

Terms of Reference

Purpose	To oversee the implementation of a call for expressions of interest in a voluntary redundancy in insert directorate name .
Functions	The functions of the Voluntary Redundancy Assessment Panel will include: • invite officers in specific priority areas within the directorate to express their interest in a voluntary redundancy; • review expressions of interest received from officers and make recommendations to the Director-General on which officers should receive an offer to elect to be made voluntarily redundant; • coordinate with Strategic HR to ensure officers who receive a written offer to elect to be made voluntarily redundant also receive the required financial advice at the commencement of the consideration period; • maintain records on the officers who accept and refuse offers to elect to be made voluntarily redundant; and • make recommendations to the Director-General on the operation of the call for expressions of interest.
Process	Identified business areas included in the call for expressions of interest in a voluntary redundancy will include: • Identify the business areas, work programs and/or officer classifications eligible to express interest in a voluntary redundancy (e.g., due to highest unfunded FTE or need for reprioritisation, etc.). Expressions of interest received by the Voluntary Redundancy Assessment Panel will be considered using the following principles: • Priority 1 ○ expressions from officers working in the priority areas identified by the directorate; ○ expressions from officers who can be replaced over time from internal ACTPS recruitment; and ○ expressions from officers which will lead to a genuine reduction in staffing costs in the directorate overall. • Priority 2 ○ expressions from officers working outside the priority areas identified by the directorate; ○ expressions from officers who represent a loss of capability (e.g., specialised qualifications, knowledge or skills) at a point-in-time; and

- expressions from officers who will need to be replaced over time through external recruitment of new FTE into the ACTPS; and

Membership The Voluntary Redundancy Assessment Panel will include:

- Membership should include at least one SES member representative from:
 - Strategic Finance;
 - Strategic HR; and
 - each in-scope business area/work program.
- Additional representatives as required based on local need or operational context.

Chair TBD by directorate

Reporting TBD by directorate

Secretariat TBD by directorate

**Meeting
Frequency** TBD by directorate

Approved Date terms of reference approved by Director-General