REDEPLOYMENT

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Authority and Application

Clause 25 and Schedule A of the *Victorian Public Service Enterprise Agreement 2024* (the Agreement) applies to Victorian Public Service (VPS) Departments and Agencies (Employers) and their Employees covered by the Agreement.

In accordance with Part 6, Redundancy and Other Matters, of the *Public Sector Industrial Relations Policies 2025* (IR Policies), which applies to all Departments and public sector bodies of the State of Victoria including those covered by the Agreement, unless otherwise approved, casual and fixed term contract Employees are not entitled to redeployment.

This Policy applies to an Employee who occupies a position that has been declared surplus. This may occur, for example, as a result of:

- an organisational restructure or implementation of operational change, where the Employee's role is considered surplus to the business or operational requirements;

- cessation of funding for a particular role or the function is no longer required due to new technology;
- reduced availability of work or volume of work; or
- changes in government priorities.

The Occupational Health and Safety (Psychological Health) Regulations 2025 (Vic) (Psychological Health Regulations) create specific duties for Employers to identify hazards, control risks and review and where necessary, revise risk control measures associated with psychosocial hazards. Psychosocial hazards include exposure to poor organisational change and high job demands. To assist Employers to comply with their obligations, WorkSafe Victoria has developed a Psychological Compliance Code.

This policy does not replace or cover all obligations under Regulations or the WorkSafe Victoria Psychological Health Compliance Code. Employers must maintain their own OHS systems to manage psychosocial hazards and ensure their compliance.

Overview

Clause 25 of the Agreement refers parties to the redeployment principles found in Schedule A. Schedule A of the Agreement prescribes 10 principles upon which the redeployment policy will be based.

The Government's redeployment policy, which is based on the redeployment principles enshrined in Schedule A of the Agreement, is set out in the IR Policies in the *Redundancy and Redeployment Policy* (Redeployment IR Policy).

This common policy provides supplementary guidance about the application of the VPS Redeployment Policy, which gives effect to clause 25 and the principles of Schedule A of the Agreement.

The Redeployment Policy requires:

- Employers – to recognise their obligations under the VPS Redeployment Policy and to commit to placing surplus Employees into vacancies for which they are suitable; and
- Employees – to commit to participating in the redeployment process in good faith, including actively considering reasonable alternative employment.

The VPS Redeployment Policy outlines the redeployment process, which may include:

- preparing for redeployment;
- commencing redeployment;
- assignment or transfer to a suitable vacancy;
- termination.

The VPS Redeployment Policy also contains fundamental Employee safeguards. In addition, retrenchment and payment of a Targeted Separation Package (TSP) will only be used as an action of last resort where redeployment within a reasonable period does not appear likely.

Relevant provisions of the Agreement

Clause 25 – Redeployment

Schedule A – Redeployment

Supplementary Guidance Information

1. *Public Administration Act 2004*

1.1. Section 31A of the *Public Administration Act 2004* (PA Act) provides that the Employer may assign work to an Employee consistent with their employment classification, skills and capabilities and section 28(1) provides that the Employer may transfer an Employee to duties in other public service bodies or in public entities on terms and conditions of employment that are no less favourable overall.

1.2. Where Employees are transferred between the public service and another public service body or entity, the arrangements which are to apply are governed by Employee Entitlements on Transfer between public sector entities or to the private sector IR Policy.

2. Consultation

2.1. In the event a Department or Agency proposes major change that is likely to have a significant effect on Employees, such that it may result in some roles being declared surplus to business or operational requirements, the process outlined by clause 11 'Implementation of Change' of the Agreement must be followed.

2.2. Employers should be aware of a major change contemplated by clause 11 of the Agreement (Implementation of Change) and the impact of such change on health and safety. This may create obligations to consult under both the OHS Act and clause 81 of the Agreement

2.3. Employers must also consider the impact of being declared surplus on occupational health and safety. Redeployees will be informed that they have access to Employee Assistance Program (EAP) services, and Employers will facilitate access to the service to support a redeployee's wellbeing needs.

3. *Public Sector Industrial Relations Policies 2025* – VPS Redeployment Policies

3.1. The VPS Redeployment Policy seeks to assist, in a fair and equitable manner, those Employees in the public service whose positions have been declared surplus.

3.2. Employers must have regard to the Redeployment IR Policy when managing circumstances where a position has been declared surplus to business or operational requirements.

