

## TENTERFIELD CARE CENTRE

16 February 2021

**PRIVATE AND CONFIDENTIAL**

Gerard Hayes – Secretary HSU  
Via email: [info@hsu.asn.au](mailto:info@hsu.asn.au)

**Re: Notification of change – Tenterfield Care Centre**

This letter serves as a notification of change in accordance with our obligations in Clause 31 of The Tenterfield Care Centre Limited NSWMA and HSU NSW Enterprise Agreement 2017-2020

We would like to notify the Health Services Union (HSU) that we intend to make changes to the rosters relating to kitchen services within the Haddington facility. The changes are being implemented as a result of an independent analysis of the services. Recommendations regarding changes to the roster, have been made to allow for efficiencies within the organisation.

The effect of the proposed changes are outlined below, where shift start and finish times will change:

- The cook shift is currently 06:00 – 14:30. To allow better supervision across the day, concentrating on the more complex meals, lunch and dinner, proposed new shift time to be 07:30 – 16:00.
  - The afternoon kitchen hand shift is currently 14:00 – 19:00. Proposing this be changed to 15:00 – 19:00.
  - The morning kitchen hand shift will remain the same 06:00 – 14:00.
  - The midday kitchen hand shift will remain the same 12:00 – 20:00.
  - There will no longer be a need for the additional 3-hour kitchen hand morning shift (08:30 – 11:30).
- No employees will have their contracted hours reduced, however the time and day of when they work their hours may be varied, with consultation.

There have been some other efficiencies identified with relation to how the paper/administration days are allocated over the fortnightly period for the kitchen supervisor. However, due to current levels of absenteeism and staff shortages, this proposed change will be placed on hold and reviewed again in the future.


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The time which the changes are likely to take effect is from 15 March 2021.

Tenterfield Care Centre commenced meetings to advise staff of the proposed changes earlier this month and have been providing a draft duties list and the proposed new roster, to the affected staff for review. We will continue meetings through the week ahead, until all affected staff have been notified. We will consult and discuss this change with employees and their relevant representatives and give consideration to matters raised by the employees and the HSU on their behalf.

If you wish to discuss this matter, please contact the undersigned on (02) 6736 4444.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Fiona Murphy', is written over a horizontal line. The signature is stylized and cursive.

Fiona Murphy  
Chief Executive Officer