Voluntary Redundancy Information Sheet [to be amended by directorates]

Information for Officers

Issued: XX May 2026

General matters

What is a voluntary redundancy?

A voluntary redundancy occurs where an employer invites employees to volunteer to have their roles made redundant in exchange for a redundancy payment and the employee chooses whether to accept.

Who is eligible to express interest in a voluntary redundancy?

Each directorate determines the officer cohort(s) eligible to express interest in a voluntary redundancy. In [insert directorate name], officers in the following [business units / classifications / activities] are eligible to submit an expression of interest:

- [Provide scope of the call for expressions of interest].

How do I express interest in a voluntary redundancy?

You can express your interest in a voluntary redundancy by [insert details of preferred method for officers to submit their expression of interest].

What is the timeline to express interest in a voluntary redundancy?

The call for expressions of interest will be open between [insert key dates].

How are voluntary redundancies assessed by the directorate?

The directorate has assembled an approvals committee that will review each expression of interest that is received and make a recommendation to the Director-General. In determining which officers will receive a voluntary redundancy offer, the following factors will be considered:

- [Outline assessment criteria].

Understanding voluntary redundancies

How are voluntary redundancies calculated?

For those officers whose expression of interest is accepted, One Gov Payroll will prepare detailed advice on the sums of money they will receive by way of severance pay, pay instead of notice and paid-up leave credits.

ACTPS enterprise agreements provide that an officer who elects to be made voluntarily redundant is entitled to be paid **the greater** of the following amounts:

- an amount equal to 2 weeks of the officer's pay for each completed year of continuous service, plus a pro rata payment for completed months of continuous service since the last year of continuous service up to a maximum sum of 48 weeks' pay); **or**
- an amount equal to 26 weeks of the officer's pay.

For more information on the calculation of the severance benefit, refer to sections L6.8 – L6.10 of the relevant ACTPS enterprise agreement.

Will I receive payment of any unused entitlements (e.g., annual leave)?

Yes. In addition to your redundancy payment, you will receive the amounts below. These amounts are not taxed at the rate that applies to the redundancy payment:

- lump sum payments of unused annual leave and leave loading; and
- lump sum payments of unused long service leave where is has accrued and is payable.

You are entitled to $1,000 of independent, accredited financial counselling in relation to decisions made about voluntary redundancies.

What are the taxation implications?

A redundancy payment has a specified taxation approach which is outlined by the Australian Taxation Office.

The other lump sum payments (unused annual leave and leave loading, accrued and payable long service leave) are taxed according to the non-redundancy approach.

As outlined above, you are entitled to $1,000 of independent, accredited financial counselling in relation to decisions made about voluntary redundancies.

How will this affect my superannuation?

You are encouraged to seek independent, accredited financial counselling in relation to decisions made about voluntary redundancies including any questions you have about superannuation..

As outlined above, you are entitled to $1,000 of independent, accredited financial counselling in relation to decisions made about voluntary redundancies.

Do I have to be declared potentially excess or excess to be able to express interest in a voluntary redundancy?

No. You can be offered a voluntary redundancy without being declared potentially excess or excess if such a redundancy would permit the redeployment of potentially excess and excess officers who do not wish to accept a voluntary redundancy.

What is a potentially excess officer? An excess officer?

ACTPS enterprise agreements define an excess officer as –

- an officer employed in an administrative unit in which there is a greater number of officers of a class than is necessary for the efficient and economical working of the directorate; or
- an officer whose services cannot be effectively used because of –
  - technological or other changes in the work methods of the relevant administrative unit; or
  - changes in the nature, extent or organisation of the functions of the relevant directorate.

A potentially excess officer is an officer who is formally notified they are likely to become an excess officer in a foreseeable period of time.

Expressing interest in a voluntary redundancy

What information will I receive from the directorate if I express interest in a voluntary redundancy?

If your expression of interest is accepted, you will receive a letter notifying you that you are eligible for a voluntary redundancy. The letter will include detailed financial advice prepared by One Gov Payroll on the severance package and an election form for you to return to the directorate at the end of the consideration period to indicate if you intend to accept the voluntary redundancy offer.

If your expression of interest is not accepted, you will receive written notice that you have been deemed ineligible for a voluntary redundancy.

Who should I speak with if I have questions about the information in the voluntary redundancy offer?

[Indicate if the directorate intends to provide 1:1 meetings/consultation with officers when making the voluntary redundancy offer] AND/OR

If you have any questions about the voluntary redundancy offer, please contact [insert relevant team and contact information].

How long do I have to consider the voluntary redundancy offer?

If you receive a voluntary redundancy offer you will have a one-month consideration period to review the offer and seek independent financial advice. You can also use this time to consult with your union and obtain any other information you believe necessary to inform your decision.

Should I seek independent financial advice?

Yes. It is recommended that all officers who receive a voluntary redundancy offer seek advice on:

- the amount of accumulated superannuation contributions;
- the options open to the officer concerning superannuation; and
- the taxation rules applicable to the various payments.

Does the ACTPS pay for independent financial advice?

Yes. The directorate will supplement the costs of independent, accredited financial counselling incurred by each officer who has been offered voluntary redundancy up to a maximum of $1000. The accredited financial counsellor must submit their invoice directly to the directorate.

How does the accredited financial counsellor invoice the directorate?

The financial counsellors must submit their invoice to the directorate by [insert the method for the submission of invoices].

Accepting a voluntary redundancy

Will I be barred from re-employment in the ACTPS if I accept a voluntary redundancy?

If you elect to be made voluntarily redundant you cannot be re-engaged in the ACTPS until an equivalent period of weeks and days to your termination payment has expired.

What happens to my current role if I accept a voluntary redundancy?

Your role will either be declared redundant and abolished or filled by another officer whose role has been declared redundant and abolished.

What is the notice period if I accept a voluntary redundancy?

If you accept a voluntary redundancy you will be given no less than four weeks' notice or, for officers over 45 years-old with at least two years of continuous service, five weeks' notice.

Can the notice period be waived?

Yes. At the discretion of the Director-General, the notice period can be waived and you will be paid for any unexpired portion of the notice period.

Not accepting a voluntary redundancy

What happens if I don't elect to become voluntarily redundant after the consideration period?

You will remain in your current position.

Will there be future calls for expressions of interest in a voluntary redundancy?

Any future calls for expressions of interest in a voluntary redundancy will be at the discretion of the Director-General.

How will workload be managed after staff leave?

Parallel to the call for voluntary redundancies, directorates are identifying opportunities to streamline or stop activities or work programs to ensure the wellbeing of staff who continue to work in the ACTPS.

Will there be further workforce changes where I could be declared potentially excess or excess?

It is not possible to predict at this stage if there will be any further workforce changes. Where it is anticipated that further changes will need to occur, the directorate will consult with employees and relevant unions using the processes outlined in ACTPS enterprise agreements and in keeping with the Union Encouragement Policy.

Where can I find more information?

For any further questions or for assistance on the current call for expressions of interest in a voluntary redundancy, please contact [insert relevant team and contact details].