



Australian Government

What's Next?



Considering retrenchment? Your checklist

Help is available to guide you if you intend to retrench staff.

Think about alternatives to retrenchment

Consider whether redundancy is necessary.

Could you transfer, retrain or redeploy your staff instead? Discuss redeployment opportunities with your employees.

Consider the reason for the redundancy.

Does it meet the definition of a genuine redundancy? If it is not a genuine redundancy, the employee can make an unfair dismissal claim. Consult the [Fair Work Ombudsman website and Redundancy page](https://www.fairwork.gov.au/ending-employment/redundancy/redundancy-pay) (<https://www.fairwork.gov.au/ending-employment/redundancy/redundancy-pay>).

Know your obligations and the entitlements of your workers

Advise [Services Australia](#) of proposed retrenchments if you are terminating the employment of 15 or more employees. This is a legal obligation.

Check relevant awards or enterprise bargaining agreements to confirm your obligations. You may have additional obligations under awards, legislation and employer policies. Check whether you need to notify employees and/or unions about proposed redundancies.

Contact an accountant to help understand your business obligations and any entitlements you are required to pay.

Consult the [Fair work Ombudsman website](#) for information on Redundancy pay, and notice requirements.

Check whether you are obliged to offer voluntary redundancies.

Look after your employees by retrenching responsibly

Use clear and reasonable criteria to identify employees for redundancy.

The criteria should be applied consistently to employees whose positions may be made redundant. Relevant factors may include an employee's qualifications, skill set, experience and performance.

Contact the [Transition Support Network](#) for support through the retrenchment process.

Give plenty of advance notice to affected employees of impending redundancies if possible.

Inform your staff of the redundancy in-person if possible while complying with health restrictions. Also provide this news in writing via someone within the organisation.

Provide access to support services for your employees including health and wellbeing and resumé advice, if possible.

Any workers who lose their jobs are eligible for employment support by Workforce Australia.

Through the Early Access initiative, retrenched workers and their partners who face income waiting periods are still eligible for support. Ensure your staff are aware of the **Early Access initiative** and how they can register. [Next steps if you lose your job](#) ([WorkforceAustralia.gov.au](https://www.WorkforceAustralia.gov.au))