

6 February, 2019

Dear Staff Member

Intention to Sell Council's Residential Aged Care Facilities

On Tuesday 5 February, Glen Eira City Council, the last council in Victoria still operating residential aged care, resolved to sell its three aged care facilities — Rosstown in Carnegie; Spurway in Murrumbeena; and Warrawee in Bentleigh East.

Since the first of its facilities opened more than 40 years ago residential aged care has become increasingly complex and challenging.

Council is proud of the quality care it provides but recognises that specialist aged care providers are best placed to provide the quality care, enhanced allied health services and activities aged care residents will need in the future.

What does this mean?

Protecting the interests and wellbeing of aged care residents and employees is Council's priority.

Council will only sell to a specialist aged care provider that:

- will offer all permanent staff affected by the change a similar job, if a staff member wants one;
- has a proven track record providing quality residential aged care with high resident and employee satisfaction;
- will honour the current resident agreements; and
- has the financial capacity to invest in the facilities and services.

Information sessions for staff

A number of information sessions will be held for staff. You are encouraged to attend one of these paid information sessions:

- Thursday 7 February 2019 at Packer Park Pavilion (120 Leila Road, Carnegie) from 7:30pm-8:30pm; OR
- Friday 8 February 2019 at Duncan Mackinnon Reserve Pavilion (Cnr North and Murrumbeena Rds, Murrumbeena) from 9:30am-10:30am; OR

- Friday 8 February 2019 at Caulfield Park Pavilion (Balaclava Rd Caulfield North) from 4:30pm-5:30pm; OR
- Saturday 9 February 2019 at Duncan Mackinnon Reserve Pavilion (Cnr North and Murrumbeena Rds, Murrumbeena) from 11am-12noon.

If you are unable to attend any of these sessions, please contact Neda Ross on 9524 3778 for an alternative option.

Staff consultation

To ensure your views are heard, Council will also be co-ordinating a formal staff consultation process. A feedback form is attached to this letter and will allow you to have a say on the transition process. More details on this process will be provided at the information sessions. Prompt consideration will be given to any feedback provided.

Employment arrangements

If Council sells its residential aged care facilities and a transfer of ownership occurs, this would result in a change to service delivery and your current position as a Council employee would most likely no longer be required.

If you are a permanent employee and your position is made redundant (no longer required by Council), there will be a number of options open to you. You could agree to transfer your employment to the new owner, be redeployed within Council if there is a suitable vacant position available or be retrenched (leave the organisation with your severance entitlements as outlined in Council's *Enterprise Agreement*). More detail on the above options is provided in the enclosed 'Your Questions Answered' document

Council's current Enterprise Agreement sets out the applicable process, your entitlements and your obligations. Council's obligations and processes will be different if you are a casual or temporary staff member.

Council is in the process of notifying the Australian Services Union and the Australian Nursing and Midwifery Federation of Council's decision.

Other issues and options may also come out of the consultation process.

Please contact us

We understand that you may have questions or concerns about the sale process and the impact it may have on you. Please be assured that we are committed to supporting you through this process. Enclosed is 'Your Questions Answered' that I hope will be a useful resource and provide you with the information you need.

If you would like to speak with someone regarding the information contained in this letter, please call Neda Ross on 9524 3778. I understand that processes like this can be challenging. Should you need it, please remember Council offers confidential counselling for all staff through the *Employee Assistance Program*. You can contact the service (Lifeworks) by calling 8650 6262. Information on

counselling is also available on Council's intranet, or from program providers Lifeworks:
www.lifeworks.com.au

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'RM', with a small dot above the 'i'.

Rebecca McKenzie
Chief Executive Officer

Your questions answered

Overview summary:

On Tuesday 5 February, Glen Eira City Council, the last council in Victoria still operating residential aged care, resolved to sell its three aged care facilities — Rosstown in Carnegie; Spurway in Murrumbeena; and Warrawee in Bentleigh East. Letters have been issued to you providing information and how to source more details. A series of questions and answers are also provided (below) to assist.

