



EXCESS OFFICER REDEPLOYMENT IN THE ACTPS

OPERATIONAL GUIDANCE
FOR REDEPLOYMENT OF
POTENTIALLY EXCESS AND
EXCESS OFFICERS

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BACKGROUND

Purpose of this Policy

1. As an employer, the ACT Government has a range of responsibilities when managing potentially excess or excess officers (the employee). These responsibilities are established in legislation, Enterprise Agreements and policy. This policy is intended to assist Human Resources (HR) Directors, HR teams and senior managers in exercising these functions.
2. The ACT Government is committed to undertaking best practice people management when dealing with sensitive circumstances such as redeployment of potentially excess and excess officers.
3. The aim of the policy is to ensure that the ACT Public Service (ACTPS) redeploys and retains employees who have the skills needed for the future work of directorates and provide employees with opportunities for continued employment within the ACTPS where possible. Central to this is preserving valuable corporate knowledge, maintaining core workforce skills, maintaining diversity and supporting succession planning. Managers and affected employees are encouraged to explore creatively when considering redeployment options.
4. While voluntary redundancies may be an effective tool in managing excess staffing situations, the focus must remain on redeployment. The objective is that this be done strategically and with regard to longer-term workforce plans and business plans, thereby retaining highly valued employees.
5. In line with current ACT Government policy, involuntary redundancies (clause L9 of the common core Enterprise Agreement) are not to be considered as an option in the excess officer process.

Who does this document apply to?

6. This policy applies to all ACT Government directorates and Public Sector bodies in relation to permanent officers covered by an ACTPS Enterprise Agreement (Enterprise Agreement) who have been declared as potentially excess or excess. It contains a set of whole-of-government instructions issued by the Head of Service under the *Public Sector Management Act 1994* (PSM Act) which binds all officers engaged under that Act.

What is not covered?

7. This policy does not deal with redeployment matters relating to medical redeployment, loss of essential qualifications or redeployment outcomes due to reasons including misconduct investigations, disciplinary sanctions, and appeal outcomes. Please refer to relevant legislation and policies on the [Employment Portal](#) for more information on these matters.
8. The excess officer redeployment process is not to be used as an alternative to managing underperformance matters. Please refer to the relevant Enterprise Agreement for further information on managing underperformance.

Key Legislative Provisions

9. The Enterprise Agreements and PSM Act provide a process to redeploy an officer who has been declared as potentially excess or excess.
10. The key Enterprise Agreement (common core) provisions are contained in Section L Redeployment and Redundancy. The associated PSM Act provisions are sections 70, 86, 92, 94, 122, 123, 133, and 134. For these sections the following definitions of “potentially excess” and “excess” are in place.

Definition of Potentially Excess and Excess Officers

Potentially Excess Officer

11. A Potentially Excess Officer is an officer who is notified in writing by the delegate that they are likely to become an excess officer in a foreseeable space of time. A potentially excess officer may be considered in isolation for suitable positions; however, a retention period does not apply during a potentially excess officer situation.

Excess Officer

12. An Excess Officer is an officer who is notified in writing (following the conclusion of the consultation process in accordance with clause L3 of the Enterprise Agreement) by the delegate that they are excess to an ACTPS directorate's requirements because:

- a) the officer is included in a class of officers employed in an ACTPS directorate, which class comprises a greater number of officers than is necessary for the efficient and economical working of the directorate; or
 - b) the services of the officer cannot be effectively used because of technological or other changes in the work methods of the relevant directorate or changes in the nature, extent, or organisation of the functions of the relevant directorate.
13. An excess officer must be considered in isolation for suitable positions, and a 7 month retention period will apply when the officer has declined an offer of a voluntary redundancy.

Overall Principles and Procedures

Principles

14. The ACTPS recognises the need to make the most effective use of the skills, abilities, and qualifications of its officers in a changing environment. When it becomes known that a position may become excess to requirements, the relevant directorate must seek to transfer permanent officers at level within the directorate in the first instance or the ACTPS to avoid or minimise an excess officer situation. Should transfer at level not be possible, potentially excess redeployment, voluntary redundancy, excess officer redeployment and reduction in classification should be considered. At the end of the retention period, transfer at level and voluntary retirement are the final options available.
15. Throughout this policy the relevant directorate should, where practicable, take into consideration the personal and career aspirations and family responsibilities of the affected officers.
16. Directorate restructure processes need to be clear and transparent, with strong communication and consultation with employees and their union representatives in accordance with consultation processes outlined within clause L3 and G1 of the common core Enterprise Agreement. Consultation should continue through every stage of the restructure process.
17. Before directorates declare employees potentially excess or excess, they should, where possible, consider these employees for transfer at level for any suitable vacant positions. Suitably qualified officers can be transferred at level to a vacant position under section 92 or 94 of the PSM Act before a vacancy is advertised. In cases of transfer at level or reduction in classification, there is no requirement to advertise the position, conduct a merit selection process or consider other potentially excess or excess employees on the ACTPS redeployment register for the transfer to occur.

