



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 2024 |

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.