

6 July 2021

Mr. Gerard Hayes
Locked Bag 3
Australia Square Sydney NSW 1215

Dear Mr. Hayes,

Consultation regarding roster change

We write to advise of the upcoming commencement of consultation with employees of Calvary St Joseph's Retirement Community regarding roster changes. This consultation will be carried out in accordance with the *Calvary Retirement Communities Limited (New South Wales) and the Health Services Union - Aged Care Employees Enterprise Agreement 2019*.

The purpose of this meeting is to provide information on operational changes that will impact on roster times. To commence consultation, all employees have been advised of meetings in line with the following details:

Date: Monday, 12 July 2021
Time: 10.30am – 11.30am, or
2pm – 3pm
Location: Calvary St Joseph's Retirement Community Rec Hall
Attendees: All part-time and full time CSE's, CSW's, RN's, Team Leader's, and Administration Officers

Employees have been requested to make every effort to attend and CRC are committed to a robust consultation process and will give prompt and genuine consideration to all matters raised by employees in relation to this roster change.

Please be assured for those impacted there will be a further opportunity to meet and provide feedback.

If you wish to attend any of the above meetings, please advise Helen Gayner, Manager via email at Helen.Gayner@calvarycare.org.au. In light of the current Covid-19 situation, we acknowledge that we may need to change the details of the meetings with short notice, and will update you if necessary.

Should you have any questions in relation to this please contact me direct on 0438 974 961.

Yours sincerely,



Sam Carroll
Human Resources Manager