18. Directorates should explore redeployment options for potentially excess and excess officers within the directorate in the first instance. Where no suitable positions are available, redeployment should be explored more widely within the ACTPS through collaborative arrangements with other directorates and via the ACTPS redeployment register.
19. There is a shared responsibility for redeployment where employees are expected to make efforts to seek redeployment as quickly as possible, and directorates are expected to provide a high level of information and support to the affected employee.
20. Directorates are not to use excess officer processes as an alternative to dealing with underperformance. All applications for the ACTPS redeployment register must be accompanied by the employee's resume, a referee report and a declaration by the current manager confirming that there are no performance concerns, and the employee is suitable for redeployment. If performance issues are evident, Shared Services Recruitment must reject the application for the ACTPS redeployment register until such time the directorate has resolved the performance issue(s). If the 7 month retention period has commenced in these circumstances, the directorate HR area may make a request to the Head of Service to place the retention period on hold until such time the issues are resolved.
21. Potentially excess and excess officers form part of an essential recruitment resource for directorates looking to recruit. Before advertising a vacancy, directorates must consider potentially excess and excess employees seeking redeployment on the redeployment register within or external to the directorate. These employees must be considered in isolation when being considered for the vacancy. For further information on recruitment processes, please see the [Recruitment Guidelines page](#) on the Employment Portal.
22. The directorate should make every effort to continue to offer training and skills development opportunities to support potentially excess and excess officers through the redeployment process. This can include reviewing the ACT Government training calendar and selecting training sessions which are deemed suitable to assist in the redeployment prospects for the employee. The employee must make all reasonable attempts to undertake training to improve their redeployment prospects.
23. While Voluntary Redundancy packages may be offered prior to or at the time of declaring an officer excess, directorates should ensure this is done strategically, including seeking to retain highly valued employees via transfer at level where possible in the first instance. Voluntary Redundancy processes must be followed in accordance with the relevant Enterprise Agreements (clause L6 of the common core).

Procedures

24. This policy follows a series of incremental steps which aim to redeploy potentially excess or excess officers in the ACTPS where organisational restructures or changes occur. Broadly, the steps include:
- a) Review Organisational Structure – review the organisational structure and identify potential changes and impacts prior to commencing consultation;
 - b) Consultation – the commencement of the engagement and consultation process with the union and affected employee(s) as required under the relevant Enterprise Agreements;
 - c) Transfer at Level– Transfer at level may be sought before declaring employees potentially excess or excess in certain circumstances;
 - d) Potentially Excess and Excess Officer Redeployment – formal process to identify potentially excess and excess officers where officers must be considered in isolation for suitable positions;
 - e) Voluntary Redundancies and Retention Periods – when redeployment has been or is not likely to be successful; and
 - f) Transfer at Level, Voluntary Retirement and Reduction in Classification – final options available at the conclusion of the seven month retention period and where a voluntary redundancy has not been accepted.
25. Flow charts representing the overall process are included at:
- a) **Attachment A** – Restructure and Consultation; and
 - b) **Attachment B** – Redeployment and Redundancy

Review Organisational Structure

26. It is important to ensure any decisions concerning the need of a position or positions within a work area are based on quality evidence and/or data that clearly justify the reasons why a position may or may not be required within a review or change of an organisational structure.
27. The directorate should analyse, assess, and identify functions, processes, positions and/or classifications which require a review or change. This should be submitted to the delegate for approval via the directorate HR area. The submission should identify:
- a) the reasons for the organisational review and change requirements; and

- b) the organisational functions and position(s) which may be impacted due to the review or change.
28. Where a review identifies a need to modify an officer's duties and position description, this can occur by agreement with the officer, without commencing the process under Section L of the relevant Enterprise Agreement. If the officer does not agree to undertake the modified or new duties, the duties may be dispersed to existing or new officers. This may lead to the position being re-assessed as part of the review and section L of the common core Enterprise Agreement may apply. Where the review identifies the need to reclassify the role, please refer to the reclassification and unattachment provisions in accordance with the PSM Act.
29. The organisational review proposal must be approved by a delegate before consultation can commence.
30. When a position or positions are likely to be impacted and may become excess to requirements via a review of the organisational structure, section L of the common core Enterprise Agreement will apply.

