected of you

- Engage your EBM's in developing your position on each EOI and keep them informed.
- Communicate with your teams and consider whether Division or Branch level information sharing is most appropriate – talking points have been provided.
- Share the list of EOIs with your EBM's.
- Provide timely responses to EOIs and panel information requests.
- Consult with the EBM People, Safety and Culture on workforce matters as needed.
- Support your EBM's to actively lead redesign, realignment, and reprioritisation in your area to sustain service delivery and support team wellbeing.

Key dates

- EOI opens: May 28th
- Initial EOI list provided: Friday June 5th.
- EOI closes: Sunday June 14th.

- Final EOI list provided: Monday June 15th.
- Panel assessments commence: Tuesday 16th.
- Panel assessments complete: Friday July 10th (earlier if possible)
- Timing may vary depending on EOI volume; divisions with higher volumes will be scheduled later
- You should begin forming your recommendations and consulting with your EBM's once EOI data is provided.

As an Executive Branch Manager.

What you can expect

- You can expect your EGM to involve you in the process and talk to you about likely impacts on your teams and consider your views. Your EGM will receive a list of team members who have put their hand up for an EOI at the end of the first week, and the close of the EOI process.
- You will be advised of SEG's final decision.
- Final decisions will be signed by the relevant delegate (DDGs, COO, EGM Strategic Finance).
- People, Safety and Culture Branch will set up workshops and provide guidance and support for workforce redesign and change management.

What is expected of you

- Discuss impacts, concerns, opportunities with your EGM during the EOI and assessment process.
- Communicate with your teams and consider whether Division or Branch level information sharing is most appropriate – talking points have been provided.
- Consult with the EBM People, Safety and Culture on workforce matters as needed.
- Supported by your EGM's, actively lead redesign, realignment, and reprioritisation in your area to sustain service delivery and support team wellbeing.