Redundancy Procedure

1. The purpose of our procedure

This procedure outlines how Adelaide University manages the **redundancy** process which includes redeployment and **retrenchment**.

The University aims to manage the redundancy process in a fair, transparent and respectful manner. We will take reasonable steps to avoid involuntary job loss and support affected staff in accordance with the relevant Adelaide University Enterprise Agreement 2026 (Enterprise Agreement) redundancy provisions.

Please read this procedure in conjunction with the:

- Workforce Management Policy.

2. Who our procedure applies to

2.1 Inclusions

This procedure applies to continuing staff covered by the Enterprise Agreement.

2.2 Exclusions

This procedure does not apply to fixed-term staff, casual staff, or staff on continuing contingent funded appointments covered by the Enterprise Agreement.

This procedure authorises the Executive Director, People Advisory & Wellbeing to maintain associated protocols.

3. Our redundancy procedure

The University may use redundancy processes to support workforce planning, organisational sustainability, and strategic objectives.

3.1 Mitigating effects of redundancy

The University is committed to minimising involuntary job loss wherever reasonably practicable and available measures are outlined in clause 71.4 of the Enterprise Agreement.

3.2 Redundancy

A position may be declared redundant in accordance with the Enterprise Agreement where a position occupied by a continuing staff member is identified as surplus to the University's requirements, normally as a result of major organisational change, and where the job done by the staff member is no longer required to be performed by anyone.

3.2.1 Notice of redundancy

A notice of redundancy will be issued to affected staff in accordance with the requirements of clause 70.20 of the Enterprise Agreement as appropriate, outlining where relevant:

- the reasons for redundancy
- available options
- redeployment arrangements
- review rights
- available support
- commencement of the transition period as mandated in the Enterprise Agreement.

3.2.2 Transition period

After receiving a notice of redundancy, an affected staff member will enter an 8-week transition period in accordance with the Enterprise Agreement.

Affected staff in the transition period may elect to pursue one of the options available in the Enterprise Agreement, those being to:

- request a voluntary redundancy (Option 1)
- participate in redeployment processes (Option 2)
- seek review of the decision to declare the position redundant (Option 3).

3.3 Placement in a new structure

Where a new organisational structure is introduced as part of a major organisational change process, the University will seek to place affected staff into positions in the new structure as described in the final change plan, before commencing the redundancy process.

Affected staff will be advised in writing of placement outcomes and next steps.

3.3.1 *Direct placement*

A staff member may be directly placed into a new and/or vacant continuing position where:

- the position is at the same classification level as their previously held substantive position; and
- the Deputy Vice Chancellor – People and Culture (or delegate), with input where necessary from the supervisor and staff member, determines that there is a minimum 75% match between the skill and experience base required for a new position and the skill and experience base required of the staff member, or that the staff member would meet this requirement with no more than 6 months retraining as determined by the Deputy Vice Chancellor – People and Culture (or delegate).

Where a Final Change Plan will result in both the loss of some professional staff positions and the creation of other such positions, the new positions will be advertised internally in the first instance, after the placement provisions of the Enterprise Agreement have been exhausted.

Where a greater number of staff meet the requirements for placement in the structure than there are positions available, the University will call for expressions of interest in a voluntary redundancy benefit from affected staff, and if, after the completion of this process, there remains a greater number of staff than positions available, a simplified merit selection process will be conducted between the staff concerned.

3.3.2 *Placement into another vacant role in the University*

The University will assess whether an affected staff member not placed by direct placement is suitable for other available continuing positions in the University at the same level as their previous substantive role.

The extent to which a staff member's skills, knowledge, experience, and capability align with the requirements of a vacant continuing position will be assessed by the Deputy Vice Chancellor – People and Culture (or delegate), who will place a staff member into a vacant continuing position where they determine there is a minimum 75% match between the skill and experience base required for a new position and the skill and experience base of the staff member, or that the staff member would meet this requirement with no more than six (6) months' retraining.

3.3.3 *Placement at a lower classification level*

In accordance with the Enterprise Agreement, a staff member may only be placed into a lower-level position by agreement. The lower-level position will be no greater than one (1) classification level lower than the staff member's previously held substantive position.

Salary maintenance arrangements will apply for two (2) years, after which the staff member will be paid at the highest increment of the lower classification level.

3.4 Voluntary redundancy

The University may invite or consider applications for voluntary redundancy where this supports workforce planning, or other legitimate operational objectives.

