

# Redundancy administrative process



RBF is committed to providing the highest level of service to defined benefit members who are genuinely being considered for redundancy. To assist us in achieving this commitment, we request that employers, at the earliest opportunity:

- ▶ notify the appropriate RBF Principal Employer Support and Education Officer of any upcoming redundancy program; and
- ▶ follow this six step process.

## Step 1

Employees expressing an interest in redundancy should liaise directly with their employers in the first instance. Accordingly, members who contact RBF directly in relation to expressing an interest in redundancy will be asked to contact their employer as the initial step in the process.

## Step 2

Once an employee is identified by the Agency as a likely redundancy candidate, the employer advises RBF. Each notification must clearly indicate that the employee is being considered for a redundancy and must include the following details:

- ▶ full name of employee;
- ▶ employee's RBF membership number;
- ▶ proposed termination date; and
- ▶ date by which the employee must make a decision.

Notifications should be sent to [redundancies@rbf.com.au](mailto:redundancies@rbf.com.au)

## Step 3

Once RBF receive the member's redundancy information from the employer, we will provide the member with their benefit estimates and details. These estimates and details will be calculated based on the date the information is received by RBF. If a member wishes to make an appointment to see an RBF Superannuation Consultant they should contact the RBF Enquiry Line on **1800 622 631**.

**Please note:** RBF cannot provide employers with details of estimates unless authorised in writing to do so by the member. Signed authorities to provide estimate details to employers should be mailed to RBF, Locked Bag 5052, Parramatta, NSW, 2124. Such authorities should contain:

- ▶ clear indication that it is a request for release of estimate information to an employer;
- ▶ full name of employee;
- ▶ employee's RBF membership number; and
- ▶ return address of employer.

## Step 4

Where the employee accepts a formal offer of redundancy, the employer provides RBF with termination details through EmployerAccess. The details should indicate redundancy as the reason for termination.

## Step 5

RBF will process the redundancy and provide the RBF member with a pre-payment statement detailing their benefit and any payment options.

## Step 6

After the member returns the 'Payment instructions' form and any other required information, RBF will process the redundancy benefit and make that payment as soon as possible.

## Information seminars

RBF has created a specialist redundancy team to conduct staff information presentations and question and answer sessions in the workplace. If required, RBF can arrange follow up personal member interviews with a Superannuation Consultant, either in your workplace or in our offices. These services can be arranged by contacting the RBF Principal Employer Support and Education Officer:

### Jordan Griffiths

Telephone: (03) 6166 4116

Email: [jordan.griffiths@treasury.tas.gov.au](mailto:jordan.griffiths@treasury.tas.gov.au)

## Further information

If a member wishes to discuss their estimates and general options, we strongly encourage them to call the RBF Enquiry Line on **1800 622 631** (once they have received their redundancy estimates or their pre-payment statement) to make an appointment with an RBF Superannuation Consultant

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The privacy and confidentiality of your personal information is important to RBF. We hold your personal information securely and use it only for the purposes described in the RBF 'Privacy Policy', available on the RBF website at [www.rbf.com.au](http://www.rbf.com.au)

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## Contacting RBF

Contact RBF if you would like additional information or assistance.

RBF Enquiry Line: 1800 622 631 or  
+61 2 8571 6868  
(international)

Visit: [www.rbf.com.au](http://www.rbf.com.au)

Write: RBF, Reply Paid 89418,  
PARRAMATTA NSW 2124

Office: Ground Floor,  
21 Kirksway Place,  
Hobart  
Level 3, Henty House,  
1 Civic Square,  
Launceston

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