

Karitane Hotel Services Roster Review

Dear Member,

The HSU has received notification from Karitane management of a roster review within the Hotel Services department. Please find attached documentation.

If you have any concerns regarding this correspondence, please contact HSU Organiser Gail Owens on 0448 110 086 or email gail.owens@hsu.asn.au.

HSU Organiser and member involvement

Your HSU Organiser will be visiting your workplace shortly and convening a meeting to discuss with members.

Please distribute this newsletter to your work colleagues for their information and comments and encourage them to attend the meeting.

Not a member of the HSU? Now is time to join and have your say! You can join online at www.hsu.asn.au/join or call 1300 HSU NSW and join over the phone.

A union's effectiveness and negotiation power depend upon the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Matter for Discussion – Brief

Issue:	Date: September 2018
Karitane Hotel Services Staff Roster Review – Brief for Health services Union (HSU)	

Executive Sponsor

Grainne O’Loughlin, CEO, Karitane

Purpose

To provide an overview of the proposed Karitane Hotel Services staff roster for the Health Services Union (HSU).

Recommendation

Karitane will implement the findings of the review to deliver a streamlined roster system for hotel services functions that provides an effective and efficient service, appropriate governance, offers development that support hotel services staff.

Background

During the period February to August 2018, it was identified that relief cover for the evening service (commences at 2pm) was not always available due to hotel staff or casuals not being available or unable to cover this shift. The Director of Governance & Corporate Services (DGCS) consulted with the Hotels Services Coordinator and staff at the June and August staff meeting to advise that a review of the roster would be occurring to enable more coverage from 2pm to 730pm..

In September 2018, management advised that services at Liverpool Parenting Services would be relocating to other sites (Carramar and Oran Park Community Centre). This relocation means that the 8 hours/week hotel services cleaning allocated to Liverpool Parenting Service would no longer be required at Liverpool, but the hours would be transferred to the Carramar site. No loss of hours would occur but roster review was to occur.

The purpose of the review:

To provide an opportunity to improve hotel services availability to meet the needs of the organisation. Relocate hours from Liverpool to Carramar service where parenting service are to commence on a Friday.

Expected Outcomes:

Improved hotel services roster to cover period 6am to 730pm at Carramar..
 Distribute hotel services activities equitably across all hotel services staff
 Upskill staff in food preparation
 Inform staff efficiencies through data feedback

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Project Sponsors:

Executive: DGCS and DCS

Project Stakeholders:

Board
Executive
Managers
Clinical Teams
Hotel Services staff
Clients

Project Lead: DGCS

Project Review Team:

Hotel Services Coordinator - information sharing, staff support, implications for service delivery.
HR Coordinator: Advice on HR matters
DEBD: Education and training as necessary
Safety & Quality Coordinator: Safety& Quality matters
DCS – Project support, communication and implementation planning

Timeframe:

Commence July, 2018
Complete November, 2018

Key Milestones:

Meeting with team and individuals re changes.
Advise HSU
Develop proposed roster
Consult with individuals teams roster changes
Revise roster change as necessary
Consult with staff final change
Implement new roster

Financial Analysis

Possible increase in evening wages

Expected Benefits

Effective and efficient hotel services allocation of services to cover client and corporate services and cover the one current evening for unexpected leave.

Risks

Staff concerns about changes and impact.

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