Australian Government

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

[name]

[Branch]
[Division]
[Group]

Delivered via email: [insert email address]

[day] [month] 2026

Dear [Employee first name]

# Your employment with the Department

I refer to your recent discussion with [SES manager name], [SES manager title], [SES manager branch] Branch during which you were advised that you were likely to become excess to the Department's requirements.

The purpose of this letter is to notify you in writing that you have been identified as someone who is likely to become excess to the Department's requirements under clause 553 of the *Department of Infrastructure, Transport, Regional Development,* Communications *and the Arts Enterprise Agreement – 2024* (the Agreement).

The Department will consult with you about this matter over at least the next month, unless you agree to a shorter period. This will be known as the 'consultation period'. In accordance with clause 554 of the Agreement, during this consultation period discussions will be had with you to consider:

- reasons for likely becoming excess and the method used to determine excess employees;
- redeployment opportunities at or below your classification level within the department or another APS department or agency;
- job swap opportunities at level with other employees in the department;
- referral to an appropriate employment agency at the departments expense; and
- whether voluntary retrenchment might be appropriate and whether you are interested in being offered voluntary retrenchment.

If one month after the commencement of the consultation period discussions considering the above have been completed and you have not secured a permanent job within the Department or another APS department, the Department may ultimately decide that you are excess and may:

- place you on a retention period; or
- make you an offer of voluntary retrenchment.

A retention period is a period of time whereby you remain employed for the purposes of finding alternative employment.

Voluntary retrenchment is where you agree to your employment coming to an end on the basis that you will receive a redundancy payment calculated in accordance with the Agreement.

I note that you previously advised that if a formal offer of voluntary retrenchment is made, you would accept the offer and agreed a final date of [cessation date] could be accommodated.

Prior to or at the time an employee is notified that they are excess, the employee will receive the amount of redundancy benefit, pay in lieu of notice and paid up leave credits.

The information will be calculated based on a final day of [cessation date].

Key points during the consultation period:

- The full extent of the consultation period will be [start date for consultation period] to [end date for consultation period];
- You may advise me if you would prefer the consultation period for being declared excess be shortened;
- The department will reimburse the cost of financial counselling up to $2,000 should you wish to seek financial advice.

We understand that this may be a difficult time for you. The department's Employee Assistance Program (EAP) TELUS Health is available to you, should you require it. There is further information on the EAP CONNECT page or you can email WHS@infrastructure.gov.au.

If you have any questions regarding the information or process outlined above, please contact me on s22(1)(a)(ii) or s22(1)(a)(ii) @infrastructure.gov.au. The department will continue discussions with you during the consultation period.

Yours sincerely

s22(1)(a)(ii)
Director Workplace Relations & Payroll
People Branch
Department of Infrastructure, Transport, Regional Development, Communication, Sport and the Arts

Australian Government

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

[name]

[Branch]
[Division]
[Group]

Delivered via email: [email address]

[day] [month] 2026

Dear [first name]

# Offer of Voluntary Retrenchment

On [day] [month] 2026, you were notified in writing that you were likely to become excess to the Department's requirements. On this day, a consultation period about this matter commenced that was scheduled to end on [day] [month] 2026. On [day] [month] 2026, you elected to shorten the consultation period and it ceased on that day.

Following this initial consultation period, a decision has now been made that you are excess to the Department's requirements.

The Department now offers you the opportunity to elect to be voluntarily retrenched. You have one month, until [day] [month] 2026 to decide whether you would like to accept the offer. This is known as the consideration period. You may elect to shorten or waive this period.

Attached to this letter is the following information for your consideration:

- the amount of redundancy benefit, pay in lieu of notice and paid up leave credits;
- taxation rules applicable to the various payments.

An excess employee will be reimbursed costs for financial counselling up to $2,000 on production of a tax invoice. Should you wish to seek financial advice, the invoice should be provided to the Workplace Relations team (WorkplaceRelations@infrastructure.gov.au) who will liaise with Payroll Services for reimbursement.

If you accept this offer, and based on conversations held with you, it is intended your employment will come to an end at the close of business on [day] [month] 2026 in accordance with the *Public Service Act 1999* on the basis that you are excess to requirements. This would require you to waive the remainder of the notification period.

