

Date	Event	Status
16 November	<ul style="list-style-type: none"> ▪ Consultation meeting with DPMs and Supervisors ▪ Consultation meeting with Administration staff ▪ 1st communication sent to all staff from CEO via Employment Hero bulk issue and email, providing background, potential changes and opportunities for consultation. ▪ 2nd communication to all staff inviting staff to provide individual feedback on the proposed changes. This includes offering each individual staff member an opportunity to meet with a HR representative or receive an email from HR providing information and associated costs on how these potential changes will impact individual circumstances. 	Completed
20 November	<ul style="list-style-type: none"> ▪ 10 to 11am 1st All Staff Consultation meeting via Teams – ▪ 5.30 to 6.30pm 2nd All Staff Consultation meeting via Teams – 	Completed
21 November	<ul style="list-style-type: none"> ▪ 1 to 2pm 3rd All Staff Consultation meeting via Teams – 	Completed
22 November	<ul style="list-style-type: none"> ▪ 4 to 5pm 4th All Staff Consultation meeting via Teams – 	Completed
23 November	<ul style="list-style-type: none"> ▪ 11 to 12 mid-day 5th All Staff Consultation meeting via Teams – 	Completed
	<ul style="list-style-type: none"> ▪ FAQ Version 1 circulated to all staff 	Completed
28 November	<ul style="list-style-type: none"> ▪ 8am to 7pm F2F Individual consultation meetings ▪ Email HR to book an appointment 	Completed
29 November	<ul style="list-style-type: none"> ▪ 8am to 3pm F2F Individual consultation meetings ▪ Email HR to book an appointment 	Completed
4 December	<ul style="list-style-type: none"> ▪ 10am to 3pm Online (Via Teams) Individual consultation meetings ▪ Email HR to book an appointment 	Completed
5 December	<ul style="list-style-type: none"> ▪ 10am to 3pm Online (Via Teams) Individual consultation meetings ▪ Email HR to book an appointment 	Completed
6 December	<ul style="list-style-type: none"> ▪ FAQ Version 2 circulated to all staff 	Completed
8 December	<ul style="list-style-type: none"> ▪ 10am to 3pm Online (Via Teams) Individual consultation meetings ▪ Email HR to book an appointment 	Completed
11 December	<ul style="list-style-type: none"> ▪ 10am to 5pm F2F or 	Completed
12 December	<ul style="list-style-type: none"> ▪ 10am to 3pm F2F or Online (Via Teams) Individual consultation meetings ▪ Email HR to book an appointment 	Completed
13 December	<ul style="list-style-type: none"> ▪ FAQ Version 3 circulated to all staff 	Completed
14 December	<ul style="list-style-type: none"> ▪ 1 to 5pm F2F or Online (Via Teams) Individual consultation meetings ▪ Email HR to book an appointment 	Completed
20 December	<ul style="list-style-type: none"> ▪ Communication to all staff: <ul style="list-style-type: none"> ○ announcing amended timeline, including the extension of the EOI process and the opportunity to provide feedback and/or participate in individual consultations up until COB 18 January 2024. ○ inviting staff who have not already done so to complete an <i>Expression of Interest</i> (EOI) form by COB 18 January 2024, opting for one of the following: <ol style="list-style-type: none"> 1. Re-apply for their reclassified position, which is planned to commence on 1 February 2024; or 2. Apply for a voluntary redundancy. <p>Employees are also invited to express an interest in any other position which currently exists at Hartley as part of the EOI process.</p> • If an employee does not wish to apply for a reclassified position, they can either elect to take a voluntary redundancy or wait until the conclusion of the process and likely be offered a forced redundancy. As part of the 	

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	<p>extension of consultation opportunities, individual employees can meet with the HR team to discuss individual circumstances, including requesting an assessment/calculation of redundancy entitlements. Alternatively, the following link provides a tool for employees to work out their own redundancy calculations:</p> <p>https://calculate.fairwork.gov.au/endingemployment</p> <ul style="list-style-type: none"> • As part of the consultation process, individuals are invited to bring along their support person or representative to these meetings, including a financial representative, union representative or other support people. • To book a consultation appointment, email HR@Hartley.org.au. When making an appointment, please specify if you would like to bring a support person to these meetings. 	
20 Dec to 22 Dec	<ul style="list-style-type: none"> ▪ EOI submissions continue ▪ Online (Via Teams) or F2F individual consultation meetings take place by appointment. Email HR@Hartley.org.au 	
COB 22 December to 9am 2 January	<ul style="list-style-type: none"> ▪ Hartley Christmas Shutdown period 	
2 January to COB 18 January 2024	<ul style="list-style-type: none"> ▪ EOI submissions continue ▪ Online (Via Teams) or F2F individual consultation meetings take place by appointment. Email HR@Hartley.org.au 	
19 January 2024	<ul style="list-style-type: none"> ▪ Communication out to staff announcing: <ul style="list-style-type: none"> ○ Hartley’s final position in relation to the implementation of the organisational restructure. These decisions will be made based on feedback received as part of the consultation process and the operational requirements of the organisation. ○ potentially declaring all positions vacant as of 31 January 2024 and announcing the ‘Spill and Fill’ process to commence, ○ Between 20 December 2023 and 31 January 2024, unless otherwise negotiated with HR, it will be business as usual in terms of employment. 	
19 Jan to 24 Jan	<ul style="list-style-type: none"> ▪ Based on EOI process: <ul style="list-style-type: none"> ○ Selection panel review EOIs from current DPMs and Supervisors and make relevant decisions. ○ Commence communications with and the issue of new employment contracts to DSW and Administration staff who have opted to be considered for their newly classified position ○ Communicate with staff who have opted for a voluntary redundancy and implement relevant arrangements 	
25 January 2024	<ul style="list-style-type: none"> ▪ Implement selection decisions relating to DPM and Supervisor positions, communicate with and issue new contracts to relevant people in relation to these positions. ▪ Communicate with any staff who were unsuccessful as part of the EOI process for DPM and Supervisor positions to negotiate redeployment options or genuine redundancy processes. 	
25 Jan to 31 Jan 2024	<ul style="list-style-type: none"> ▪ Employment contracts to be signed and returned to HR 	
1 February 2024	<ul style="list-style-type: none"> ▪ Employees commence in new positions 	
After 1 February 2024	<ul style="list-style-type: none"> ▪ Due to the Hartley Court redevelopment and other client variables, some rosters may require restructuring in the future. Roster restructuring processes will be carried out separate to this proposed organisational restructure process and could occur any time based on client need and the operational requirements of Hartley Lifecare. 	

Please do not hesitate to contact one or more of the following people for further information about this process.

Susan Granger	susangranger@hartley.org.au	61851608
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Eric Thauvette	Erichthauvette@hartley.org.au	62824411
EAP	Tracey Greer	0439546841

Other people you may seek information from:

- Stacey Sharkey Australian Services Union (ASU) 0475 668 893
- Health Services Union 1300 478 679
- Your own legal representative
- Your accountant or financial adviser