Unattached Officers

31. Where an unattached officer has not obtained a suitable position within a reasonable period, delegates should commence the redeployment and redundancy process in accordance with section L of the Enterprise Agreement, except where unattached officers are on a period of leave or on a temporary transfer.
32. For more information, including transfers at level of unattached officers, please refer to section 114, 108 and 109 of the PSM Act.

Consultation

33. Where it appears that a position is likely to be either potentially excess or excess to a directorate's requirements, and prior to any individual officer(s) being identified, the delegate will, at the earliest practicable time, advise and discuss with the union(s), the following issues (as appropriate in each case):
- a) the number and classification of officers in the part of the directorate affected;
 - b) the reasons an officer's position is likely to be excess to requirements;
 - c) the method of identifying officers as excess, having regard to the efficient and economical working of the relevant directorate and the relative efficiency of officers;

- d) the position number, classification, location and details of the officers likely to be excess, without disclosing the name of the individual(s);
 - e) the position number and classification of officers expected to be required for the performance of any continuing functions in the part of the directorate affected;
 - f) measures that could be taken to remove or reduce the incidence of officers becoming excess such as transfer at level;
 - g) redeployment prospects for the officers concerned; and
 - h) the appropriateness of using voluntary retirement.
34. The discussions will take place over such time as is reasonable, considering the complexity of the restructuring and need for potential excess officer situations to be resolved quickly and will comply with the consultation requirements of clause G1 of the Enterprise Agreement.
35. Nothing in this policy precludes an employee exercising their right to request an employee representative (relevant union) at any time under clause G1 of the Enterprise Agreement and support person throughout this process.
36. The affected officer(s) will be supported by a directorate HR area and their delegate throughout the consultation and redeployment process and will also be guided by the Workforce Capability and Governance (WCAG) Redeployment Officer during the excess officer redeployment process.
37. The delegate will, at the first available opportunity after union consultation has commenced, inform all officers likely to be affected by an excess staffing situation of the terms and operation of the relevant Enterprise Agreement and provide a copy of this policy to all affected officers. The delegate should consult with relevant employees on the proposed organisational changes and provide a summary of the information provided to the unions as per clause L3.1 of the Enterprise Agreement.
- Note:** This step can be undertaken through a meeting with employees to discuss the changes of the organisational restructure and potential impacts to staff individually or as a group; however, no formal written notification can be made stating an officer is excess at this consultation stage.
38. The consultation process must continue for a period of one month from the date the consultation process has commenced with the union in accordance with clause L4.1 of the Enterprise Agreement. In certain circumstances a shorter consultation period may apply if agreement has been obtained from the affected employee(s).
39. During the consultation period, the delegate should discuss the following with employees:

- a) transfer at level and redeployment opportunities before being declared potentially excess or excess;
 - b) appropriateness of voluntary retirement and the voluntary redundancy process;
 - c) the process of declaring an employee potentially excess;
 - d) the process of declaring an employee excess and the seven month retention process in the event where the voluntary redundancy has not been accepted;
 - e) ACTPS redeployment register and assessment of suitability for positions at level in isolation; and
 - f) appropriateness of reduction in classification.
40. Where a redundancy situation affects several officers engaged in the same work at the same level, elections to be made voluntarily redundant may be invited.
41. Nothing will prevent the delegate inviting officers who are not in a redundancy situation to express interest in voluntary redundancy, where such redundancies would permit the redeployment of potentially excess and/or excess officers who do not wish to accept voluntary redundancy.

Transfer at Level

42. Once it is known that an officer is likely to become excess to requirements, the delegate is obliged to make all reasonable attempts to find a suitable transfer at level in accordance with section 92 or 94 of the PSM Act into an alternative position available within the directorate. Notwithstanding the ability to declare someone excess, a transfer can occur at any time.
43. Directorates should redeploy and retain employees who have the skills needed for the future work of directorates and provide employees with opportunities for continued employment.
44. Releasing and gaining delegates must consider the principles outlined within this policy before deciding to agree/not agree to a transfer at level. Where a gaining delegate does not agree to a transfer at level, reasons must be provided in writing to the releasing delegate and HR directorate area.
45. While an agreement to the transfer at level is not required by the officer, the delegate(s) must consult with the officer and should consider the personal and career aspirations and family responsibilities of the officer before approving the transfer.

