

Mr Gerard Hayes
General Secretary
Health Service Union
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Level 2 109 Pitt Street
Sydney NSW 2000

Email: secretary@hsu.asn.au

To whom it may concern

**Notification Crookwell District Hospital – extension of administration hours 8.00am – 4.30pm
Weekends**

I am writing to you regarding a proposal to change the operating hours for Crookwell District Hospital administration.

This is a proposal. No decision has been made. I am advising staff of the proposal and inviting feedback. I will consider all feedback and will then advise of the decision made.

The intention of this proposal is to:

Crookwell District Hospital/Administration staff –

Shift Patterns Monday - Friday: AM 0800 – 1630pm (Reception/ED), 0700 – 1530 (Ward)

Weekends: 0800 – 1630

A summary of the impact of this proposal includes:

- Additional administrative operating hours – weekends 0800 – 1630. All staff to be rostered to accommodate additional shifts.
- Change is to provide administrative support for the hospital on the weekends.
- No change to staffing – 2.77 FTE to be fully recruited by October 2024 – an offer has been accepted.
- No changes to organisational structure, positions or reporting lines.
- All administrative positions to be included in this new roster.
- Any reasonable adjustment requests will be considered, and timeframe provided.

Any staff member affected by these proposed changes will be managed in line with [NSW Health Policy Directive: Managing Excess Staff of the NSW Health Service](#).

Where new positions are advertised, internal staff would be able to apply.

Jessica Davis & I - will hold consultations as required where there will be an opportunity for staff to ask questions and provide feedback on the proposal. An initial meeting was held:

Southern NSW Local Health District
ABN 94 495 894 851
Chief Executive

SNSWLHD-OfficeoftheCE@health.nsw.gov.au

PO Box 1845 Queanbeyan NSW 2620

Telephone: 02 6150 7329 Website <http://www.snswlhd.health.nsw.gov.au>

- 1 pm, 17 September 2024 onsite & MS Teams
 - Mr Mark Jay was advised of this meeting Friday 13 September 2024

If you have any questions or wish to provide feedback on this proposal, please contact Jessica Davis, Administration Manager Inland Network a via email Jessica.Davis@health.nsw.gov.au

Any feedback should be provided by COB Thursday 3 October 2024. It is anticipated that feedback considered these arrangements maybe in place by the roster period beginning 11 November 2024.

Yours sincerely

Larissa Manning

Larissa Manning

Director of Nursing/Site Manager Crookwell Health services
Southern NSW Local Health District

17th September 2024

Attachments: Letter to all staff