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## Form – Individual Consultation Regarding Workplace Changes

Date

### Private and Confidential

Name

Address

Address

Dear

### **Re: Change of role or possible redundancy of employment at Headway Gippsland**

We write to you today as we are in the process of reviewing our structure and processes at Headway Gippsland and as a result of this review, we are regrettably considering necessary changes including the potential redundancy of your current position within Headway.

### **Proposed changes**

Following a recent internal review of our **administration functions, incoming systems and changes and resulting labour needs**, we have recognised that some of our existing roles require review and change.

Unfortunately with the decline of some of our services, we have found it necessary to identify efficiencies in the business and labour budget. At this time, we are considering the necessary absorption of some or all of your current responsibilities, either redirecting them to existing staff, redundancy **through new software/system improvements and the conclusion of our dedicated reception service**.

We are working hard to assess alternate opportunities within our organisation for a suitable redeployment for you, but at this time, we have not identified a suitable alternate position for you at Headway Gippsland.

We write to you today for your consideration and input. We can appreciate the difficulty of receiving this advice, but wanted to be proactive in seeking your consultation. Please note that this is only a proposal, and no final decision will be made until you have an opportunity to give your input. Headway Gippsland will continue to look for ways in which redundancy can be

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avoided and will seek to identify suitable alternative roles throughout this process. We ask you to consider this advice and provide your availability for discussion, or provide your reply in written response before **1<sup>st</sup> November 2023**.

In the event of redundancy, you would be entitled to certain considerations under the *Fair Work Act 2010*. These are detailed for your consideration:

- Notice of termination: Per your employment agreement and the National Employment Standards you would be eligible for 4 weeks notice, **plus 1 week based on your length of service and age (5 weeks)**. This would be paid in lieu of further service with no requirement to continue working during the notice period.
- Redundancy entitlement: **12 weeks**
- Balance of Annual Leave less any hours owing.
- Balance of accrued Long Service Leave calculated pro rata to length of service.

In addition to the above entitlements, we would also offer you:

1. Statement of service, detailing your roles and duties within Headway Gippsland

A consultation will be scheduled with you **for Thursday 2<sup>nd</sup> November at 11.00am** with Jenelle Henry - this can be in person or over the phone. You may also elect to provide your input in writing if you prefer.

We welcome you to bring a support person to the consultation. Note that the support person's role is not to contribute to the meeting but simply to be there to provide you with support. If you would like to bring a support person, please let us know in advance.

We regret to have to address this letter to you and appreciate that this news will have a serious impact. If you have any questions or comments, please address these by email to either myself directly.

We request your sensitivity and support throughout this process.

Yours sincerely,

Jenelle Henry  
CEO  
On behalf of the Board  
Headway Gippsland