This offer of voluntary retrenchment will only be made once. If you do not accept this offer by 4.30pm AEST on [day] [month] 2026, you will be taken to have rejected it.

If you do reject the offer of voluntary retrenchment, then a retention period will commence during which you will remain employed with the Department for the purposes of seeking to find alternative employment.

You must advise me should you elect to accept the offer of retrenchment in writing via email to WorkplaceRelations@infrastructure.gov.au.

If you have any questions regarding this offer of voluntary retrenchment or the process outlined above, please contact me on s22(1)(a)(ii) .

Yours sincerely

s22(1)(a)(ii)
Director Workplace Relations & Payroll
People Branch
Department of Infrastructure, Transport, Regional Development, Communication, Sport and the Arts

**Background/context**
For example
- Budget pressures
- Prioritisation process

**Rationale for proposal**
For example
- Work no longer required to be performed
- Function abolished/reduced
- Workforce rebalancing

**Description of the role**
For example
- Classification
- Overview of duties
- Ongoing/non-ongoing
- Years of service (APS, Department, in the role)

**Impact**
For example
- Any business continuity risks
- Whether redistribution of duties is required and how this will occur

**Compliance with EA**
- Need to notify of potentially excess first (in writing) which triggers consultation period of the EA. Need to provide 1 month, but employee can elect to waive this period at any time.
- Then offer VR officially (in writing). Employee has 1 month to accept the offer. Employee can waive this period at any time.
- Where employee accepts the offer, they must be terminated within 5 working days or within another period that is agreed.

Australian Government

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

CHIEF OPERATING OFFICER / ENABLING SERVICES / PEOPLE / WORKPLACE RELATIONS & PAYROLL

# Talking points – Voluntary redundancy

Note: The following talking points are to be used in circumstances where the manager is seeking to approach an interest to gauge their interest in being made a voluntary redundancy (VR) offer.

## Objectives for the discussion:

- **discuss** with the employee to gauge or invite interest in being considered by the department for a VR
- **identify** that the employee will receive an estimate of their VR offer, if they express interest.
- **reinforce** that this discussion and receiving the estimate does not constitute a VR offer and there is no commitment that a VR offer will be made.

## Who should be holding the discussion?

- **EL 2, SES Band 1 or SES Band 2 officers.**
- Where an SES Band 3 officer, or EA (VR) delegate within the People Branch holds the discussion, there is a heighted risk that the employee could construe the discussion in such a way that they are potentially excess and trigger the redundancy provisions of the 2024 Enterprise Agreement (the EA) are due to the agreement's delegations. Care should be taken to how the discussion is framed and conducted.

## Risks:

- Do not say the employee is 'likely to become excess' or 'their positions likely to be abolished' something in similar effect. This terminology could be confusing to the employee and create an impression that the redundancy provisions of the EA have been triggered.
- Once the 2024 Enterprise Agreement's provisions are triggered, the department MUST make an offer of redundancy. If declined, the employee moves into redeployment, and if not redeployed within the prescribed timeframes or the employee does not resign (as set out by the enterprise agreement), it results in termination of employment.

## Other considerations for the meeting:

*If the employee requests the attendance of a support person*

- When inviting the employee to the discussion, they can request the attendance of a support person.
- A support person is not an advocate and may not speak on behalf of the employee.
- A support person can provide more than emotional support. For example, a support person can help facilitate mutual understanding between an employer and an employee if the employee is having difficulty understanding the process or the employer is misconstruing the employee's perspective.

*If the employee becomes upset or emotional during the meeting*

- Give the employee an opportunity to compose themselves. If they have not been able to compose themselves after a couple of minutes, offer to take a short break. If they have a support person present, allow the support person to suggest breaks if the employee is upset.
- Reiterate that this conversation does not constitute a decision to abolish the employee's position or declare the employee potentially excess or actually excess, and that you are only seeking to gauge their interest in being made a VR offer.

## Meeting outline

**1. Welcome:** Introduce yourself and, if applicable, identify who else is in the room or in the videoconference call (e.g. support person).

- Thank you for joining me today.
    - *Note, the discussions are to be conducted on a confidential and private basis and mention no audio or video recording is to take place.*

**2. Reason for the meeting:** Identify that the meeting has been arranged to discuss the employee's position within the department.