Voluntary Redundancy

46. At the completion of the consultation discussions in accordance with clause L3 of the Enterprise Agreement, the delegate may invite officers to elect to be made voluntarily redundant in writing.
47. Where the delegate invites an officer to elect to be made voluntarily redundant, the officer will have a consideration period of one month from the date of the offer in which to advise the delegate of the officer's election. The delegate will not give notice of redundancy before the end of the 1 month consideration period, even if the offer is accepted by the employee before the end of the one month consideration period. If the employee does not provide a response at the end of the 1 month consideration period, the offer is treated as not accepted.
48. To allow an officer to make an informed decision on whether to submit an election to be made voluntarily redundant, the delegate must provide the officer with advice on:
 - a) the sums of money the officer would receive by way of severance pay, pay instead of notice, and paid-up leave credits; and
 - b) the career transition/development opportunities within the ACTPS, including a current assessment of the availability of positions at level across the service and training opportunities available.
1. The officer should seek independent advice on the:
 - a) amount of accumulated superannuation contributions;
 - b) options open to the officer concerning superannuation; and
 - c) taxation rules applicable to the various payments.
49. The relevant 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 delegate will authorise the accredited financial counsellors to invoice the relevant directorate directly.
50. Where the delegate approves an election to be made redundant and gives the notice of retirement in accordance with the PSM Act, the period of notice will be one month, or five weeks if the officer is over forty-five years old and has completed at least two years' continuous service.
51. Where the delegate so directs, or the officer requests, the officer will be retired at any time within the period of notice required under the PSM Act, and the officer will be paid in lieu of pay for the unexpired portion of the notice period.

52. An officer may be offered a voluntary redundancy prior to or at the same time as being declared excess. If the excess officer does not accept the voluntary redundancy offer at the end of the 1 month consideration period, the voluntary redundancy cannot be offered again while the employee is an excess officer, and the seven month retention period must commence in accordance with clause L7.2 of the Enterprise Agreement.
53. An officer who elects to be made redundant in accordance with clause L6 of the Enterprise Agreement will be entitled to be paid the severance benefit as provided at subclause L6.8 to L6.10 of the relevant Enterprise Agreement.

Notification

54. Except where a lesser period is agreed between the delegate and the officer, the officer will not, within one month after the union(s) have been advised under subclause L3.1 of the Enterprise Agreement, be invited to volunteer for retirement nor be advised in writing that they are excess to the directorate's requirements.

Potentially Excess Officers

55. At the point where individual employees can be identified, the delegate will advise the officer(s) that a position(s) is likely to become excess and that the employee may be affected. In that advice the officer will also be advised that the officer may be represented by a union or other employee representative at subsequent discussions. The delegate will discuss with the officer and, where chosen, the union or other employee representative(s) the impacts on the officer and options available for redeployment and appropriateness of a voluntary redundancy.
56. A potentially excess officer is subject to redeployment provisions in accordance with clause L5 of the Enterprise Agreement and should be placed on the redeployment register once the notification of potentially excess is declared. A potentially excess/excess officer register application form is available at **Attachment C** and must be completed for the officer to be placed on the redeployment register. The form must be sent to the [Redeployment mailbox](#) and the notification letter should be attached to the form.
57. Potentially excess officers who have been invited to be voluntarily retired, and have declined, will be declared excess and will be subject to the redundancy and redeployment retention period provisions in accordance with clause L5 and L7 of the Enterprise Agreement.

Note: An officer can be made excess without being made potentially excess in the first instance where it is evident from the outset and determined by the delegate that the position is no longer required.

Excess Officers

58. The notification of an officer's excess status will only be given when the consultation required under clause L3 of the common core Enterprise Agreement has taken place. Following such consultation, where the delegate is aware that an officer is excess, the delegate will advise the officer in writing. If an offer of a voluntary redundancy has not been offered previously in the process, it may be offered at the time the officer is declared excess in accordance with L6.
59. An excess officer is subject to the redeployment provisions in clause L5 and should be placed on the redeployment register. If the officer is already on the register due to a potentially excess officer notification, only the excess officer notification letter is required to update the register details. If the employee was not on the register previously, the excess officer register application form available at **Attachment C** must be completed and provided to the [Redeployment mailbox](#) along with the notification letter.
60. Where an excess officer is on probation when notified of excess status, the officer may be deemed unsuitable for the position in accordance with section 70(4)(e) of the PSM Act and the appointment may be ended before it is taken to be confirmed.

