

27 May 2021

All Employees - SummitCare Smithfield

Delivered: Kronos and Essendex

Dear all,

Notification of Proposed Changes at SummitCare Smithfield

As part of SummitCare's history in the Residential Aged Care sector and our ongoing commitment to excellence in care to our residents and families we constantly assess each of our centres to ensure that they all remain fresh and modern.

As part of our ongoing commitment to the Aged Care Quality and Safety Commission Standards we have determined that our multi share rooms may compromise the privacy, dignity and wellbeing of our residents. For this reason we have made the decision to reduce the number of residents in each room.

To achieve the above goal our project planning department has been looking at modernising our homes with new furnishings and design features and you may have seen some beds removed from multi bed rooms in order to provide more space and comfort for our residents. Our aim is to reduce the resident numbers in each room to 1 or 2 across the SummitCare Group, depending on the size and configuration of the rooms.

This reduction in residents may lead to changes in staffing levels, as this needs to be in line with the requirements of SummitCare Smithfield. Hours will be based on a balance of operational requirements and the needs of our residents. We will be aligning the master roster to our current staff that we have at our facility to determine how this change may impact each of you.

As part of this process we will hold a **staff meeting on 11 June 2021 at 2.00 pm** to discuss this matter more fully and we do anticipate having more information available to you by the time of the meeting.

We are exploring suitable redeployment opportunities should they be required for all staff impacted by these proposed changes within SummitCare.

Following on from the staff meetings if you have any special circumstances that you wish to bring to our attention regarding your relocation to another SummitCare facility please put your request in writing to your General Manager letting us know by 18 June 2021 and we will give such matters due consideration.

From today until 9 July 2021 we will be available to consult with you to discuss your needs and gain an understanding of who would like to consider a role at another facility closer to home, as we have many opportunities available. If you require an appointment to discuss your circumstances please contact your General Manager.

In order to maintain confidentiality, you must not discuss the issues or content of the meeting with any person (other than your support person for explanatory purposes); utilise social media or any other form of commentary regarding this matter. Please direct any correspondence to me in relation to this matter.

We understand that this may be a difficult time for you. We would also like to take this opportunity to remind you that we offer you access to SummitCares' Employee Assistance Program (EAP) 24 hour phone line 1300 663 155. This is open to you to give you the opportunity to talk to a free professional counselling service outside the workplace. The EAP gives you an opportunity to discuss, confidentially, personal or workplace issues that may arise within or external to the workplace.

Finally, we would like to thank you for your contribution and dedication to Summit Care over the years.

Yours sincerely,



Akanksha Bernard
General Manager

CC Health Services Union
NSW Nurses and Midwives' Association
Actevate EAP Provider