- I want to use this meeting as an opportunity to gauge your general interest in being considered for a voluntary redundancy offer. I am only looking to have an initial conversation.
- You are a valued person and we appreciate the contribution you are making (and have made) to the department).
- I want to be clear that I am not making a voluntary redundancy offer, and this conversation does not commence or trigger any further actions under the redeployment, retaining and redundancy provisions of the department's enterprise agreement.

**3. Voluntary redundancy offer:** Outline what information the employee can expect to receive.

- I wanted to have this private and confidential conversation because I think there is a potential to make a voluntary redundancy offer that would suit the department and may suit you as well.
- I wanted to first sound out your general interest in being made a voluntary redundancy offer, if this became available.
- **I respect any** decision **you make** at this stage. There is no pressure for you to decide now if you have an interest or not.
- If you are interested in a VR, we can arrange for an indicative VR estimate to be prepared and provided to you for consideration. It would only be an indicative amount and include a projected amount of redundancy benefit, pay in lieu of notice, and paid-up leave credits and any tax rules applicable to the various payments.

<u>Note</u>: This information is consistent with clauses 558.1-558.4 of the department's enterprise agreement.

**4. Employee Assistance Program (EAP) and questions:** Remind the employee of the EAP and encourage them to reach out if need be. Also ask if the employee has any questions.

- If you need support at any time, the EAP – Telus Health, is a confidential counselling service, for employees and their immediate family members.
- Appointments can be made by contacting 1300 360 364.
- Do you have any questions at this stage? Is there anything I can clarify for you?

**6. Next steps:** Set the employee's expectations going forward.

*If interested in being made an offer:*

- Please let me know once you have had the time to review the VR estimate.

*If **<u>not</u>** interested in being made an offer:*

- Please let me know if you do change your mind and would like to receive a voluntary redundancy estimate.

- I encourage you to take the time to consider your personal and financial circumstances and if you would like to continue being considered for a VR.
- We can then organise another conversation or you can write to me to confirm that you would still like to be offered a voluntary redundancy.
- **There are no guarantees that you will be made a VR offer at any stage.**
- We want to do what is best for all our staff members, which is why I am having these early private discussions – to sound out your general interest in being considered for a voluntary redundancy offer.
- This conversation does not mean you are excess nor has any redundancy process under the EA started.

**6. Close:** Thank the employee for their attendance.

- Thank you for taking the time to talk to me today.
    - *Remind the employee that the discussion is confidential and private and anything they tell you is confidential but if they are interested in receiving a VR offer, People Branch will be informed.*

Good morning/afternoon [name]

Please find (attached) materials to assist staff and managers with information about the voluntary redundancy (VR) process (outlined below). For you as a manager we have developed specific materials that you will need to be familiar with.

Please do not share these with staff.

The next step would be for you to engage your SES Band 2, and afterwards your Deputy Secretary, to seek their endorsement for you to approach the proposed employee to gauge their interest in being made a VR offer. Once you have received their endorsement, please reach out and we can prepare the VR estimate for the employee to assist you in your conversation.

For assistance –

- **VR Process with People Branch** – This provides you with the current step-by-step outline of how a VR proposal is considered, approved, offered and actioned (not for staff).
- **VR business case template** – This is a template outlining the key elements of a business case to seek approval from the respective Deputy Secretary to make a VR offer. The key issue is that the VR ultimately must be endorsed by the Deputy Secretary before being formally offered so expectations will need to be managed carefully.
- **VR process staff factsheet** – This document outlines the VR process in detail for the staff member, and it explains how they will be engaged at each step.
- **Manager talking points** – These are to assist you in having a conversation with the staff member who has already expressed some interest in being made a VR offer.

We're very happy to talk to you in more detail should you require additional information.

Kind regards

**Cc:** s22(1)(a)(ii) ; Workplace Relations
**Subject:** VR process and materials to assist managers in discussing with staff
**Attachments:** 2026.03.19 VR process staff factsheet.docx; 2026.03.23 VR process with People Branch.docx; 2026.03.19ManagerTPsEmployeehasexpressedinterestinbeingmadeaVRoffer.docx; 2026.03.13 VR email to Managers.docx

Good morning/afternoon, [name]

We have been advised that you are seeking to engage some of your staff to gauge their interest in being made an offer of a voluntary redundancy (VR). If you can provide us with the names of the staff members, we can prepare a VR estimate outlining what the final monies could look like, which you can share with the staff member/s.

