

PRIVATE & CONFIDENTIAL

15<sup>th</sup> May 2024

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

By email: [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)  
[info@hsu.asn.au](mailto:info@hsu.asn.au)

Dear Mr Hayes,

**Re: Proposed changes for SAU/ED Wardsperson/Cleaners – Belmont Hospital**

I write to the Health Services Union (HSU) to advise of proposed changes within the Wardsperson department at Belmont Hospital. In particular the Sub Acute Unit (SAU) and the Emergency Department (ED).

Currently we have two (2) Wardsperson/cleaner who predominantly work within the SAU. Whilst they are employed as Wardsperson/cleaner at Belmont Hospital, most of the work has been completed in the SAU. Both of these employees currently work 0600 – 1430.

The Health District is proposing to relocate both of the current Wardsperson/Cleaners from SAU to ED. The Health District are further proposing a change in shift time to be 0700 – 1530. The current HealthShare Services cleaners in ED will be relocated to SAU to complete their cleaning tasks. Their shift times will remain unchanged.

The Health District believes this change will improve service delivery within the emergency department as there will be a Wardsperson available when the Health and Security Assistant is attending security matters, thus decreasing risk to patient and staff. The support of the additional Wardsperson will enhance efficiency and response times during emergencies and busy periods with an overall goal of improving patient flow.

We have today met with the two (2) staff who we propose to relocate from SAU to ED. In addition we have discussed our proposal with the HealthShare Services Manager who will discuss same with their staff. We have provided our staff members 2 weeks to provide feedback on the proposed changes.

We are proposing to implement a three (3) month trial of the new arrangements, commencing from 3<sup>rd</sup> June 2024. At the conclusion of the trial we will invite all staff to participate in an end of trial evaluation.

We would now like to invite the Health Services Union to partake in this consultation process and provide their feedback regarding the relocation of two (2) employees from SAU to ED and a change in shift times for this position in ED from 0600 – 1430 to 0700 – 1330 as outlined above. It would be appreciated if any feedback could be provided to me no later than **Close of Business 29<sup>th</sup> May 2024**. Any feedback can be emailed to me at [Gabriella.Sharp@health.nsw.gov.au](mailto:Gabriella.Sharp@health.nsw.gov.au).

Should no feedback be received by the above date we will take this as your acceptance of the above proposal and proceed with trial implementation.

If you have any questions or concerns please do not hesitate to contact me on (02) 4923 2686 or email [Gabriella.Sharp@health.nsw.gov.au](mailto:Gabriella.Sharp@health.nsw.gov.au).

Yours sincerely,



**Gabriella Sharp**  
Patient Support Services Manager  
Belmont District Hospital  
Hunter New England Local Health District

cc. *Jenny Martin – General Manager, Belmont Hospital*  
*Melissa Booth – Senior HR Business Partner, GMHS*