3.4.1 Voluntary redundancy (Staff-initiated requests)

A staff member may submit a written request for voluntary redundancy at any time outside of a major organisational change process. The University will consider requests having regard to:

- operational requirements
- workforce planning considerations
- financial implications
- ongoing capability requirements
- the University's strategic objectives.

3.4.2 University-initiated expressions of interest

The University may invite expressions of interest in voluntary redundancy where it considers this may assist in achieving workforce change outcomes or reducing the likelihood of retrenchment. Circumstances in which the University may invite expressions of interest for voluntary redundancy include:

- as part of a major organisational change process
- where workforce reductions are proposed
- where organisational restructuring is being considered
- where other workforce planning initiatives are being undertaken.

Except in the case of a major organisational change process, approval of voluntary redundancy will be at the discretion of the University.

3.4.3 Consideration and communication of outcomes

Except in the case of a major organisational change process (refer 3.2.1 above), when a voluntary redundancy application has been considered, the University will provide written communication of the outcome. If accepted, the communication will include:

- the separation date
- notice arrangements

- redundancy benefits and other entitlements.

Re-employment within a two-year (2) period following the cessation of employment may be approved where the delegate is satisfied that the proposed appointment is consistent with the basis of the original redundancy and is justified by changed circumstances or other legitimate university requirements.

In considering approval, the delegate may have regard to the period since cessation, whether the proposed duties are materially different from the redundant position, whether the requirement for the work was reasonably foreseeable at the time of redundancy, the nature and duration of the proposed appointment, the recruitment process undertaken, and any financial, taxation or employment implications.

3.5 Redeployment

Redeployment is a key mechanism for retaining skills, knowledge and experience within the University.

3.5.1 Redeployee status

A staff member whose position has been declared redundant and who elects to pursue the option of redeployment in accordance with clause 71.8 of the Enterprise Agreement will be considered a **redeployee** for the period specified in the Enterprise Agreement.

3.5.2 Assessment of vacancies and redeployment

Before advertising a vacancy, the University will consider whether a position may provide a suitable redeployment opportunity, and redeployees will be assessed before advertising commences.

Where a staff member could reasonably become proficient in the skills required for the role within six (6) months, the University may provide retraining, development, or transition support to facilitate redeployment.

Redeployees may be considered for suitable fixed-term opportunities where appropriate.

A staff member may be redeployed to a lower-level position only by agreement with the staff member, but not to a position that is more than one (1) classification level below their substantive classification, unless the staff member requests consideration for appointment below this level.

Salary maintenance arrangements will apply for two (2) years, after which the staff member will be paid at the highest increment of the lower classification level.

3.5.3 Job swap opportunities

Where a staff member has been notified that their position will be made redundant and they pursue the option of redeployment, the University will discuss with the staff member (Staff Member A) the full range of positions in the University, at or below their current level, in which they would be willing to be placed should there be a vacancy. The University will then:

- ascertain whether any member of staff currently filling such a position would accept a voluntary redundancy package. If there is such a person (Staff Member B), ascertain whether the relevant Portfolio Deputy Vice Chancellor (or delegate) would agree to Staff Member A exchanging positions with Staff Member B, on the condition that Staff Member B accepts a voluntary redundancy in accordance with clause 71.13 of the Enterprise Agreement, and there is an appropriate skills match
- should the voluntary redundancy for staff member B exceed the cost of that of Staff Member A, a central fund will meet the difference in cost
- where there is no alternative position secured for Staff Member A, the University will continue to attempt to find alternatives to retrenchment throughout the staff member's redeployment period.

3.5.4 Redeployment outcomes

Redeployment may result in:

- placement into a continuing position within the University, or
- appointment to another suitable position within the University, or
- where agreed with the staff member, **suitable alternative employment**, which is restricted to the South Australian metropolitan or country area in which the staff member currently resides, or
- retrenchment where redeployment is unsuccessful.

3.6 Career transition support

As part of our commitment to supporting staff affected by redundancy and organisational change, the University may provide:

- career counselling
- resume preparation assistance
- interview preparation
- job search support
- other transition services, including those provided under the Enterprise Agreement's redeployment and transition provisions.

Staff may access interview leave and associated arrangements in accordance with the Enterprise Agreement. The University may support participation in development, retraining and skills enhancement activities.

Affected staff are encouraged to access available the Employee Assistance Program (EAP).

3.7 Review of redundancy decisions

Before the expiration of the transition period, a staff member may seek an internal review of a decision to declare a position redundant in accordance with the Enterprise Agreement in accordance with clause 71.34 of the Enterprise Agreement.