We've developed some material (attached) to assist staff and managers with information about the VR process (outlined below). For you as a manager we have developed specific materials that you will need to be familiar with. Please do not share this material with the staff member.

For assistance –

- VR process staff factsheet – This document outlines the VR process in detail for staff, and it explains how they will be engaged at each step.
- VR Process with People Branch – This provides you with a step-by-step outline of how a VR proposal is considered, approved, offered and actioned (not for staff).
- Talking points – These are to assist you in have a conversation with the staff member who has already expressed some interest in being made a VR offer.
- VR email to managers – This is a template outlining the key elements of a business case to seek approval from ELT to make a VR offer.

The key issue for you will be that VRs ultimately must be endorsed by ELT before they are formally offered so expectations will need to be managed carefully.

We're very happy to talk to you in more detail should you required.

Kind regards

s22(1)(a)(ii)
Assistant Director, Workplace Relations & Payroll Team, People Branch, Enabling Services Division
s22(1)(a)(ii)

# Voluntary redundancy process

## Staff factsheet

**March 2026**

The purpose of this factsheet is to explain the process that must be followed in order for the department to make a voluntary redundancy (VR) offer to an employee, and once accepted to finalise arrangements with the employee.

## Entitlements

Employees covered by the *Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts Enterprise Agreement 2024* (the Enterprise Agreement) are subject to its voluntary redundancy provisions. These provisions can be found at 'Section 11: Separation and Retention' of the Enterprise Agreement, see subclauses 558.1 to 558.4.

This factsheet is for information purposes only and is not legal advice. Employees are strongly encouraged to read the full Enterprise Agreement to understand their legal entitlements and applicable processes and requirements.

If you have any questions about the Enterprise Agreement's provisions, please engage the Workplace Relations Team at WorkplaceRelations@infrastructure.gov.au.

## Process

The following table outlines the general process and sequencing followed in accordance with the Enterprise Agreement's provisions.

### Table 1: Procedural steps in offering and accepting a VR

| Steps | Purpose | Key points | Other information |
|---|---|---|---|
| Step 1: Initial conversation between the | The manager has an **initial conversation** with the employee to | The initial conversation is only to gauge/invite the employee's interest in a VR. | The conversation is exploratory only and does not propose or imply the employee will be declared potentially excess and made a VR offer. The department will consider the position and ascertain whether the |

| Steps | Purpose | Key points | Other information |
|---|---|---|---|
| manger and employee | gauge /invite interest in a VR. | If the employee expresses an interest in a VR, move to step 2. | position occupied by the employee is potentially excess and if a VR offer can and should at a future time be made.<br>Note (1). At this step, the Enterprise Agreement's redeployment, retaining and redundancy provisions are not activated.<br>Expressing an interest in a VR does not guarantee that a VR offer will be made. |
| **Step 2:** Confirming desire to be made a VR offer | The manager provides the employee a **VR estimate** and asks to **confirm in writing** their preference in a VR offer. | The manager will provide the employee with a VR estimate and should have a follow up conversation with the employee. If the employee continues to express interest in a VR, the manager will ask the employee to confirm this in writing. | The VR estimate will rely on certain assumptions, including an indicative cessation date and may assume the employee will waive the consultation period and notification periods.<br>If the employee indicates that they are no longer interested in a VR at this step, the discussion will end and no further action will be taken.<br>Note (1) also applies. |
| **Step 3:** Employee declared potentially excess and consultation period | The department advises the employee in writing that they are **potentially excess,** and the consultation period commences. | The **Delegate** (who in most cases will be the Director of the Workplace Relations & Payroll Team), writes to the employee to advise that they are potentially excess to the department's requirements.<br>The employee is advised that they will be consulted on this matter over the next month from the date of the correspondence, known as a the '<u>consultation period</u>'. However, the employee can elect to shorten or waive the consultation period, such an election must be in writing. | During the consultation period, the employee may seek financial advice, and the department will reimburse the cost of the advice up to $2,000 on production of a tax invoice. The invoice should be provided to the Workplace Relations Team who will liaise with the Payroll Services Team for reimbursement.<br>Note (2) If the employee is subsequently offered, and accepts, a VR, they will be paid in lieu of any part of the consultation period they waived, subject to the time between the date the employee is declared potentially excess and the cessation date. For illustrative purposes, review the example provided in this factsheet below.<br>*At this step, the relevant provisions of the Enterprise Agreement are activated.* |
| **Step 4:** Employee is declared excess, VR offer and | The department advises the employee in writing that they are **excess** and makes a **written VR offer.** | The Delegate writes to the employee to advise that a decision has now been made that they are excess to the department's requirements. | If the employee does not respond to the VR offer by the specified date, the VR offer is taken to be rejected. Where the employee rejects the VR offer (or is taken to have rejected it), then a retention period commences during which the employee remains employed by the |

