

Garden Village Port Macquarie Major Workplace Change

Dear Member,

We have received the attached notification of major workplace change from your employer.

It is very important that members are aware that they have rights throughout any change process.

You have the right to:

- Be provided in writing what the impact of the change may have on you.
- Time to consider any proposed changes.
- The opportunity to ask questions or raise concerns, including refusing the change and/or offering alternative suggestions.
- Be represented by the HSU at any meeting.

It is very important that members are aware that they should not sign any documents unless they are happy with the proposed change.

If you have any concerns about the change, please contact HSU Organiser Andrew Tran on mobile 0417 115 622 or email andrew.tran@hsu.asn.au.

Throughout this process, we will only be able to represent HSU members. Please encourage your workmates to join online at www.hsu.asn.au/join or phone 1300 478 679.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

6 November 2019

Andrew Tran
Health Services Union
Level 2, 109 Pitt Street
Sydney NSW 2000

By email: Andrew.tran@hsu.asn.au

Dear Andrew,

I write regarding a restructure of the Maintenance and Environmental Support Services within Garden Village.

1. Reason for the restructure

Garden Village has carefully considered the workload and capacity of the maintenance team and identified areas of inefficiency. Over the last 12 months Garden Village has been working with the maintenance department to identify remediation strategies whilst also examining alternate work structures. First and foremost Garden Village is a care provider and noting the above review are changing the way we deliver maintenance services. We will now be outsourcing unit refurbishment and any carpentry or electrical work. As a result of these changes in operational requirements, the position of Special Projects/Carpenter and the Electrician are unfortunately no longer needed. In addition to the outsourcing of refurbishments, Garden Village will be combining the reporting line of both the maintenance and environmental support services team to one new position of Support Services Manager.

2. Number of staff affected and likely impact the restructure will have on services

There will be 4 staff affected by the restructure, as detailed below:

Maintenance Manager

With the creation of a new Support Services Manager role the Maintenance Manager role will be removed. The Maintenance Manager will be invited to apply for the position of Support Services Manager. This will be a merit based interview process.

Whilst we anticipate some initial disruption by way of staff adjustment, we see no long term negative impact to services.

Environmental Support Services Team Leader

With the creation of a new Support Services Manager role the Environmental Support Services Team Leader role will be removed. The Environmental Support Services Team Leader will be invited to apply for the position of Support Services Manager. This will be a merit based interview process.

Enquiries & Administration

T: 02 6582 8923 F: 02 6584 5062 E: admin@gardenvillage.com.au www.gardenvillage.com.au All donations over \$2 are tax deductible

Whilst we anticipate some initial disruption by way of staff adjustment, we see no negative impact to services.

Maintenance worker - Electrician

The outsourcing of refurbishment work largely reduces the overall electrical work within Garden Village and as such the role of Maintenance worker – Electrician will be excess to requirements. This position will be made redundant.

There will be no disruption to services with Garden Village engaging an external contractor under a Service Level Agreement to carry out any ad-hoc electrical work required.

Maintenance worker – Special projects/Carpenter

The outsourcing of refurbishment work largely reduces the overall carpentry work within Garden Village and as such the role of Maintenance worker – Special projects/Carpenter will be excess to requirements. This position will be made redundant.

There will be no disruption to services with Garden Village engaging an external contractor to undertake all building and carpentry work within Garden Village.

Maintenance and Environmental Support Services Staff:

The restructure will have no impact on the remaining maintenance and environmental support services staff. The only change will be that of their reporting line. All staff will report to the new position of Support Services Manager.

3. Timetable

We intend to communicate the change to the affected staff on 6 November 2019 and we anticipate that the restructure will take effect by 15 November 2019.

4. Redeployment/Redundancy

Garden Village will have one redeployment opportunity (to the role of Support Services Manager). All other positions will be excess to requirement therefore 3 positions will likely be made redundant.

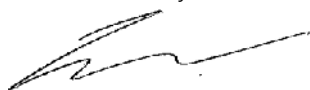
5. Availability of counseling and Outplacement services

Garden Village has an employee assistance program in-situ allowing the affected staff members and/or their family to contact a counselor 24 hours a day, seven days a week.

Garden Village will engage the services of an outplacement program to support those staff members who have been made redundant to find meaningful employment elsewhere.

If you have any questions or would like to discuss this matter further, please don't hesitate to contact me on 02 6582 8918 or craigw@gardenvillage.com.au

Yours sincerely,



Craig Wearne
Chief Executive Officer