



CM Ref: SWD24/61495

Mr Gerard Hayes
Secretary
Health Services Union
Level 2, 109 Pitt Street
SYDNEY NSW 2000
secretary@hsu.asn.au

Dear Mr Hayes

I am writing to advise you of proposed changes to the District Engineering Services within Capital Works and Infrastructure, South Western Sydney Local Health District (SWSLHD) which has the potential to directly affect your members.

The Engineering Services across SWSLHD currently use a paper-based timesheet system for employees to record their rostered shifts. District Engineering Services proposes to extend the use of staff access cards (Smart Card System) for staff to electronically sign in and out of their shift at a dedicated Smart Card Reader which will be in the Engineering Office at each facility. The change will apply to all staff within the District Engineering Services across SWSLHD.

The use of an electronic system to sign in and out of rostered shifts will allow better management of daily timesheets, rostering, and a reduction in the use of paper timesheets.

As a result of the proposed change the staff members working from Community Health Centres will be required to start and finish from a main hospital.

The change to electronic timesheets also aligns with the NSW Health's sustainability goal to become a more sustainable health system, one of the ways we can reduce our impact on the environment is to reduce the use of paper.

To move forward with the implementation of the proposed change, we are scheduling a consultation meeting with the staff members to discuss the proposed change and to provide an opportunity for feedback and any other suggestions for consideration. I am writing to invite you to attend a meeting with employees to discuss the proposed changes at 10 am and 1 pm on 29 May 2024, and to provide any comments regarding the proposed changes. A TEAMS meeting invite will be sent out in due course.

The proposed implementation date for this electronic sign in and out system is 17 June 2024, once consultation has been concluded.

Alternatively, I would be happy to meet to discuss this matter further with your representatives prior to this meeting.

South Western Sydney Local Health District acknowledges the traditional owners of the land.

General Correspondence

Email: SWSLHD-ESU@health.nsw.gov.au

Website: www.swslhd.health.nsw.gov.au

South Western Sydney Local Health District

ABN 46 738 965 845

Liverpool Hospital Eastern Campus
Locked Bag 7279 Liverpool BC 1871
Tel 612 8738 6000 Fax 612 8738 6001

If you would like to discuss the proposed changes further, please do not hesitate to contact me by email at Damian.Harrington@health.nsw.gov.au (& copying in SWSLHD-CapitalWorksInfrastructure@health.nsw.gov.au) or by phone on 02 8738 8841.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Damian H', with a large loop at the end of the signature.

Damian Harrington
Director Capital Works and Infrastructure
SWSLHD

Date: 20 May 2024

encl. Factsheet for the electronic sign in and out process