3.3. A copy of the IR Policies can be found online at https://www.vic.gov.au/public-sector-industrial-relations-policies-2025.

4. Preparing for Redeployment

4.1. Within two weeks of a decision being made to declare a position surplus, the Employer must advise the affected Employee in writing of the date their position was declared surplus and commence preparation for redeployment of the Redeployee.

4.2. Preparation for redeployment should involve:

4.2.1. appointment of a case manager to the Redeployee to support them with redeployment to an ongoing vacancy within the public service; and

4.2.2. the case manager should:

- undertake a skills audit and discuss the Redeployee's previous work experience and expectations;

- reach agreement with the Redeployee on job search criteria (duties, location and classification);
- coordinate the provision of career support services (where relevant) which may include organising/participating in CV preparation and interview skills training, career coaching or other skills training; and
- ensure the Redeployee is aware they can have a support person or Employee representative assist them in the process.

5. Redeployment Process

5.1. The Redeployment process commences after an Employee's position has been declared surplus (including where this occurs via unattachment) and includes the Redeployment Period.

5.2. The Redeployment Period refers to the period during which the Redeployee is provided assistance to find an alternative ongoing position within the VPS and must be for a minimum period of three months (13 weeks), unless agreed otherwise between the Employer and the Redeployee.

5.3. During the redeployment process, the Redeployee will have priority access to be placed in vacancies that occur within the public service at the Redeployee's classification level and below their classification level, unless the person is determined to be unsuitable for appointment to that vacancy by the prospective employing Department or Agency.

5.4. The Redeployee remains employed and will be directed to perform other suitable duties during the redeployment process. The Redeployee's terms and conditions of employment will continue to be regulated by the Agreement during the redeployment process.

5.5. The Redeployee must actively engage in the redeployment process, and the Employer must support the Redeployee to identify vacancies for which they are suitable. The primary intent of the redeployment process should be to support a Redeployee to be placed in an ongoing vacancy.

5.6. The minimum expected activities that make up the redeployment process and the key responsibilities of the relevant parties is summarised in the table below:

Redeployment Activities	Responsible person(s)
Identify other suitable duties for the Redeployee to perform during the redeployment process	Employer/Supervisor
Identify and review all suitable VPS vacancies to maximise the opportunities for referral for redeployment. Discuss options with the Redeployee to facilitate the matching process and any reasonable training needs, with the aim to offer duties as close to the Redeployee's current level as possible.	Case Manager Redeployee
Case Manager to facilitate the referral, consideration, and feedback by Hiring Managers of the Redeployee's applications for suitable vacancies within the VPS.	Case Manager Redeployee

Redeployment Activities	Responsible person(s)
The Redeployee to ensure their redeployment priority status is noted on any applications.	
Hiring Managers to provide timely feedback to Case Manager (and Redeployee) on the outcome (or status, where requested) of the referred application and/or interview and why the Employee was considered unsuitable for a vacancy (if relevant). Case Manager may request this information. Case Manager to ensure that the feedback is or has been promptly shared with the Redeployee.	Case Manager Hiring manager
Provide the Case Manager with a summary of all roles applied for and interviews attended.	Redeployee
Where a Redeployee has been referred for a vacancy and has been assessed by the Hiring Manager as being suitable and is the only Redeployee candidate or is the best Redeployee candidate, the Redeployee will be given priority access to the vacancy and a valid offer will be made.	Hiring manager
Ensure a Targeted Separation Package (TSP) estimate is provided to the Redeployee where requested.	Case Manager
In consultation with any other relevant parties, which may include the Redeployee's supervisor/manager, identify and discuss with the Redeployee when all redeployment options have been exhausted and provide support and advice on the redundancy process.	Case Manager Employer/Supervisor

6. Assessing a Redeployee's suitability for a vacant position

6.1. In reviewing a Redeployee's suitability to be placed in a vacant position, the prospective Employer will:

6.1.1. provide priority access to Redeployees to be placed in a vacancy (noting the primary aim of the redeployment process should be to support a Redeployee to be placed in an ongoing vacancy) where it is practical and consistent with the merit principle unless the person is determined to be unsuitable;

6.1.2. consider whether the Redeployee has the skills, capabilities, experience and/or qualifications, or would be able to undertake the requirements of the position within a reasonable timeframe with reasonable and relevant training;

6.1.3. consider whether offering the Redeployee the vacant position would significantly alter their travel arrangements and place them in a position of undue hardship; and

6.1.4. consider whether the Redeployee has expressed interest in being considered for duties at a lower level, status, or location.

