



PRIVATE AND CONFIDENTIAL

Mr Gerard Hayes
Secretary - HSU
Health Services Union
Locked Bag 3
Australia Square, Sydney NSW 1215

Attn: Josh McDonald, Industrial Division, Josh.McDonald@hsu.asn.au

Delivered via email

Dear Mr Hayes,

Re: Proposed changes to rostering with the Linen Services Department at The Children's Hospital at Westmead

The purpose of this letter is to inform you of a proposed change to the rostering pattern of staff within the Linen Services Department at The Children's Hospital at Westmead (CHW).

The Linen Services Department receives linen delivered from contractors and is responsible for sorting and packing bulk items received, as well as delivering to and collecting linen from user areas such as wards and departments via Imprest. The Department maintains a two day supply of linen for emergency use, and washes in-house special items belonging to the Hospital.

Under the proposed change, Linen Handlers will be required to work a rotating roster providing seven day staffing coverage. This change will better enable the Department to meet staffing requirements to ensure obligations to staff, patients and the public are met, and a rotating roster will promote consistent, fair and equitable working conditions for all staff. The proposed change will also enable greater coverage for planned and unplanned leave.

As part of this proposed change, Linen Handlers will be required to sign an updated position description (**Attachment 1**). All other terms and conditions of employment will remain unchanged.

The Consultation Document for the proposed changes is enclosed and outlines further detail (**Attachment 2**). It is important to note that there will be no loss of positions or FTE as a result of the proposed changes.

The staff affected by these changes have been provided with the Consultation Document and the opportunity to provide formal feedback within two weeks. Please provide any additional feedback to the proposal within **two weeks** from the date of this letter.

If you wish to provide feedback or require further information, please contact Marny Thomas, Corporate Services Manager at marny.thomas@health.nsw.gov.au or (02) 9845 2662.

Yours sincerely,



Sam Galluccio
Director of People and Culture

Date: 5-4-2022

Enclosed:

1. *Position description*
2. *Consultation Document*