



**PRIVATE AND CONFIDENTIAL**

9 December 2021

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

Attention: Gwenny Asimus, Organiser via email ([Gwenny.Asimus@hsu.asn.au](mailto:Gwenny.Asimus@hsu.asn.au))

Dear Mr Hayes,

**RE: HNE Imaging Manning Hospital – Additional Shift Time**

I am writing to you in relation to the proposed additional shift time for Administrative staff within the HNE Manning Imaging Department.

The Hunter New England Imaging (HNEI) Department at Manning is proposing to implement a new shift time at 7.30am until 4pm. Currently the service have two (2) 8.00am to 4.30pm shifts and one (1) 8.30am to 5.00pm shift.

It is proposed instead the service will have 1 staff member starting at 7.30am, 8.00am and 8.30am. The purpose of this implementation is to assist with the unit's patient bookings which also begin at 7.30am. Currently patients are arriving without administrative staff being present which is resulting in inefficiencies. The introduction of this shift is essential in providing efficient use of resources and effective patient care.

HNEI Manning Department wish to commence this new shift upon return to normal services following the holiday period at the start of 2022. In the first instance the service will be looking to trial the amended shift for a 6 month period where a review will occur to assess effectiveness.

If the NSWNMA has any concerns regarding the above that they are provided to myself at [Angelica.Quatela@health.nsw.gov.au](mailto:Angelica.Quatela@health.nsw.gov.au). I am also happy to discuss further via phone, I can be contacted on 4921 3418.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Angelica Quatela".

**Angelica Quatela**  
Practice Manager  
HNE Local Health District

CC: Mr Olasunbo Olalere  
Ms Stephanie Clarke, HR Advisor