Redeployment

61. Redeployment of potentially excess and excess officers will be in accordance with the officer's experience, ability and, as far as reasonably practicable, the officer's career aspirations and wishes.
62. Once an officer has been notified that they are potentially excess or excess, the officer's details will be placed on the redeployment register as soon as possible.
63. The redeployment register is managed by the Shared Services Recruitment Team. Delegates must complete the form available [here](#) and the form must be sent to the [Redeployment mailbox](#).
64. Delegates must consider a potentially excess or excess officer in isolation for vacancies at the officer's substantive level.
65. A potentially excess or excess officer has absolute preference for transfer to positions at the officer's substantive level and must be considered in isolation from other applicants for any vacancy, which is to be advertised for permanent filling or for a temporary period of six months or more, within the ACTPS. Substantive level means the top increment of the same classification or an alternative equivalent classification in another classification stream where the maximum pay does not exceed the top

increment of the officer's current classification by more than 10%. For clarity this does not allow for the transfer of an officer within the same classification stream e.g. a SOGB to transfer to a SOGA.

66. An excess officer will be given preference over a potentially excess officer.
67. Where there are two or more excess officers considered for the vacancy, directorates should seek additional information that would allow them to undertake an assessment to compare the suitable employees.
68. To meet the requirements of a transfer into a suitable position, the excess officer need only be found suitable for the role or be able to fulfil the requirements of the role with a reasonable amount of training and upskilling within 3-6 months.
69. Both the releasing delegate and gaining delegate will make every effort to facilitate the placement of an excess officer within the service.
70. If an excess officer secures a long-term temporary transfer for a period of 12 months or more, the employee will be invited to go unattached, in which case the retention period and the redeployment in isolation process will cease. If the employee does not agree to unattachment, the retention period (and redeployment in isolation) will continue during the temporary transfer. Temporary transfers of less than 12 months will not affect the retention period process in accordance with L7 of the Enterprise Agreement.
71. If an employee elects to go unattached in accordance with paragraph 70 of this policy, on return from the transfer if a transfer at level is not possible, the unattached employee may be required to recommence the process as specified at section L of the Enterprise Agreement. The recommencement of the process is to take into account the changes that may have occurred within the directorate while the employee was on transfer. To avoid doubt, this requires the delegate to meet the consultation requirements in accordance with clause L3, voluntary redundancy requirements in accordance with clause L6 and subsequently the 7 month retention period requirements would restart from the beginning in accordance with clause L7.
72. The directorate HR area and/or delegate will support and arrange reasonable training that will assist the potentially excess/excess officer's prospects for redeployment. A vocational assessment may be requested by the directorate HR area and/or delegate to assist in determining training needs. As well as training, on the job experience and job swaps should be considered to increase the prospects of redeployment.
73. The directorate HR area, delegate and/or Shared Services Recruitment will provide appropriate assistance and career counselling and assist as necessary with the preparation of job applications. This may include, but is not limited to:
 - a) liaising with relevant areas to determine potential suitable roles;

- b) providing information to the employee regarding the support available through the Employee Assistance Program (EAP) providers, in particular the EAP career counselling service; and
 - c) assisting the officer to update and review their resume.
- 74. Where a potentially excess/excess officer has a medical condition (compensable or non-compensable), which has an impact on their capacity to undertake certain work tasks, the directorate HR area and/or delegate must notify the Shared Services Recruitment team and the officer must be diverted to the injury management case manager for further redeployment assistance.
- 75. Shared Services Recruitment must keep a record of the job vacancies offered, declined and applied for (including outcomes) by the officer during the excess officer process and include the directorate HR area and/or delegate in the correspondence.
- 76. The excess officer must be actively engaged in the redeployment process, which means they must make every effort to apply for suitable positions at level, attend organised training and comply with the redeployment process.
- 77. If an excess officer is found suitable for a position at level, the employee should be transferred to the position as soon as possible after the outcome has been advised. In this case, the employee will no longer be an excess officer and the excess position held by the employee before the transfer must be abolished. The directorate HR area and/or delegate should continue to provide support to the redeployed employee in the early stages of the transfer to assist with the transition.
- 78. Where an excess officer is found unsuitable for a position at level, the delegate must provide reasons to the employee, Shared Services Recruitment team and the directorate HR area and/or delegate before continuing with the recruitment of the position. The employee is unable to initiate an appeal or seek a review of being found unsuitable before a recruitment process is finalised, however, the outcome can be submitted by the relevant HR Directorate through WCAG CMTEDD to the Head of Service for review in exceptional circumstances where the losing delegate disagrees with the gaining delegate's assessment of unsuitability of the officer. If the Head of Service finds that the employee is suitable for the position, the Head of Service may cease the recruitment process and transfer the employee into the position in accordance with section 92 or 94 of the PSM Act, where the position is vacant.

