



# Rostering Policy

## Scope

This policy applies to Brook RED employees, volunteers, and students on placement.

## Purpose

To ensure that Brook RED services are efficiently and appropriately supported by employees, volunteers, and students on placement.

## Principles

Brook RED is committed to supporting our employees, volunteers, and students on placement by ensuring that they are adequately supported while working. We believe that our services and supports are important to the community we support and we will work to ensure that we provide adequate employees, volunteers, and students on placement to support these.

## Policy

### 1. Adequate resourcing

Brook RED will ensure that there are sufficient employees, volunteers, and students on placement to carry out planned activities. Where this is not possible, activities will be adjusted such that staffing is adequate. Brook RED ensures that a Senior, Coordinator, or Manager is on shift or available by telephone at all times.

### 2. Shift duration

Shift durations will be consistent with the guidelines set out in the Social, Community, Homecare, and Disability Services Industry Award 2010.

### 3. Preferences and requests

Wherever possible and reasonable, Brook RED will endeavour to roster employees, volunteers, and students on placement in consideration of personal preference. This may not always be possible due to operational considerations.

### 4. Self-rostering

In negotiation with the General Manager, some Brook RED teams may self-roster such that they perform their contracted amount of hours on a schedule of their own making. In these cases, self-rostered hours must be scheduled to allow for the carrying out of delegated duties and must be consistent with the guidelines set out in the Social, Community, Homecare, and Disability Services Industry Award 2010.

### 5. Casual shift Allocation

Casual shifts will be allocated to employees in the casual pool. Efforts will be made to evenly distribute shifts where possible while at the same time considering the impact of consistency on service delivery.

### 6. Leave

Leave is allocated in accordance with the Employee Leave Policy.

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## References

Brook RED Employee Leave Policy

Social, Community, Home Care, and Disability Services Industry Award 2010

## Document Control and Record of Changes

Version	Effective Date	Approved by	Summary of Change	Date of Next Review
Version 01	January 2016	Eschleigh Balzamo	Introduction of new policy	-
Version 02	April 2017	Eschleigh Balzamo	Change of format	January 2018
Version 03	May 2017	Eschleigh Balzamo	Change to version control	January 2018
Version 04	September 2019	Eschleigh Balzamo	Review and update	January 2021
Version 05	June 2021	Eschleigh Balzamo	Review and Update	July 2023
Version 06	August 2023	Eschleigh Balzamo	Review and Update	August 2025

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.