



REDUNDANCY POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

PURPOSE

This policy sets out Community Veracity's approach to the implementation of redundancies within the business.

SCOPE

This policy applies to all employees of Community Veracity, apart from casual employees, temporary employees, apprentices, sessional employees, trainees and fixed term employees who have completed their term of employment.

POLICY

Community Veracity may from time to time determine the requirement for an internal restructure (based on genuine business grounds) which may include certain positions becoming redundant.

Community Veracity must notify and discuss any organisational changes as required by any applicable industrial instrument or legislation.

Where a position is identified by Community Veracity as being surplus to business needs, Community Veracity will attempt to find the employee whose position is redundant an alternative position with the business. Suitable positions will be identified with reference to the redundancy. Employees will be given the opportunity and adequate time to consider the alternatives and to respond accordingly.

Where redeployment is not possible, an employee whose position is made redundant will receive the appropriate severance pay and other entitlements in accordance with the *Fair Work Act 2009* (Cth), an industrial instrument or a contract of employment, whichever is applicable.

Redundancies may also arise as a result of a transfer of business. Where this occurs, an employee who accepts an offer that recognises their service for redundancy purposes or rejects an offer of employment with a new employer that is on terms and conditions substantially similar to and, considered on an overall basis, no less favourable than, the employee's terms and conditions of employment with Community Veracity, and where the new employer recognises the employee's service with Community Veracity, will not be entitled to redundancy pay.



skills and experience of the employees whose positions are being considered for

RESPONSIBILITIES

The **General Manager, Human Resources** is responsible for ensuring that:

- all avenues for employee redeployment are exhausted prior to seeking approval for redundancies from the EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT or for arranging for the issue of any final termination advice; and
- the authorised termination advice is issued to payroll for timely processing.

The **Human Resources Department** is responsible for ensuring that:

- all instances of redundancy follow the appropriate process, including open communication with the employees concerned;
- all documentation relating to employee entitlements upon termination of employment for redundancy is completed and issued to payroll for timely processing.

The **EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT** is responsible for:

- ensuring that any decision made in relation to the retrenchment of employees is based on sound and objective operational criteria and that the positions selected for redundancy are the most appropriate; and
- providing final authorisation for any redundancies.

Supervisors/managers are responsible for ensuring that:

- all alternatives to redundancy, including redeployment, are fully explored within in their own departments and within Community Veracity generally;
- communication regarding the redundancy is delivered in an appropriate, confidential and sensitive manner; and
- all company property is accounted for at the time of termination of employment.

Employees are responsible for ensuring that:

- full consideration is given to any options or alternatives that are provided to them; and
- normal work is continued during the process of communication and notice period if applicable.

PROCESSES

If required to do so under an industrial instrument, Community Veracity will consult with employees where redundancies are being considered.

Where Community Veracity identifies a potentially suitable alternative position in the business, Community Veracity will consult with the affected employee about the position.

Affected employees may also identify vacant positions within the business and may propose those to the Human Resources Department as possible options for redeployment.



If an employee's employment is terminated for redundancy, Community Veracity will provide the employee with a statement of service and payment of all accrued but unused entitlements, including notice and (if applicable), redundancy pay.

The Human Resources Department may conduct exit interviews with employees whose employment ends by reason of redundancy.

In some cases, Community Veracity may engage external out-placement/career consultants to provide counselling to affected employees.

LEGISLATION & AWARDS

- *Fair Work Act*
- *Fair Work Regulations*