Retention Period for Excess officers

- 79. An excess officer who does not accept a voluntary redundancy is entitled to a 7 month retention period.

80. The retention period will commence:
- a) on the day the officer is advised in writing by the delegate that they are an excess officer; or
 - b) in the case of an officer who is invited by the delegate to submit an election to be retired - 1 month after the day on which the election is invited.
81. In accordance with clause L12 of the Enterprise Agreement, if the excess officer accesses periods of personal leave during the retention period and produces documentary evidence, the retention period will be placed on hold until such time the employee is fit to return to work and continue the redeployment process.
82. At the end of the retention period, if the officer has not been redeployed, the officer will be offered a choice of:
- a) a suitable vacant position at the officer's substantive level, to be transferred into in accordance with section 92 or 94 of the PSM Act; or
 - b) retiring from the ACTPS with a severance payment which will be the equivalent to what the officer would have received had the officer accepted the voluntary redundancy, less the amount of salary that the officer received during the retention period.
83. To meet the requirements of a transfer into a suitable position, the excess officer need only be found suitable for the role, or be able to fulfil the requirements of the role with a reasonable amount of training and upskilling within 3 to 6 months.

Transfer at Level, Retirement and Reduction in Classification at the end of the retention period

84. In accordance with clause L7 of the Enterprise Agreement, a choice of L7.3.1 or L7.3.2 must be offered to the employee at the end of the 7 month retention period if the officer has not been redeployed. The employee must make a decision to choose one of the 2 options within 1 week of the offer being made. No further redeployment should occur beyond the 7 month retention period.
85. Where a suitable position at level is offered to the employee in accordance with clause L7.3.1 and rejected, clause L7.3.2 will apply.
86. Where a suitable position is not available at level in accordance with clause L7.3.1 at the end of the 7 month retention period, the delegate may offer a reduction in

classification in accordance with clause L8 of the Enterprise Agreement and the PSM Act, if a suitable vacant position at a lower level is available. If the reduction in classification is accepted, the employee will be transferred into the position and the excess position will be abolished.

87. If there are no suitable vacant positions to offer the employee at the conclusion of the 7 month retention period and the employee does not wish to be reduced in classification or retired, the officer will be referred to the WCAG CMTEDD Redeployment Officer and transferred into the next available suitable vacant position at level as approved by the Head of Service, following consultation with the employee.

Roles and Responsibilities

88. **Potentially excess officers and excess officers** are responsible for:
- a) Engaging in the redeployment and redundancy process in accordance with section L of the Enterprise Agreement and this policy
 - b) Engaging in relevant training and development opportunities to increase redeployment prospects
 - c) Applying for suitable roles in isolation, as they become available
 - d) Considering alternative options where redeployment prospects are low or have been exhausted
89. **Delegates, with assistance from the directorate HR area,** are responsible for:
- a) Supporting and assisting employees in the redeployment and redundancy process in accordance with section L of the Enterprise Agreement and this policy
 - b) Consulting effectively with employees and unions
 - c) Declaring employees potentially excess or excess where Enterprise Agreement requirements have been met
 - d) Exploring options to increase redeployment prospects for potentially excess and excess officers
 - e) Offering alternative options where redeployment prospects are low or have been exhausted
90. **Shared Services Recruitment** is responsible for:
- a) Managing the ACTPS excess officer register in accordance with the Enterprise Agreement and this policy

- b) Monitoring job vacancies and forwarding suitable roles to potentially excess and excess officers to be considered in isolation
- c) Supporting and assisting employees to apply for suitable vacant positions
- d) Keeping a record of all job vacancies offered and applied for by potentially excess or excess officers
- e) Escalating the case to the WCAG Redeployment Officer where an excess officer's 7 month retention period has lapsed

91. The **WCAG Redeployment Officer** is responsible for:

- a) Providing guidance to directorate HR areas and Shared Services Recruitment on redeployment and redundancy matters
- b) Providing assistance to excess officers where the 7 month retention period has lapsed
- c) Assisting with transfers between directorates through the Head of Service where the releasing and gaining delegates are unable to reach agreement

Legislative Reference

92. The relevant legislation, policy and employment arrangements underlying this operational guidance are:

- a. [Public Sector Management Act 1994 \(PSM Act\)](#)
- b. [Public Sector Management Standards 2016 \(PSM Standards 2016\)](#)
- c. [ACTPS Enterprise Agreements](#)
- d. [Fair Work Act 2009 \(Cwlth\)](#)
- e. [Human Rights Act 2004 \(ACT\)](#)

Consultation

93. This policy was consulted with the ACTPS Human Resources Council, unions, Workforce Capability and Governance, Shared Service Recruitment and the Head of Service.