| Steps | Purpose | Key points | Other information |
|---|---|---|---|
| notification period | | Alongside this, the Delegate offers in writing to the employee the opportunity to elect to be voluntarily retrenched (i.e. VR offer).<br>The employee is advised to confirm in writing to the Delegate whether they wish to accept the offer.<br>The employee is provided one month to consider the offer(the '**notification period**') but can waive the notification period by providing written confirmation to Delegate. | department and clauses 573 – 582 of the Enterprise Agreement are activated.<br>Note (2) above also applies.<br>Note (3): If the employee is not made a VR offer, the process ends at Step 3. |
| **Step 5:** Cessation date | On the **cessation date** the employee's employment with the department is **terminated.** | On the agreed cessation date, the employee receives a copy of a notice of termination under section 29(1) of the *Public Service Act 1999*, signed by the SES Band 1 for People Branch.<br>The employee must confirm in writing to the department their receipt of the notice of termination on the date it is received.<br>After issuance of the notice of termination, the Workplace Relations Team advises Payroll Services Team to organise the payment of final monies. | The employee should complete relevant departmental exit forms and procedures prior to their agreed cessation date.<br>Where the employee is on leave on the cessation date, they will need to provide the Workplace Relations Team with preferred contact details and must complete all exist forms and procedures prior to the cessation date. |
| **Step 6:** Payment of final monies | The employee is paid their **final monies** upon their cessation with the department. | The employee would receive the final monies and a cessation letter from Payroll Services Team outlining the categories of payments and respective amounts comprising the final monies, in the next available pay date following their cessation date. | **The payment of final monies will usually be made on the next scheduled pay day after the cessation date.** However, in cases where there is insufficient time to process the payment of final monies on the pay day immediately following the cessation date, payment will be made on that next available pay date, or the employee can request to have this payment advanced. |

# Examples

## Example 1: Employee is made a VR offer and waives consultation and notification periods

- 2 February 2026 – The employee and their manager have a discussion and the employee expresses an interest in a VR but would like to review a VR estimate.
- 4 February 2026 – The manager provides the employee with a VR estimate, and the employee is advised to register their interest in writing to the manager.
- 6 February 2026 – The employee writes to the manager to formally register their interest, and they agree on an indicative cessation date.
- 9 February 2026 – The manager discusses the employee's interest internally and asks the Workplace Relations Team to engage the employee.
- 12 February 2026 – The Workplace Relations Team outlines the process to be made a VR offer with the employee and confirms the expected cessation date if a VR offer were to be made.
- 16 February 2026 – The Delegate writes to the employee to advise the employee is potentially excess. In the letter, the Delegate notes the discussions about a VR offer that has already occurred. The employee responds in writing to advise they would like to waive their consultation period.
- 17 February 2026 – The Delegate writes to the employee to advise the employee is excess and makes a formal VR offer. The employee responds in writing to accept the VR offer, confirms the cessation date of 27 February 2026 (agreed with their manager) and waives in full the notification period.
- 27 February 2026 – The employee receives the notice of termination via their personal email, as they are on leave. The employee responds in writing to confirm receipt. If the employee is not on leave, they will receive the notice of termination via their work email address.
- 9 March 2026 – The Payroll Services Team provides the employee their final monies notice. The notice includes the redundancy payment, inclusive of any part of the consultation and notification periods (i.e. two months or 60 days) less any days worked or taken as leave between the date the employee was advised in writing that they were potentially excess and the date of cessation (i.e. potentially excess to their cessation date (i.e. 60 days less 11 days, covering 16 February to 27 February).
- 12 March 2026 – The employee is paid the final monies, including the redundancy payment.

