

# Staff Memorandum



**To:** All Killean staff  
**From:** Melissa Scott – Director Residential Aged Care Services  
**CC:** Dymphia Cohen – Facility Manager, Ellena Spence – Director People and Culture  
**Date:** Friday, 7 October 2022  
**Subject:** Roster restructure

Dear Registered Nurses, Enrolled Nurses and Care staff,

Please be advised that we have restructured base rosters for Registered Nurses, Enrolled Nurses and Care staff in Beresford Coward and Arrawatta.

These base rosters are in line with changes to workload and workflow requirements and also encapsulates the changes required to care minutes per resident under the new AN-ACC funding arrangements.

The new roster is designed to reduce vacant lines, supporting fatigue and overtime requirements.

There will be consultation/feedback meetings weekly for the following 3 weeks commencing Tuesday the 11<sup>th</sup> of October at 1100hrs and the following meetings will be:

- Monday 17<sup>th</sup> October 1330hrs
- Monday 24<sup>th</sup> October 1330hrs

All feedback will need to be submitted by 24<sup>th</sup> October close of business for review as the tentative roll out period will be fortnight commencing 31<sup>st</sup> October 2022.

The rosters have been sent through to respective union contacts and are attached to this memo.

We look forward to seeing you all at the first meeting on the 11<sup>th</sup> of October 2022.

Stay safe and warmest regards

Melissa Scott

Director Residential Aged Care Services



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