Such a review will be considered in accordance with clause 71.34 – 71.36, and clause 78 of the Enterprise Agreement.

3.8 Retrenchment

Retrenchment refers to the separation of the staff member and the University in accordance with Enterprise Agreement clauses 71.37–71.41. Retrenchment will occur where:

- at the end of the transition period, a staff member has failed to apply for voluntary redundancy, redeployment, or review, or
- redeployment has not been successful, or
- a staff member's review under clause 71.34 has not been successful.

3.8.1 Notice and entitlements

A staff member whose employment ends through retrenchment will receive entitlements in accordance with the Enterprise Agreement.

Prior to separation, the University will provide information regarding:

- final employment arrangements
- payment of entitlements
- return of university property
- access to transition support where relevant.

3.9 Completion of the redundancy process

The process concludes when:

- the staff member is successfully placed into a role, or
- redeployment is achieved, or
- employment continues through another agreed arrangement, or
- employment ends through voluntary redundancy or retrenchment.

4. Who holds a responsibility within this procedure

Refer to the Delegation Policy for all delegations at Adelaide University.

4.1 The Deputy Vice Chancellor – People and Culture (or delegate) is responsible for:

- determining that there is a minimum 75% match between the skill and experience base required of the staff member for placement in a new or continuing vacant position, or
- that the staff member would meet this requirement with no more than 6 months' retraining.

4.2 The Deputy Vice Chancellor – People and Culture and Executive Director, People Advisory and Wellbeing are responsible for:

- approving re-employment of staff within two (2) years of voluntary redundancy where the appointment is consistent with the basis of the original redundancy and justified by changed circumstances or legitimate University requirements.

4.3 The People and Culture team is required to:

- provide advice on and support organisational change, redeployment and redundancy processes
- ensure consistent application of this procedure and ensure compliance with the Enterprise Agreement's major organisational change, placement, redeployment and redundancy provisions
- support consultation, placement and redeployment activities.

4.4 The line manager is required to:

- support placement and redeployment outcomes.

4.5 The staff member is required to:

- participate in consultation processes
- engage in placement and redeployment opportunities
- provide information reasonably required to support assessment and redeployment activities.

5. Definitions used in our procedure

Please refer to our Adelaide University glossary for a full list of our definitions.

Where definitions differ between this procedure and the Enterprise Agreement, the Enterprise Agreement prevails.

Redeployee means a staff member whose position has been declared redundant and who elects to pursue the option of redeployment for the period specified in the Enterprise Agreement.

Redundancy and **Redundant** mean a situation where the position occupied by a continuing staff member is identified as surplus to the University's requirements, normally as a result of major organisational change and where the job done by the staff member is no longer required to be performed by anyone.

Retrenchment means a staff member holding a position on a substantive basis that has been declared redundant is unable to be redeployed into a suitable continuing position and has not accepted a voluntary redundancy payment.

Suitable alternative employment means alternative continuing employment provided by or through the University at the same classification and time fraction or as otherwise agreed, within or outside the University.

Voluntary redundancy means a staff member occupying a position on a substantive basis who separates from the University on a voluntary basis.

6. How our procedure is governed

This procedure is categorised, approved and owned in line with the governance structure of Adelaide University and the offices and officers listed below.

Parent policy	**Workforce Management Policy**
Policy category	Corporate
Policy owner	Deputy Vice Chancellor – People and Culture
Approving authority	Vice Chancellor and President
Procedure owner	Deputy Vice Chancellor – People and Culture
Responsible officer	Executive Director, People Advisory and Wellbeing
Effective from	19 November 2026
Review date	3 years after date this version is approved
Enquiries	Submit enquiries via General enquiry - P&C on Services Hub
Replaced documents	None

7. Legislation and other documents related to our procedure

Refer to the Delegation Policy for all delegations at Adelaide University.

Category	Documents
Associated procedures	Pre-retirement Contract Procedure
	Leave Procedure
	[Outside Work Procedure]
Related policy documents	Workforce Management Policy
Related legislation	*Fair Work Act 2009 (Cth)* *Fair Work Regulations 2009 (Cth)*
External references	Adelaide University Enterprise Agreement 2026, as varied or replaced from time to time.

8. History of changes

Date approved	To section/clauses	Description of change
19 November 2026 *AD2026/471931*	N/A	New procedure

At the time of writing, some organisational details within Adelaide University are still evolving. Square brackets [ ] are used to indicate placeholders or areas where information may be refined, clarified, or confirmed. These will be updated as the University's arrangements are finalised.