## Example 2: Employee is made a VR offer and does not waive the consultation and notification periods

- 28 January 2026 – The manager approaches the employee to discuss the employee's interest in a VR. The employee advises they are interested in a VR and the managers provides the employee with a VR estimate.
- 4 February 2026 – The employee writes to the manager to formally register their interest in a VR and proposes a cessation date. The manager advises the proposed cessation date can be accommodated.
- 5 February 2026 – The manager asks the Workplace relations Team to engage the employee.
- 9 February 2026 – The Workplace Relations Team outlines the process to be made a VR with the employee and confirms the expected cessation date if a VR offer were to be made.
- 11 February 2026 – The Delegate writes to the employee to advise the employee is potentially excess. In the letter, the Delegate notes the discussion about a VR offer that has already occurred. The employee responds in writing, noting they would like to work through their consultation period and do not wish to short or waive this period.

- 10 March 2026 – The Delegate writes to employee to advise the employee that the consultation period has ended, to advise the employee is excess, makes a formal VR offer and notes the intended cessation date. The employee responds in writing to accept the VR offer, confirms the cessation date (agreed with their manger) and does not waive or shorten the notification period.
- 17 April 2026 – The employee received the notice of termination via their work email address on their agreed cessation date. The employee responds in writing to confirm receipt.
- 23 April 2026 – The Payroll Services Team provides the employee their final monies notice. The notice includes the redundancy payment. It does not include payment in lieu of any part of the consultation and notification periods, as the employee worked over both periods. The employee is paid the final monies, including the redundancy payment.

Outline of voluntary redundancy (VR) approval process and administration

Business area (SES Band 1 or higher) contacts Director of Workplace Relations Team about making a VR offer.

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Business area is provided the template business case and a VR estimate is produced by Payroll Services.

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Business area has the conversation with the employee to guage their interest in a VR offer and provides the VR estimate.

↓

If the employee is interested in a VR, the business case proposal is tested with (approved by) ELT.

↓

If ELT agrees to offer a VR, People Branch talks the employeee through the voluntary redundancy process: potentially excess, excess, VR offer, cessation date.

↓

VR process steps are undertaken by People Branch with the employee.

↓

The employee receives the notice of termination on the cessation date.

↓

The employee recieves the notice of final monies and the redundancy payment is actioned at next available pay date.

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# Talking points – Voluntary redundancy

Note: The following talking points are to be used in circumstances where the employee has already indicated an interest in being considered for a voluntary redundancy (VR) offer.

## Objectives for the discussion:

- **discuss** with the employee their earlier interest in in being considered by the department for a VR
- **identify** that the employee will receive an indicative estimate of a VR offer
- **ask** the employee to confirm if they still have interested in being offered a VR after considering the estimate, and
- **reinforce** that this discussion and receiving the estimate does not constitute a VR offer and there still is no guarantee that a VR will be offered or any commitment of a VR.

## Who should be holding the discussion?

- **EL 2, SES Band 1 or SES Band 2 officers.**
- Where an SES Band 3 officer , or EA (VR) delegate within the People Branch holds the discussion, there is a heighted risk that the employee could construe the discussion in such a way that they are potentially excess and trigger the redundancy provisions of the 2024 Enterprise Agreement (the EA) are due to the agreement's delegations.
- Care should be taken to how the discussion is framed and conducted.

## Risks:

- Do not say the employee is 'likely to become excess' or 'their positions likely to be abolished' something in similar effect. This terminology could be confusing to the employee and create an impression that the redundancy provisions of the EA have been triggered.
- Once the 2024 Enterprise Agreement's provisions are triggered, the department MUST make an offer of redundancy. If declined, the employee moves into redeployment, and if not redeployed within the prescribed timeframe or the employee does not resign (as set out in the enterprise agreement), it results in termination of employment.

## Other considerations for the meeting:

*If the employee requests the attendance of a support person*

- When inviting the employee to the discussion, they can request the attendance of a support person.
- A support person is not an advocate and may not speak on behalf of the employee.
- A support person can provide more than emotional support. For example, a support person can help facilitate mutual understanding between an employer and an employee if the employee is having difficulty understanding the process or the employer is misconstruing the employee's perspective.

