

# Redundancy Decision Making

## Key Considerations Before You Proceed

*Redundancy is one of the most significant decisions a business can make – for the person affected, for the team that remains, and for the business as a whole. Use this checklist to help ensure your process is fair, considered and well-documented before proceeding.*

### 1 GENUINENESS – Will the role genuinely no longer be required?

The role is no longer needed due to genuine changes in the business

The role will no longer continue in its current form

There is a genuine business reason for the change

Consider whether the proposed change may instead involve:

- Redistribution of duties
- A reduction in hours
- An organisational restructure
- Performance or capability concerns
- Other cost-management measures

This is a different process, not a redundancy

The business can clearly explain:

- Why is the role no longer required, and

What operational changes have led to this decision

### 2 REDEPLOYMENT – Have reasonable alternatives been explored?

*Recent legal decisions have expanded redeployment obligations. Businesses should also consider suitable contractor or labour hire related work where relevant.*

Internal vacancies reviewed against the employee's current skills, experience and capability

<input type="checkbox"/>	Consideration given to whether there is any contractor or labour hire work the employee could reasonably do
<input type="checkbox"/>	Other suitable roles or work options were considered before making a final decision
<input type="checkbox"/>	The business has documented what other options were considered and why they were or were not suitable
<b>3 CONSULTATION – Has a genuine consultation process occurred?</b>	
<input type="checkbox"/>	Employee provided with written information about the proposed organisational change and potential impact on their role
<input type="checkbox"/>	Employee given a genuine opportunity to ask questions, provide feedback and respond before a final decision is made
<input type="checkbox"/>	The employee's feedback was genuinely considered before a final decision was made
<input type="checkbox"/>	The consultation process allowed for genuine discussion before any final decision was made
<input type="checkbox"/>	Relevant consultation obligations under any applicable Modern Award, Enterprise Agreement or policy have been reviewed and complied with
<b>4 DOCUMENTATION – Does the documentation support the decision?</b>	
<input type="checkbox"/>	The business reasons for the role change have been clearly documented
<input type="checkbox"/>	Alternative options considered (e.g. reduced hours, restructure, redeployment) recorded appropriately
<input type="checkbox"/>	Redeployment assessment documented, including any contractor or labour hire considerations where relevant
<input type="checkbox"/>	Consultation process documented, including information provided, employee responses, and how those responses were considered
<input type="checkbox"/>	The documentation clearly explains how and why the decision was made
<b>5 ENTITLEMENTS – Have all final payments been verified?</b>	
<input type="checkbox"/>	Redundancy pay has been checked against minimum legal and contractual entitlements
<input type="checkbox"/>	Notice period or payment in lieu confirmed

<input type="checkbox"/>	Accrued annual leave and long service leave included in final pay calculations where applicable
<input type="checkbox"/>	Tax treatment of redundancy payments reviewed, including any genuine redundancy concessions
<b>6</b>	<b>PEOPLE IMPACT — Has the process been handled appropriately?</b>
<input type="checkbox"/>	Communication and exit discussions conducted respectfully and professionally
<input type="checkbox"/>	Consideration given to how the change may impact the wider team
<input type="checkbox"/>	Timing, communication and leadership approach aligned with organisational values and culture
<input type="checkbox"/>	Appropriate support measures considered during the process where relevant
<p><i>These checklist questions address some of the most common risk areas in redundancy processes. Carefully working through each step helps support a fair, compliant, and well-considered approach before any final decision is made.</i></p>	

### **Need Support?**

Every redundancy situation is different. If you are unsure whether your process is compliant, practical, or appropriately documented, we recommend seeking advice before proceeding.

Please feel free to reach out to us at Strategic HR Australia on [support@strategichr.com.au](mailto:support@strategichr.com.au) or call us on **08 6117 9270** if you would like support reviewing your proposed redundancy process.