



# **Significant Workplace Change Kit**

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## Appendix – Forms

- Checklist – Redundancy – Employers
- Checklist - Significant Change - Employee Communications
- Checklist - Significant Change - Introduction
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- Checklist – Stand Down – Employers
- Form – Redundancy- Notice to Services Australia of Proposed Dismissals
- Form 1 – Notice to Centrelink of Proposed Terminations (National System Employers)
- Form 2 – Unfair Dismissal Application (State System Employers)
- Form 2A – Employer Response to Unfair Dismissal Application (State System Employers)
- Form 4.40 – Centrelink – Notification of Redundancy (Non-National System Employers)
- Form 4.41 – Statement of Service
- Form F45A - Redundancy - F45A (Application to Vary Redundancy Pay)
- Letter – Redundancy – Notification of Redundancies
- Letter – Redundancy – Invitation to Consultation Meeting
- Letter – Redundancy – Offer of Redeployment
- Letter – Redundancy – Termination
- Letter – Significant Change - Due to Operational Changes
- Letter – Significant Change – Variation to Contract of Employment
- Letter - Stand Down – Employee Cannot Be Usefully Employed
- Letter – Transfer of Business – National Associated Entities New Employer
- Letter – Transfer of Business – National Associated Entities Old Employer
- Letter – Transfer of Business – National Non-associated Entities New Employer
- Letter – Transfer of Business – National Non-associated Entities Old Employer
- Letter – Transfer of Business - Consultation Follow Up
- Record - Redundancy - Selection Pro-forma
- Record - Significant Change -Timeline on Employee Communications

- Survey – Post-Change Feedback Survey
- Spreadsheet - Redundancy - Skills Matrix, Selection Process
- Spreadsheet - Change Management - Action Plan Template
- Spreadsheet - Change Management - Risk Assessment Matrix
- Spreadsheet - Change Management - Risk Assessment Table
- Spreadsheet - Change Management - Stakeholder Analysis Matrix
- Spreadsheet - Change Management - Stakeholder Analysis Template
- Termination, Change and Redundancy General Order