6.2. Guidance on determining whether a redeployee is suitable or unsuitable for a role can be sought from applicable local or whole of government recruitment policies.

7. Employee obligations during redeployment process

7.1. Redeployees will actively engage in the redeployment process.

7.2. Employer should keep records of instances where the Redeployee:

7.2.1. fails to actively engage in the redeployment process with the Employer; or

7.2.2. chooses not to apply for a suitable position; or

7.2.3. rejects or fails to accept a valid offer of employment.

8. Offer of Valid Employment

8.1. A valid offer involves an offer of ongoing duties to a suitably qualified Redeployee, with the same Employer or another Employer covered by the Agreement, which may be at the same or lower classification level, status, or the same or different general location as the Redeployee's previous employment (where this change of level, status or location is acceptable to the Redeployee).

8.2. Where the Redeployee accepts a valid offer of duties, the redeployment process concludes.

8.3. In the case of appointment to an ongoing role at a lower level or classification, the Redeployee will be entitled to salary maintenance for up to six months, unless otherwise agreed (see section 13 for further information).

8.4. Where a valid offer of employment is rejected, the Redeployee must provide the reasons for their refusal, which should be recorded in writing and the remainder of the Redeployment Period will continue.

9. Temporary Internal Assignment/Secondment to a specific term vacancy of up to three months

9.1. The Temporary Internal Assignment/Secondment to a specific term vacancy (Temporary Internal Assignment/Secondment) does not count towards the minimum three-month (13 week) Redeployment Period. Following completion of the Temporary Internal Assignment/Secondment, the Redeployment Period resumes until the balance of the minimum three-month (13 week) Redeployment Period is complete.

9.2. Engagement between the case manager and Redeployee to pursue ongoing vacancies must continue throughout the Temporary Internal Assignment/Secondment and the Redeployee will continue to have priority access to vacancies during the term of their Assignment/ Secondment.

10. Temporary Internal Assignment/Secondment to a specific term vacancy of more than three months

10.1. The Redeployee's entitlement to a minimum three-month (13 week) Redeployment Period may be carried out concurrently with, or added at the end of, a Temporary Internal Assignment/Secondment). The duration and nature of the Temporary Internal Assignment/Secondment may be relevant to which approach is appropriate in the circumstances.

10.2. Engagement between the case manager and Redeployee to pursue ongoing vacancies must continue throughout the Temporary Internal Assignment/Secondment and the Redeployee will continue to have priority access to vacancies during the term of their Temporary Internal Assignment/Secondment.

11. Applications for leave during the redeployment process

11.1. The Employer will consider requests for leave during the Redeployment Period on its merits and according to the relevant Agreement provision and underpinning common policy for the form of leave requested.

11.2. An Employee's entitlement to leave is unchanged by their surplus status or participation in redeployment, however, it may be relevant for the Employer to consider any relevant adverse implications to the surplus Employee's redeployment prospects or unreasonable delays that may result from approving an application for leave from a surplus Employee. Redeployment alone should not prevent the Employer from approving a leave request.

11.3. Where leave is approved, the length of the Redeployment Period is not extended by the period of leave and the Employer's obligation remains to provide a redeployee a minimum of three months' redeployment (inclusive of the leave).

12. Employee Safeguards

12.1. The VPS Redeployment Policy prescribes certain Employee safeguards, including salary maintenance.

12.2. Employers are also encouraged to implement a range of other measures, which may include (but not limited to):

12.2.1. ensuring Redeployees have regular and meaningful work, appropriate to their skills and experience, during the redeployment process. This may include a Temporary Assignment/Secondment in the branch, division or group or elsewhere in the Employer's operations;

12.2.2. ensuring the Redeployee has adequate time and resources to update their resume, identify job opportunities, write job applications and prepare for and attend interviews;

12.2.3. ensuring that the Redeployee is able to attend relevant career development and other support activities and services;

12.2.4. ensuring the Redeployee has access to counselling, development of job search skills and career coaching to assist in achieving a suitable position;

12.2.5. provision of reasonable training.

