

MEMORANDUM:

To: All Nursing and Aged Care Employees
From: Tim Humphries
Issue Date: 26 October 2021
Re: Homestyle Aged Care Services, ANMF and HSU Enterprise Agreement 2021 – 2023
(the proposed Agreement)

VOTING

Background

As you know, Homestyle has been negotiating a new enterprise agreement with the ANMF (Vic Branch) and HWU to replace the *Homestyle Aged Care Services, ANMF and HSU Enterprise Agreement 2017 - 2021 (2017 Agreement)*. The 2017 Agreement currently applies to you in your employment.

We have met and communicated with the ANMF (Vic Branch) and HWU over the course of many months to negotiate the terms of the proposed Agreement. The negotiations, which have been productive and conducted in good faith, have concluded and we are pleased to now release the proposed Agreement to you and allow you to cast a vote on the proposed Agreement.

The proposed Agreement

The proposed Agreement includes a number of great improvements from the current Agreement. It also maintains the many existing benefits and entitlements under the current Agreement.

Copies of the proposed Agreement are available to you at the following locations:

- Staff Rooms at your Homes, please leave the copy for others to read
- Available to access on our Careers Page of the Homestyle Aged Care Website (www.homestyleagedcare.com)
- Emailed to your personal email addresses (and work email if you have one). If you do not receive a copy via email and wish to do so, please send an email to confirm your email address dgriffiths@homestyleagedcare.com.au
- If, for any reason, you need assistance obtaining a copy of the proposed Agreement, please let Dawn Griffiths know (dgriffiths@homestyleagedcare.com.au) as soon as possible and she will print and send you a hardcopy.

To assist in helping you understand the terms of the proposed Agreement and how they apply to your employment, we have released another Memo ('Key Updates') setting out the key updates / changes between the 2017 Agreement and the proposed Agreement. We have scheduled a number of repeat information sessions (see below for more information) to ensure all employees are able to attend session, and they will cover:

- the terms of the proposed Agreement, including the updates compared to the current Agreement;
- the voting details; and
- any questions from staff about the proposed Agreement.

We believe that the proposed Agreement will continue to support us in providing a great workplace by attracting and retaining staff, and allow us to continue to provide quality care to our residents.

Opportunity to Review New Agreement (Access period)

We must allow you a reasonable opportunity to decide whether you want to approve the making of the proposed Agreement and as such you have 7 clear days to consider the proposed Agreement prior to casting a vote. This period is known as the 'access period'. The access period formally starts **today**.

During this access period:

- you will have access to the final version of the proposed Agreement that you are being asked to vote on;
- we will conduct information sessions to explain the terms of the proposed Agreement and their effect; and
- at any time during this access period, or during the vote period you are strongly encouraged to review the proposed Agreement and ask any questions.

Information session on the proposed Agreement

Due to COVID-19 restrictions we will conduct virtual Webinars information sessions as below:

- [Tuesday, 26 October at 6 pm](#)
- [Wednesday, 27 October at 3:30 pm](#)
- [Thursday, 28 October at 1:30 pm](#)
- [Friday, 29 October at 12-mid day](#)

These are repeat sessions to ensure that all employees are able to attend a session. Please click on the link to register for the session, you will receive an invitation to the identified email, along with a calendar reminder. Please plan to join the session 5 minutes early.

Attendance at the meeting is not mandatory, however you are all strongly encouraged to attend a session and learn about the proposed Agreement and how it will operate. You will also be invited to ask any questions, for example about how the proposed Agreement will apply to you.

If you are absent or unable to attend a session, please let me know and I can schedule a catch up to talk you through the material / proposed Agreement.

As above, we have also released a 'Key Updates' Memo which summarises the key updates / changes from the 2017 Agreement to the proposed Agreement. The key updates memo is a summary document only, so you are encouraged to review the proposed Agreement, attend an information session and ask questions about the proposed Agreement to ensure you have a good understanding of the terms of the proposed Agreement and their effect to your circumstances.

Voting

You will have a reasonable opportunity to consider the proposed Agreement and attend an information session ahead of actually voting. The below sets out the voting details.

1. We will commence the “access period” for staff today, Tuesday 26 October 2021.
2. The vote will be cast electronically and run through GoVote (*refer to detailed “How to Vote” instructions attached*).
3. You will be able to vote any time from **8.00am on Wednesday 3 November 2021** and prior to the close of voting at **4:00pm on Tuesday 9 November 2021**. You will **not** be able to vote outside this timespan.
4. On the closing date for voting and after the time when the vote closes, the votes will be collated. The result will be declared with the following details:
 - the total number of valid votes received;
 - the respective numbers of votes 'for' and 'against'; and
 - whether the vote has been carried or lost.

These results will be posted on staff noticeboards so that all affected employees may examine the results.

What happens next?

If a majority of relevant employees who cast a valid vote decide that they want to approve the making of the proposed Agreement, it will be submitted to the Fair Work Commission (**FWC**) for approval.

It can take up to 2-3 months for the FWC to review / approve an application.

In the circumstances where the proposed Agreement is approved by the FWC, the proposed Agreement will come into operation 7 days after it is approved by the FWC and it will govern the minimum terms and conditions of your employment and replace the 2017 Agreement.

Wage and allowance increase if there is a majority ‘YES’ vote

Under the proposed Agreement, the first wage and allowance increase comes into effect from the first full pay period on or after (**FFPPOOA**) 1 July 2021.

If a majority of relevant employees who cast a valid vote, vote in favour of the making of the proposed Agreement, Homestyle will within two pay cycles of a majority ‘YES’ vote, and in recognition of your hard work and commitment, implement the FFPPOOA 1 July 2021 and make the necessary arrangements for the back-payment of wages (to the FFPPOOA 1 July 2021).

This means that within two pay cycles of a majority ‘YES’ above (as opposed to once the proposed Agreement is approved by the FWC and comes into operation which can take up to 2-3 months), all nursing and aged care employees covered by the proposed Agreement will receive the first increase under the proposed Agreement and backpay to the FFPPOOA 1 July 2021, within the Pay Period Ending 12 December 2021. As above, this will only occur if a majority of relevant employees who cast a valid vote, vote in approval of the proposed Agreement.

Contact

If you have any queries regarding the proposed Agreement or the voting process, please contact Dawn Griffiths, General Manager Human Resources via email (dgriffiths@homestylegedcare.com.au) or telephone (0414 243 949).

Yours sincerely

Tim Humphries
CEO