Review

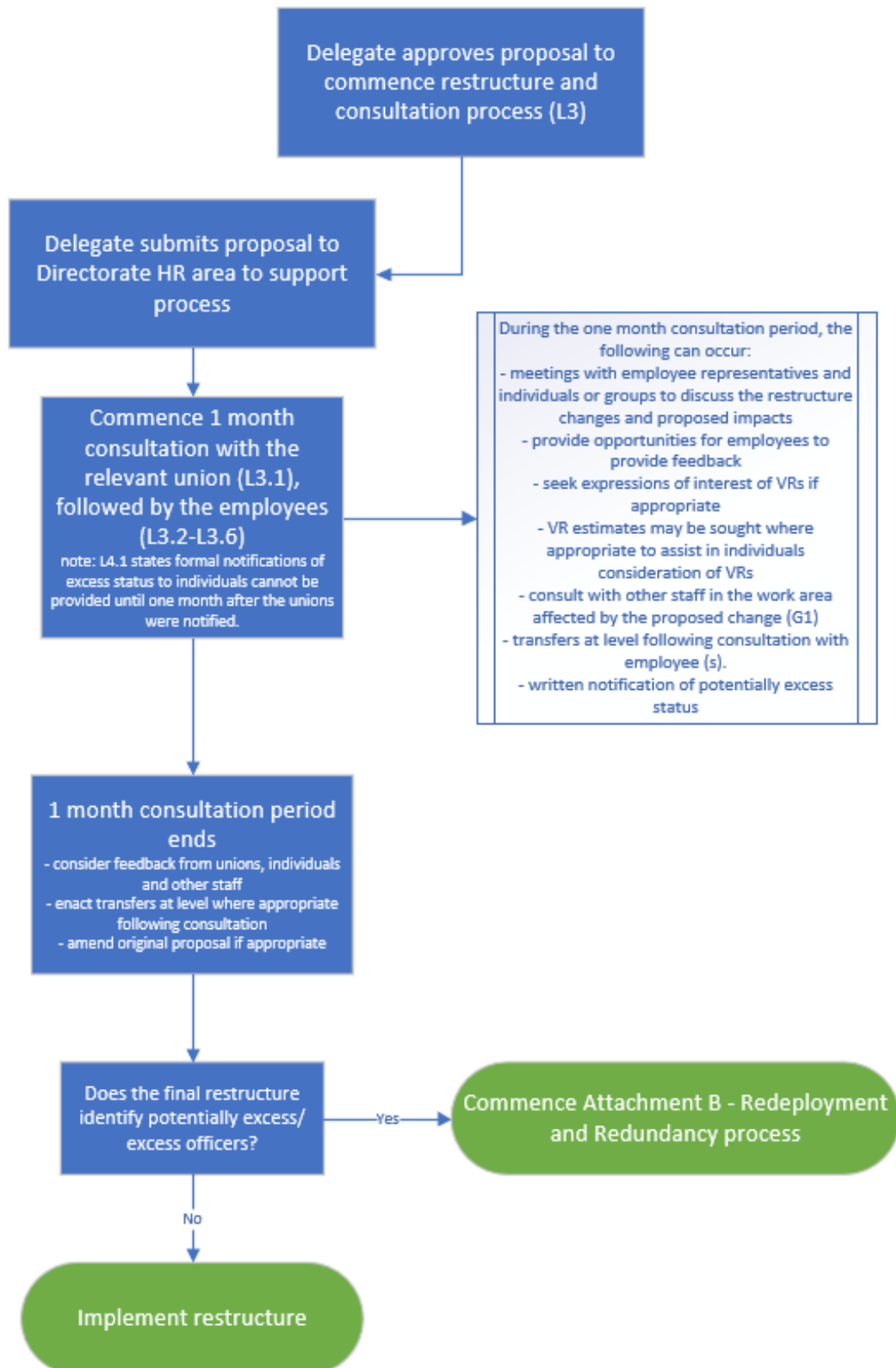
94. This policy will be reviewed 1 year from the last issued or reviewed date, or earlier where there are changes that affect the operation of the policy.

