

28 March 2023

Dear Colleagues,

Since assuming responsibility for Bundaleer in July 2022, Apollo Care has sought to progressively evaluate and improve the safety and quality of care and services, including evaluating the model of staffing and roster.

Evaluation of the model of staffing and roster has sought to answer the following questions:

- Is there sufficient staff to meet residents care needs?
- Are there sufficient staff on all shifts?
- Are there sufficient staff in all departments?
- Is the skill mix of staff right to provide safe, high quality care and services?
- Are there any areas where there are more staff than required?
- Do staff have sufficient supervision and support?
- Is there a dedicated point of responsibility for key quality and safety tasks?

A thorough review of the Housekeeping and Laundry roster has been completed and I am currently determining which staff may be impacted by the changes. If your roster will change, you will be advised in writing and invited to attend a meeting to discuss the changes. We are committed to working with staff to implement the changes with minimal disruption.

We will be sending out a shift preference form, these preferences will be taken into consideration and will be accommodated wherever possible. Additionally, if you would like to reduce your rostered hours, now would be a good time to negotiate this. Please email [kathleen.barrett@bundaleer.org.au](mailto:kathleen.barrett@bundaleer.org.au) with the details of your request.

If you would like to discuss any aspect of the roster project, please feel free to come and see me.

Yours sincerely



Cassie Simadas

Community General Manager