



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

Attn: Tom Stevanja, Deputy Manager, Industrial Division, tom.stevanja@hsu.asn.au

Dear Mr Hayes

Re: Proposed changes to the sign-in and sign-out system within Cleaning Services at the Children's Hospital at Westmead

I am writing to advise you of proposed changes in the Cleaning Services Department at The Children's Hospital at Westmead (CHW), the Sydney Children's Hospitals Network (SCHN). The changes relate to the proposed implementation of an electronic sign-in and sign-out system.

Under the proposed change, all Hospital Assistants and Supervisors within Cleaning Services at CHW will be required to use their Staff ID card at the new electronic sign-in and sign-out system to swipe in when commencing their shift, and swipe out when their shift ends. This will replace the existing paper-based sign-in and sign-out sheets staff are currently required to use, to record their attendance.

This change will ensure staff attendance is more accurately recorded and in a confidential manner away from public view. All other terms and conditions of employment will remain unchanged.

Affected staff have been notified of the proposed changes and afforded the opportunity to provide feedback. If you wish to provide any feedback or require further information, please do so by contacting Marny Thomas, Corporate Services Manager at marny.thomas@health.nsw.gov.au within two (2) weeks of receipt of this letter.

Yours sincerely

Sayeed Zia
Director of Finance and Corporate Services

Date: 21 October 2021