# **PRIOR TO DECLARATION - AGENCY CHECKLIST**

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| *This template is provided to assist agencies prior to formally declaring an employee excess to requirements.* |

## SECTION 1 – GENERAL INFORMATION

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| --- | --- |
| **Agency:** | [Insert Agency Name] |
| **Business unit:** | [Insert Business Unit Name] |
| **Employee name:** | [Insert Employee Name] |
| **Government start date:** | [Insert Start Date DD/MM/YYYY] |
| **Substantive role:** | [Insert Title] |
| **Substantive classification:** | [Insert Level] |
| **Substantive salary:** | [Insert Details] |
| **Manager’s details:** | [Insert Details] |
| **Case manager’s details:** | [Insert name, title, phone number and email address] |

## SECTION 2 – COMPLIANCE WITH APPENDIX 1, ENTERPRISE AGREEEMENT

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| **2.1** Consultation (refer to clause 14.2) |
|  [Insert details here or attach supporting documentation] |
| **2.2** All statements of duties are up to date and approved (refer to clause 14.3) |
| [Insert details here or attach supporting documentation] |
| **2.3** Examined labour hire/contracts for service (refer to clauses 15 and 33) |
| [Insert details here or attach supporting documentation] |
| **2.4** Examined the term contracts (refer to clauses 15 and 34) |
| [Insert details here or attach supporting documentation] |
| **2.5** Regional and remote localities (refer to clause 16) |
| [Insert details here or attach supporting documentation] |

## SECTION 3

Human resources to complete evidence of consultation process. If supporting evidence is too voluminous to attach to this form, provide electronic file references and access.

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| 3.1 Has the agency undertaken a written consultation process with the employee?  |
| [ ]  Yes  | [ ]  No  | [Insert details here or attach supporting documentation] |
| 3.2 Has the agency undertaken a written consultation process with the applicable union? |
| [ ]  Yes  | [ ]  No | [Insert details here or attach supporting documentation] |

## SECTION 4

*Manager, executive and human resources director sign off*

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| **4.1** [Insert Name] is a *bona fide* excess employee | [ ]  Yes  | [ ]  No |
| **4.2** [Insert Name] has participated in a documented performance and management development discussion and the date of this discussion occurred on Click here to enter a date. |
| [Insert details here or attach supporting documentation] |
| *Note: The Premier’s Direction issued under Section 10 of the Public Sector Act 2009 is available on the Office of the Commissioner for Public Sector Employment website.* |
| **4.3** If [Insert Name] is declared, are there any issues preventing active participation in the redeployment process (e.g. parental leave, workers compensation, unresolved performance issues)? | [ ]  Yes  | [ ]  No |
| **4.4** If supporting documentation is not attached, relevant evidence is retained in agency file(s) |
| [Insert details here of location of file(s) and records management system file reference] |
|  |
| [Insert Name] | [Insert Name] |
| [Insert Title] | [Insert Title] |
| Signature: | Signature: |
| Date: |  Date: |

## SECTION 5

*Chief executive, agency head or delegate approval*

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| [ ]  Approved | [ ]  Not Approved | [Comments] |
|  |
| [Insert Name] |
| [Insert Title] |
| Signature: |  |
| Date: |