12.3. Departments and agencies may also consider offering access to career coaching, financial counselling services (to assist surplus Employees to better understand their current financial situation and any financial or taxation implications of receiving a separation package) or other similar measures.

13. Salary maintenance

13.1. The VPS Redeployment Policy prescribes that there will be salary maintenance for up to six months where the surplus Employee (Redeployee) is placed by agreement in a lower classified vacancy (subject to paragraph 13.3 below).

13.2. A Redeployee who accepts a fixed term position of less than six months during the Redeployment Period, which is at a lower classified vacancy will receive salary maintenance.

13.3. Notwithstanding 13.1 and 13.2 above, a Redeployee who has received salary maintenance during the Redeployment Period and subsequently obtains a further fixed term role or an ongoing position at a lower classification will receive salary maintenance. In such circumstances the salary maintenance period is reduced for any periods of salary maintenance already paid so that the total does not exceed the six months prescribed in the VPS Redeployment Policy (note different salary maintenance arrangements may apply to those affected by specific workforce change processes.

13.4. If the Redeployee undertakes a fixed term role or is appointed to lower-level classification in another Victorian public service body, the Department or Agency at which the Redeployee was originally declared surplus will be responsible for paying the salary maintenance, unless alternative arrangements are agreed.

14. End of the redeployment process

14.1. The redeployment process ends either when the surplus Employee has been successfully redeployed to an ongoing position, or when the surplus Employee is unable to be redeployed, by the end of the Redeployment Period, whichever occurs first.

14.2. If redeployment is not achieved at the end of the Redeployment Period, the surplus Employee's employment may be terminated and the surplus Employee may be eligible to receive a TSP in accordance with the current IR Policies.

14.3. Retrenchment and payment of a TSP is to be used as an action of last resort where redeployment within a reasonable period does not appear likely.

Making decisions under this policy

Under s.20(1) of the *Public Administration Act 2004*, the public service body head has all the rights, powers, authorities, and duties of an Employer, which will usually be delegated to staff within their Department or Agency under section 18 of the *Public Administration Act 2004*. Managers should ensure that any actions under this policy are only taken by an Employee with the delegation to do so.

Dispute resolution

An Employee who is directly affected by a decision made or action taken pursuant to clause 25 of the Agreement may seek to resolve a dispute through the dispute resolution procedure at clause 13 of the Agreement or apply for a Review of Action under the Review of Action common policy (as applicable).

The Consultation, Cooperation and Dispute Resolution IR Policy provides that departmental grievance processes are available and are to be managed expeditiously in relation to issues raised by surplus Employees. Where these are utilised, relevant timeframes continue to run unless there is a recommendation from the Fair Work Commission to the contrary.

Where a union covered by the Agreement is representing an aggrieved Employee, the Union is to be provided with the necessary information to allow it to be satisfied that the Employer is complying with the Consultation, Cooperation and Dispute Resolution IR Policy.

Further Information

Employees should refer to their Department or Agency's intranet for information on procedural requirements, systems and approval delegations.

For further information and advice please contact your local Human Resources or People and Culture Unit (or equivalent).

Related policies or documents

Common Policies

- Mobility Principles and Payment
- Review of Actions
- Secondments and Temporary Assignments

All policies can be found at https://www.vic.gov.au/common-policies-victorian-public-service-enterprise-agreement.

Victorian Government's Public Sector Industrial Relations Policies 2025

A copy of the Public Sector Industrial Relations Policies 2025 can be found at https://www.vic.gov.au/public-sector-industrial-relations-policies-2025.

Implementing Budget Reprioritisations in the Victorian Public Service

A copy of the Policy can be found at https://www.vic.gov.au/implementing-budget-reprioritisations-victorian-public-service.

Employers and Employees should also consult the Employer's Recruitment and Selection Guidelines (however described) and related policies.

Occupational Health and Safety Regulations (Psychosocial) 2025 (Vic)

https://content.legislation.vic.gov.au/sites/default/files/2025-09/25-103sra-authorised.pdf

WorkSafe Victoria Psychological health Compliance Code

https://content-v2.api.worksafe.vic.gov.au/sites/default/files/2025-10/Compliance-code-psychological-health-2025-10.pdf

Authorised by Industrial Relations Victoria:

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Version 1.2	**Updated references to IR Policies 2025**
Date	**August 2026**
Version 1.1	**Updated for Psychological Health Regulations**
Date	**December 2025**
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