## Meeting outline

**1. Welcome:** Introduce yourself and, if applicable, identify who else is in the room or in the videoconference call (e.g. support person).

- Thank you for joining me today.
- *Note, the discussions are to be conducted on a confidential and private basis and mention they are not to be recorded.*

**2. Voluntary redundancy option:** Outline what information the employee can expect to receive.

- I note, you have already indicated to me your interest in being made an offer of a voluntary redundancy, if this option were to become available.
- I have taken this information and consulted with the department's Workplace Relations team to explore the possibility of making an offer.
- I can now provide you with an indicative voluntary redundancy estimate. It will include the amount of redundancy benefit, pay in lieu of notice, paid up leave credits and any tax rules applicable to the various payments. (Emphasise it is only an estimate).

**Note**: This information is consistent with clauses 558.1-558.4 of the department's enterprise agreement.

**3. Next steps:** Set the employee's expectations going forward.

- Once you have received the indicative voluntary redundancy estimate, I encourage you to take the time to consider your personal and financial circumstances and if you would like to proceed with your interest in being considered for a VR.
- We can then organise a follow-up conversation or you can write to me to confirm that you would still like to be considered to be offered a voluntary redundancy.
- For clarity, your receipt of the estimate does not constitute a voluntary redundancy offer under the terms of the department's enterprise agreement.
- **Make clear that there is no commitment or guarantee that a VR offer will be made and no formal process under the Enterprise Agreement has started.**
- Further, you are open to change your mind and can retract the earlier expression of interest in a VR offer.
    - *Emphasise that you cannot provide them with financial or legal advice and these decisions are personal ones.*

**4. Employee Assistance Program (EAP) and questions:** Remind the employee of the EAP and encourage them to reach out if need be. Also ask if the employee has any questions.

- If you need support at any time, the EAP – Telus Health, is a confidential counselling service, for employees and their immediate family members.
- Appointments can be made by contacting 1300 360 364.
- Do you have any questions at this stage? Is there anything I can clarify for you?

***If asked:*** What if I am prepared to progress after I've reviewed the offer?

- The department will comply with its obligations under the redeployment, retraining and redundancy provisions of the enterprise agreement.
- While no decision has been made as yet, if an EA delegate determines that you are likely to be considered potentially excess, you would be advised of this in writing
- In accordance with the enterprise agreement, this would then trigger the official notification period which lasts for one month. You could elect to fully waive or shorten this period in writing if you wanted.
- When the official notification period begins, you must either accept the offer of voluntary redundancy or an official redeployment period will commence of 7 or 13 months, depending on your age and length of service. If you are not redeployed at the end of that period, your employment may be ceased.

- It is therefore very important you clearly advise me in writing if you would like a formal VR offer to be made, because once made, it cannot be retracted.
- If you are declared potentially excess or excess by an EA delegate, and a VR offer is made, you will have a further month to consider the offer. Again, you could shorten or waive this period (by electing in writing) if you wanted.
- In addition, you would have an opportunity to seek reimbursement of reasonable costs for financial counselling (up to $2,000). We would share further information about this at that stage.

**5. Close:** Thank the employee for their attendance.

- Thank you for taking the time to talk to me today.
- Please let me know once you have taken the time to review the estimate I will provide.
    - *Remind the employee that the discussion is confidential and private and anything they tell you is confidential but if they wish to continue with their expression of interest for a VR, People Branch will be informed.*

To: Manager
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Good morning/afternoon [name]

For your consideration – Please find some information to assist you in **drafting a business case to seek endorsement to make a voluntary redundancy offer** to an employee.

Outline of a proposed business case:

| Considerations | Outline of key points |
|---|---|
| Background/context | • *Budget pressures*<br>• *Prioritisation process* |
| Rationale for proposal | • *Work no longer required to be performed*<br>• *Function abolished/reduced*<br>• *Workforce rebalancing* |
| Description of the role | • *Classification*<br>• *Overview of duties*<br>• *Ongoing/non-ongoing*<br>• *Years of service (APS, Department, in the role)* |
| Impact | • *Any business continuity risks*<br>• *Whether redistribution of duties is required and how this will occur* |

I hope this information assists.

Kind regards
[signature block]