

VTESA Program 2009



July 2009

RBF's process for administration of member entitlements under the Tasmanian Government's Voluntary Targeted Employment Separation Arrangement (VTESA) program

RBF is committed to providing the highest level of service to members who are genuinely being considered for redundancy. To assist us achieve this commitment, we request that employers and employees follow this 6 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 expression of interest is formally accepted by the employer, the employer emails notification to redundancies@rbf.com.au. Each notification must include the following details:

1. Full name of employee
2. Employee's RBF number
3. Proposed termination date
4. Date by which member must make a decision

Important: the redundancies@rbf.com.au email address is for employer use only. Personal member enquiries should be directed to our RBF Superannuation Consultants on telephone 1800 622 631 or email to super@rbf.com.au.

Step 3

RBF will provide the member with their individual benefit estimates and a redundancy information kit.

Please note: RBF cannot provide employers with details of estimates unless authorised in writing to do so by the member.

Step 4

Where the employee accepts a formal offer of redundancy, the employer provides RBF with a completed *Advice of Employee Termination (AET)* form. The form should indicate redundancy as the reason for termination. To assist in the timely processing of benefits, it is appreciated if this notification is provided to RBF at the earliest possible time.

Step 5

RBF will process the redundancy termination and provide the member with documentation of their benefit and any payment options.

Step 6

RBF will process the redundancy and where a payable benefit options exists, make that payment as soon as possible following receipt of all required information from the member.

Information Seminars

RBF will be conducting seminars throughout the state for members who have received their estimates and require further assistance. RBF will inform those members who have lodged a formal expression of interest of the locations and times of these seminars.

Additionally, workplace information sessions can be specifically arranged if required by contacting one of RBF's Business Relationship Officers:

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|---------------|-------------------|----------------------|
| Phil Claxton | office: 6233 6008 | mobile: 0437 122 289 |
| Stephen Hevey | office: 6233 3771 | mobile: 0400 226 182 |

Further Information

We strongly encourage our members to contact one of our RBF Superannuation Consultants to discuss their Redundancy Benefit Estimates and general options in further detail. In some cases a personal interview with an RBF Superannuation Consultant may also be required.

Financial Planning

A referral to RBF-TAS Planning Pty Ltd (RBF's financial planning service) is also available where the member is seeking personal, written advice about their financial situation. A fee may be applicable for financial planning services.

It is important that members fully understand the options available to them before making a decision.