



16 September 2024

Mr Gerard Hayes
Secretary
Health Services Union NSW/ACT/QLD
Level 2, 109 Pitt Street
Sydney NSW 2000

By Email: secretary@hsu.asn.au

Re: Ward Clerks and Clinical Support Officers at Canterbury Hospital

Dear Mr Hayes,

I write regarding correspondence received from the Health Services Union (HSU) on 23 August 2024 and 26 August 2024 regarding Clinical Support Officers (**CSOs**) providing leave relief for Ward Clerks and the proposed change to rosters and duties for Ward Clerks at The Canterbury Hospital (**TCH**).

Currently Ward Clerks are working a variety of shift times which are largely based around personal preferences which is not conducive to optimal service requirements. For instance, the earlier commencement and finish times are leaving the wards without a Ward Clerk during a busy period of the day. This is having an adverse impact on services such as late discharges.

Ward Clerks have been advised that their rosters are currently being reviewed and we plan to meet with the staff and HSU on proposed new rosters. We will advise further as to when those meetings are to be undertaken. Please be advised there is no proposed changes to the duties of the Ward Clerks.

In regard to CSOs providing leave relief for Ward Clerks, Nursing Unit Managers have been advised that when rostering their CSOs and Ward Clerks, they should not be rostered leave at the same time. During periods of leave, and in accordance with Clause 33 of the Health Employees' Conditions of Employment (State) Award 2023 -- Labour Flexibility, staff may be asked to carry out duties as are reasonable and consistent with their classification to ensure continued service provision during periods of leave.

I trust the information provided has been of assistance.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Michael Morris', written over a white background.

Michael Morris

General Manager

Cc Kym Morgan, Organiser, Public Health Metro, HSU, Kym.Morgan@hsu.asn.au