

Palm Island – Repair Plan Phase 1

Voluntary Redundancy Package



Information and Voluntary Redundancy application form

Open to apply Monday 14/9 to Friday 25/9/2020

PIASC is undergoing a period of organisational repair to return its budget to balance and reform Council to a sustainable, professional and high performing organisation. The council faces an unsustainable financial position and cannot continue without addressing the legacy issues of previous administrations.

This document answers likely questions staff may have.

A Voluntary Redundancy application form is attached at the back of this document.

The Voluntary Redundancy Application period is open now and will close in two weeks at 5 pm on Friday, 25th September 2020.

Why have a voluntary redundancy program?

- Palm Island Aboriginal Shire Council has commenced a repair and reform plan to address the unsustainable budget and business model it has inherited. Savings measures have already commenced such as removing Directors.
- The voluntary redundancy program is part of this repair plan. A voluntary redundancy program enables Council to reduce its staffing levels without compromising services to the community and allows employees to self-determine whether they wish to express an interest in voluntary redundancy or not.

How do I express an interest in voluntary redundancy?

- An expression of interest form is attached which requests your details and provides advice about how to apply.
- The timetable for voluntary redundancy will be:

Applications open 14 September 2020

Applications close 25 September 2020

Outcomes notified 2 October 2020

Can I get help to complete the expression of interest form?

- Yes, you can. If you are unsure about completing the information requested by the form, you can get help from your team manager or Human Resources Department. If you can't complete all the information, please submit the form with as much information as you can.

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Who is eligible to express an interest?

- All employees are eligible to express an interest in voluntary redundancy.
- Previous PIASC HR practices mean some casual employees have rights to apply for a voluntary redundancy, when normally this would not be the case.

How will I know if I am eligible?

If your employment status means you are not eligible (e.g. as a short-term casual or a fixed contract about to end) you will be notified as quickly as possible after you have expressed interest.

You are welcome to discuss your eligibility with the HR Department prior to lodging any applications.

Any advice about your eligibility will be in writing and signed by the CEO. Do not assume you are NOT eligible. If in doubt, apply and be assessed. Only the CEO can determine this, please don't rely upon rumour.

How will expressions of interest be assessed?

- All eligible expressions of interest will be considered on a case by case basis by the CEO, according to a number of factors including the following criteria:
 - Number of positions in Council of the same classification.
 - Future service or work design changes anticipated for Council.
 - Comparison of staffing numbers within Council and externally benchmarked against similar Councils.

How are voluntary redundancy payments calculated?

- If your expression of interest is approved, in accordance with the Council's Certified Agreement 2010 you will be entitled to the following redundancy package:
 - Accrued annual leave with leave loading
 - Accrued long service leave (7 years of service or longer)
 - Severance pay as per the below table
 - Notice period as per the below table

Period of Continuous Service	Severance Pay
Less than a year	Nil
1 year but less than 2 years	4 weeks

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More than 2 years but less than 3 years	6 weeks
More than 3 years but less than 4 years	7 weeks
More than 4 years but less than 5 years	8 weeks
More than 5 years but less than 6 years	9 weeks
More than 6 years but less than 7 years	10 weeks
More than 7 years but less than 8 years	11 weeks
More than 8 years but less than 9 years	12 weeks
More than 9 years but less than 10 years	13 weeks
More than 10 years but less than 11 years	14 weeks
More than 11 years but less than 12 years	15 weeks
More than 12 years	16 weeks

Amount of notice pay

Period of Continuous Service	Period of Notice
1 year or less	1 week
1 year and up to 3 years	2 weeks
3 years and up to 5 weeks	3 weeks
5 years and over	4 weeks
<i>Employees over 45 years of age</i>	<i>Additional 1 week</i>

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Can I request a voluntary redundancy estimate prior to expressing an interest?

- Yes - a general estimate of your potential voluntary redundancy can be provided if you wish.
- However, you should however be able to roughly estimate what you would receive in a voluntary redundancy package by following the above information.

Can I come back to work with Council after a Voluntary Redundancy?

- It depends – not easily and not without risk to the employee.
- Employees who accept a voluntary redundancy are not automatically excluded from applying for work with Council at some time in the future – particularly in a different role. However, it is unlikely that this would occur quickly for example 18 months plus.
- There is no guarantee of re-employment and there are potential tax liabilities for the employee.
- You need to be aware you may have to pay money to the ATO due to receiving lower tax on your voluntary redundancy if you come back to work for Council.
- In addition, you may be required to repay the relevant proportion of your severance payment. This requirement applies to employment in any capacity with PIASC.

What happens if I don't receive a voluntary redundancy, but I asked for one?

- Voluntary redundancies will be assessed on a case by case basis. Not everyone who submits an expression of interest will be successful. If your application is not accepted, you will continue to work for Council.

What happens if my request for voluntary redundancy is accepted?

- You will be notified in writing that your application has been accepted and provided with an estimated final payout including all your legal entitlements; and a Voluntary Redundancy Acceptance form.
- The offer of a voluntary redundancy must be accepted within 7 days of the dated letter and the Voluntary Redundancy Acceptance form returned to the Human Resources Department. If you do not respond within 7 days Council will adopt the view that you have rejected the offer and wish to continue your employment with Council.
- The acceptance of a voluntary redundancy cannot be withdrawn.

Thank you

Adele Young
Chief Executive Officer

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Expression of Interest in Voluntary Redundancy

Purpose

This form is for employees who wish to express interest in voluntary redundancy.

Personal Details

First Name	
Surname	
Employee Number	
Contact Number	

Employment Details

Position Title	
Department	
Employee Number	
Start Date (if known)	
Full time or Casual	

Signature: _____ Date: _____

RETURN COMPLETED FORM TO THE HUMAN RESOURCES DEPARTMENT BY COB **25 September 2020**, or
Email: sally-kim.jenkinson@palmcouncil.qld.gov.au