<p>I am a permanent staff member, what are my options, should the sale proceed?</p>	<p>When Council sells its aged care facilities, the ownership of Rosstown, Spurway and Warrawee will transfer to a specialist provider resulting in a change to service delivery. Council would no longer own the facilities and as such, your role with Council would likely no longer be required.</p> <p>At this time, should you wish to be employed by the new owner of the facilities they will need to offer you a similar role if they have one available.</p> <p>If you do not want to be employed by the new provider or if your role is deemed redundant, you can:</p> <ol style="list-style-type: none"> 1) Choose to be retrenched which means you will no longer be employed by Council and will receive a severance package that provides you with all entitlements as outlined in Council’s current Enterprise Agreement. <p>OR</p> <ol style="list-style-type: none"> 2) Choose redeployment if a suitable vacant position at Council is available. This means you can request to be redeployed to a suitable vacant position at the same band level or lower in the organisation if it is deemed suitable. There is also an option to be retrained (if reasonable) for redeployment to a suitable alternative position. All position vacancies will be given to you during this process to assist in making your decision. <p>OR</p> <ol style="list-style-type: none"> 3) If you want to be redeployed and there is no suitable vacant position available at that time, you may choose to undertake alternative duties for up to three months, while waiting to see if a suitable vacant position arises. If at the end of this time there is no position available, you will be retrenched and receive a severance package that provides you with all entitlements as outlined in Council’s current Enterprise Agreement.
<p>What if I am a casual or temporary staff member?</p>	<p>The processes that will apply will be different for each employee and will depend on a number of factors such as the amount of time you have been employed with Council and the details of your current engagement.</p>

<p>Will residents continue to receive care during this process?</p>	<p>Quality care will continue to be provided while the sale process is underway. After a sale the purchaser will be required to ensure a smooth transition for residents, families and staff.</p>
<p><i>Will I be consulted?</i></p>	<p>Yes. A feedback form is attached and you can put forward your views in relation to the transition process. Any feedback will be given prompt consideration.</p> <p>There will also be Consultation Sessions with staff/unions.</p> <p>Staff can submit their feedback form to the Executive Manager People & Culture Mary-Anne Palatsides, Glen Eira City Council, PO Box 41, Caulfield South 3162. You can also email consultation@gleneira.vic.gov.au</p>
<p><i>Will I be kept informed?</i></p>	<p>Council recognises that staff will have questions and is keen to ensure they are supported throughout the process.</p> <p>To inform you further, you've been invited to attend one of the following scheduled Information Sessions The sessions are being held on :</p> <ul style="list-style-type: none"> • Thursday 7 February 2019 at Packer Park Pavilion (120 Leila Road, Carnegie) from 7:30pm-8:30pm; OR • Friday 8 February 2019 at Duncan Mackinnon Reserve Pavilion (Cnr North and Murrumbeena Rds, Murrumbeena) from 9:30am-10:30am; OR • Friday 8 February 2019 at Caulfield Park Pavilion (Balaclava Rd Caulfield North) from 4:30pm-5:30pm; OR • Saturday 9 February 2019 at Duncan Mackinnon Reserve Pavillion (Cnr North and Murrumbeena Rds, Murrumbeena) from 11am-12noon. <p>You will be paid to attend one of these sessions. If you cannot attend, please contact Neda Ross on 9524 3778 for an alternative option.</p> <p>Council will also be in contact with you, residents and their families and will keep you informed as new information becomes available.</p>
<p><i>Counselling is available</i></p>	<p>Council offers confidential counselling for all staff thorough its <i>Employee Assistance Program</i>. This can be used for personal or work related issues for you and your immediate family.</p> <p>You can contact Lifeworks by calling 8650 6262.</p> <p>Information is also available on Council's intranet or at www.lifeworks.com.au</p> <p>During this process, counsellors from Lifeworks will be available for personal consultations.</p>

