



## Considering retrenchment?

The following checklist provides employers with guidance and options about the retrenchment process.

### Start by contacting the Department of Employment and Workplace Relations

for support and information about the retrenchment process. There is a dedicated team ready to help. Visit [retrenchment@dewr.gov.au](mailto:retrenchment@dewr.gov.au) or call the Employment Services Information Line on **1800 805 260**.

For further information visit [whatsnext.dewr.gov.au/help-employers/retrenchment-done-right](https://whatsnext.dewr.gov.au/help-employers/retrenchment-done-right)

### Think about alternatives to retrenchment

**Is retrenchment the only option?** Could you instead transfer, re-train or redeploy your workers? Have you discussed redeployment options with your workers?

**Consider the reason for making positions redundant.** Does it meet the definition of a genuine redundancy? If this is not a genuine redundancy, workers can make an unfair dismissal claim. Consult the Fair Work Ombudsman to be sure – [fairwork.gov.au/ending-employment/unfair-dismissal](https://fairwork.gov.au/ending-employment/unfair-dismissal)

**Have you considered offering voluntary redundancies?** Voluntary redundancies can be a way to reduce positions in your business while retaining those who want to stay with the business.

### Know your obligations and the entitlements of your workers

We recommend that you seek independent advice regarding potential redundancies and your employer obligations.

**Advise Services Australia** (Centrelink) of proposed retrenchments if you are terminating the employment of 15 or more workers. This is a legal obligation. Visit [servicesaustralia.gov.au/redundancy-information-for-employers](https://servicesaustralia.gov.au/redundancy-information-for-employers)

**Check relevant awards or enterprise bargaining agreements** to confirm your obligations. You may have additional obligations under awards, legislation and employer policies.

**Consult the Fair Work Ombudsman** for information on consultation and notice requirements. Visit [fairwork.gov.au/tools-and-resources/fact-sheets/minimum-workplace-entitlements/notice-of-termination-and-redundancy-pay](https://fairwork.gov.au/tools-and-resources/fact-sheets/minimum-workplace-entitlements/notice-of-termination-and-redundancy-pay)

### Look after your workers by retrenching responsibly

If you have considered the options and decide that you do need to retrench your workers, then supporting them during this difficult time is the responsible thing to do.

**Use clear and reasonable criteria to identify workers for retrenchment.** These criteria should be applied consistently to workers whose positions may be made redundant. Relevant factors may include a worker's qualifications, skill set, experience and performance.

**Give workers plenty of advance notice of impending retrenchment.**

**Inform workers of their retrenchment in person** if possible. Also provide this news in writing via someone within the organisation, such as a representative in HR or personnel.

**Provide workers with access to support services**, including health and wellbeing support, and résumé advice, if possible.

**Ask the Financial Information Service to deliver a group session for workers** to explain what financial support is available to them and help them plan for the future. Visit [servicesaustralia.gov.au/financial-information-service](https://servicesaustralia.gov.au/financial-information-service)

**Ensure your workers and their partners are aware of Workforce Australia, the employment service delivered by the Government.** Workers and their partners can access free, tailored employment services with the help of an employment services provider. Visit the following website for information and to register [workforceaustralia.gov.au/individuals/coaching/assistance/retrenched-workers](https://workforceaustralia.gov.au/individuals/coaching/assistance/retrenched-workers)