<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Major Change, Notice, Redeployment, Redundancy and Voluntary Retirement Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Policy</td>
<td>This policy explains ACU’s principles regarding major change, notice, redeployment, redundancy and voluntary retirement of affected staff members in circumstances where the University decides a position is no longer required.</td>
</tr>
</tbody>
</table>
| Policy applies to                 | ☒ University-wide  
☐ Specific (outline location, campus, organisational unit etc.)  
☒ Staff Only  
☐ Students Only  
☐ Staff and Students |
| Policy Status                     | ☒ Revision of Existing Policy  
☐ New Policy |

<table>
<thead>
<tr>
<th>Approval Authority</th>
<th>Vice-Chancellor and President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governing Authority</td>
<td>Chief Operating Officer</td>
</tr>
<tr>
<td>Responsible Officer</td>
<td>Director, Human Resources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Date</th>
<th>4 August 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>4 August 2011</td>
</tr>
<tr>
<td>Date of Last Revision</td>
<td>15 October 2019</td>
</tr>
<tr>
<td>Effective Date of Last Revision</td>
<td>15 October 2019</td>
</tr>
<tr>
<td>Date of Policy Review*</td>
<td>1 July 2022</td>
</tr>
</tbody>
</table>

*Unless otherwise indicated, this policy will still apply beyond the review date.

| Related legislation, policies, procedures, guidelines and local protocols | Major Change, Notice, Redeployment, Redundancy and Voluntary Retirement Procedure  
Framework for Leading and Managing Change at ACU  
Change Management Templates  
Pre-Retirement Agreement Policy Minimum Employment Period Policy |
1. Purpose

This policy explains ACU's principles regarding the management of major change, notice, redeployment, redundancy and voluntary retirement in circumstances where the University decides a position is no longer required and applies to all staff covered by the Australian Catholic University Staff Enterprise Agreement 2017 – 2021 (the Agreement).

2. Scope

2.1 This policy applies to Academic and Professional Staff of the University whose terms and conditions of employment are covered by the Agreement. All staff members affected by proposed changes under this policy will be consulted, including casual and sessional staff members. However, redundancy and retrenchment does not apply to casual or sessional staff members, or to staff members during their minimum period of employment.

2.2 This policy should be read in conjunction with the Major Change, Notice, Redeployment, Redundancy and Voluntary Retirement Procedure.
3. Policy Statement

The University and its staff will pursue ongoing improvements in the quality of University programs and support services in support of the University's strategic objectives. The University and staff recognise that change will occur as the University evolves over time and as circumstances require. Many changes that take place in the workplace can be relatively minor and, as a consequence, will be addressed at the workplace level through direct local discussion and consultation with individual staff and/or the work group.

The University highly values its staff and is committed to providing security of employment and, wherever possible, to retaining the services of and offering ongoing opportunities to staff members.

The University will explore all available options to mitigate the impact of any reduction in the category of employment. Wherever possible, reductions in the size of the University's workforce will occur, in the first instance, through natural attrition and measures such as redeployment, relocation, training or retraining.

4. Major Change

Where the University has made a decision (including a decision in principle) to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects (as defined in sub clause 1.3 of the Agreement) on staff, the University will notify and consult with the staff members who may be affected by the proposed changes, their staff representatives and the Unions.

The University will provide relevant information to affected staff as part of the consultation process and a Draft Change Management Plan will be distributed to relevant staff. The Major Change, Redeployment, Redundancy and Voluntary Retirement Procedure provides further information in relation to managing change at ACU.

5. Notice

Following approval of a Final Change Plan by the Vice Chancellor and President, the University will formally notify (in writing) the staff member/s affected that their position has been made redundant and the commencement of the Notice Period. This formal notice will outline the reason(s) for redundancy and the University’s process to mitigate the adverse effects of
retrenchment. The Major Change, Notice, Redeployment, Redundancy and Voluntary Retirement Procedure provides further information in relation to Redundancy, Notice Periods and Retrenchment.

6. Redeployment
Wherever possible, and as a first step to avoid the need for retrenchment following notification of redundancy, the University reserves the right to redeploy or relocate an affected staff member to a suitable position, subject to the provisions of the Agreement. A staff member shall not unreasonably decline to accept redeployment, relocation, training or retraining. The Major Change, Notice, Redeployment, Redundancy and Voluntary Retirement Procedure provides further information in relation to Redeployment, Relocation and Retraining at ACU.

7. Retrenchment (Termination of Employment due to Redundancy)
Where no suitable position is identified, the University will confirm in writing that the staff member’s employment will be terminated for the reason of redundancy. The final date of employment will be confirmed to the employee together with the balance of the Notice Period and severance payable.

8. Rehiring Former Staff
The University is unable to offer employment to a staff member who has been retrenched for the reason of redundancy for the period equal to the payment of notice and severance as outlined in the Agreement for this to meet the definitions of a genuine redundancy as specified by the Australian Taxation Office (ATO). The Major Change, Notice, Redeployment, Redundancy and Voluntary Retirement Procedure provides further information in relation to re-employment.

9. Voluntary Retirement
A staff member who is within two (2) years of the eligible retirement date prescribed by their superannuation fund, and who is provided with notice of redundancy, may apply for voluntary early retirement. The Major Change, Notice, Redeployment, Redundancy and Voluntary Retirement Procedure provides further information in relation to Voluntary Retirement at ACU.
10. Approvals

All decisions in relation to the application of this policy must be in accordance with the *Delegations of Authority Policy and Register*. A position may only be declared redundant by the approval of the Vice-Chancellor and President on the recommendation of the delegated officers; including the relevant Member of the Senior Executive and the Director, Human Resources.

11. Revisions made to this Policy

<table>
<thead>
<tr>
<th>Date</th>
<th>Major, Minor or Editorial</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 October 2019</td>
<td>Major</td>
<td>Updated to incorporate the provisions of the <em>ACU Staff Enterprise Agreement 2017 – 2021</em>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name of policy changed from <em>Redeployment, Redundancy and Voluntary Early Retirement Policy</em>.</td>
</tr>
</tbody>
</table>

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

12. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their Nominated Supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).