

Date	Event
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.
20 November	<ul style="list-style-type: none"> ▪ 10 to 11am 1st All Staff Consultation meeting via Teams – Click HERE ▪ 5.30 to 6.30pm 2nd All Staff Consultation meeting via Teams – Click HERE
21 November	<ul style="list-style-type: none"> ▪ 1 to 2pm 3rd All Staff Consultation meeting via Teams – Click HERE
22 November	<ul style="list-style-type: none"> ▪ 4 to 5pm 4th All Staff Consultation meeting via Teams – Click HERE
23 November	<ul style="list-style-type: none"> ▪ 11 to 12 mid-day 5th All Staff Consultation meeting via Teams – Click HERE
28 November	<ul style="list-style-type: none"> ▪ 8am to 7pm F2F Individual consultation meetings Email HR to book an appointment
29 November	<ul style="list-style-type: none"> ▪ 8am to 3pm F2F Individual consultation meetings Email HR to book an appointment
4 December	<ul style="list-style-type: none"> ▪ 10am to 3pm Online (Via Teams) Individual consultation meetings Email HR to book an appointment
5 December	<ul style="list-style-type: none"> ▪ 10am to 3pm Online (Via Teams) Individual consultation meetings Email HR to book an appointment
8 December	<ul style="list-style-type: none"> ▪ 10am to 3pm Online (Via Teams) Individual consultation meetings Email HR to book an appointment
11 December	<ul style="list-style-type: none"> ▪ 10am to 5pm F2F or Online (Via Teams) Individual consultation meetings Email HR to book an appointment
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
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
19 December	<ul style="list-style-type: none"> ▪ 3rd Communication out to staff announcing: <ul style="list-style-type: none"> ○ Hartley’s final position in relation to the implementation of potential cost saving measures. Decisions will be made based on feedback received and the operational requirements of the organisation. ○ Potentially declaring all positions vacant as of 17 January 2024. ○ This means between 16 November 2023 and 17 January 2024 it will be business as usual in terms of your employment. ○ Potentially announcing the Spill and Fill process will commence, including each employee: <ul style="list-style-type: none"> ▪ receiving details of how their existing position has been reclassified as a consequence of the 7 measures outlined above; <i>and</i> ▪ will be invited to choose one of the following options via an <i>Expression of Interest</i> (EOI) form. <ul style="list-style-type: none"> • Re-apply for their reclassified position, which is planned to commence on 18th January 2024; <i>or</i> • Apply for a voluntary redundancy. ○ <i>If you do not wish to apply for a reclassified position, you can either elect for a voluntary redundancy or wait until the conclusion of the process and likely be offered a forced redundancy. As part of the consultation process and meetings as outlined in Attachment A, you can request an assessment/calculations of voluntary vs forced redundancy entitlements, by emailing HR@Hartley.org.au. Alternatively,</i>

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	<i>the following link provides a tool for employees to work out their own redundancy calculations: https://calculate.fairwork.gov.au/endingemployment</i>
19 December to 5 th January	<ul style="list-style-type: none"> ▪ Submission of EOI forms to HR@Hartley.org.au
8 th to 10 th January 2024	<ul style="list-style-type: none"> ▪ Selection panel will review EOIs and make selection decisions.
11 th to 12 th January 2024	<ul style="list-style-type: none"> ▪ Implement selection decisions, issue new contracts to employees, finalise redundancy arrangements.
11 th to 17 th January 2024	<ul style="list-style-type: none"> ▪ Employment contracts signed and submitted via Employment Hero.
18 th January 2024	<ul style="list-style-type: none"> ▪ Employees commence in newly classified position
After January 2024	<ul style="list-style-type: none"> ▪ Due to the Hartley Court redevelopment and other client variables, some rosters may require restructuring. Roster restructuring processes will be carried out separate to this 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
Natalie Smith	Nataliesmith@hartley.org.au	61851615
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