



STATEWIDE GROUP TRAINING (SA) INC

REDUNDANCY/RETRENCHMENT POLICY

PURPOSE:

When the operational requirements of the business determine that functions are no longer required to be performed, or that a reduction in employee numbers is required, Statewide Group Training (SA) Inc (SGT) will have no option other than to implement a redundancy/retrenchment program. Any redundancy/retrenchment program and associated package of benefits will be subject to the requirements of the relevant industrial instrument (such as award or agreement) or legislative provision.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff.

POLICY:

Before any redundancies/retrenchments are made, SGT will assess whether some or all of affected employees can be redeployed elsewhere in the organisation or associated entities to reduce the need for redundancies/retrenchments.

Where possible, SGT will use a process of voluntary selection when it is necessary to reduce the number of employees. This may not always be possible and where forced redundancies and/or retrenchments are required. SGT will make selections that are based on the skills, knowledge and experience that need to be retained for the business to continue as a viable operation.

Redundancies or retrenchments are terminations that come about through a change in circumstances that affects the **position or function** that an employee performs, rather than fault on their part. They do not occur as a result of poor performance or misconduct by an employee.

“Redundancy” occurs when the employer no longer requires the position or function that the employee has been doing to be performed by anyone.

“Retrenchment” occurs as a result of the employer having to reduce the number of employees in the workplace, but still requires the particular job or process that the employee was doing to continue.

If the situation arises where it becomes apparent that due to the operational requirements of the business, a position or positions will be made redundant, or that retrenchments are necessary, Statewide Group training will consult with the employee(s) affected and, where relevant, their union, in accordance with the consultation requirements as prescribed by the relevant industrial instrument or legislative provision, prior to the actual decision to retrench or make specific employees redundant.



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If a voluntary process is to be implemented, employees, or certain groups or categories of employees, will be invited to register an expression of interest to be considered for selection.

All employees who are affected by a redundancy/retrenchment program will receive a package of benefits, including appropriate notice and severance payments, in accordance with the provisions contained in the relevant industrial instrument or legislative provision.

Reference:

National Employment Standards
Fair Work Act 2009
Relevant Modern Award 2010

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024