Document name: Excess officer redeployment in the ACTPS Policy	Prepared by: Assistant Director, Industrial Relations and Public Sector Employment Workforce Capability and Governance, CMTEDD
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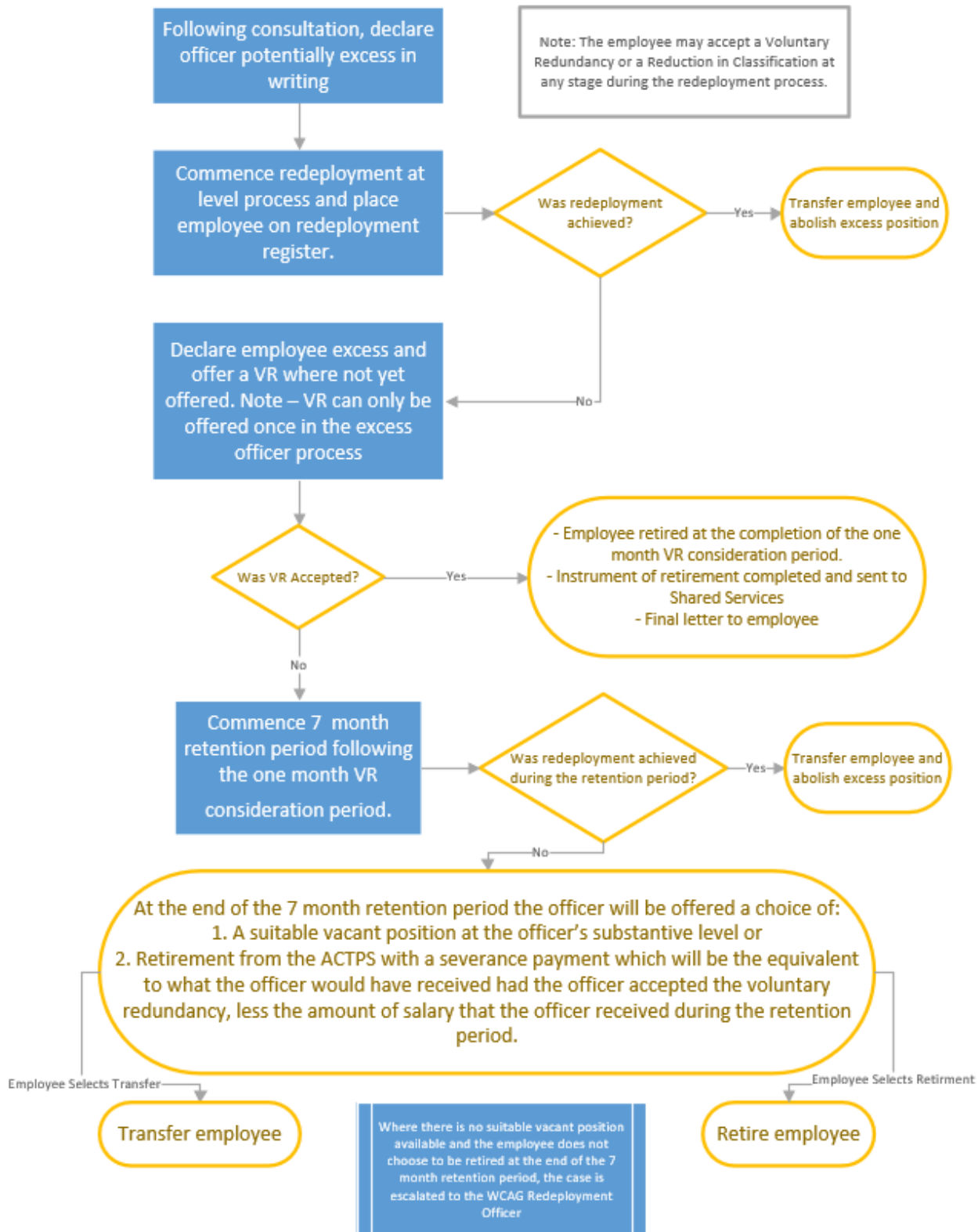
Approval Authority

Dr Damian West
Deputy Director-General
Workforce Capability and Governance Division
Chief Minister, Treasury and Economic Development Directorate
On behalf of the Head of Service
29 September 2021

ATTACHMENT A: Restructure and Consultation Flowchart



Attachment B – Redeployment & Redundancy Flowchart



ATTACHMENT C: Communication Guidance Materials and Forms

- 1) Excess Officer Redeployment Communication Guidance Materials
- 2) [Potentially Excess/Excess Officer Registration Form](#)
- 3) [Referee Report](#)
- 4) [Performance Assessment](#)



Chief Minister, Treasury and Economic
Development Directorate

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