



08 December 2022

To: Mary Butler, Organiser, Health Services Union (HSU)  
[Mary.Butler@hsu.asn.au](mailto:Mary.Butler@hsu.asn.au)

Navaya Ellis, President, HSU, Byron Central Hospital (BCH) Sub Branch  
[Navaya.Ellis@health.nsw.gov.au](mailto:Navaya.Ellis@health.nsw.gov.au)

All Health and Security Assistant (HSA) staff at BCH

Re: Proposed changes to HSA roster

Dear all,

I am writing about proposed changes to the HSA roster which can be scheduled to start when the new HSA Supervisor commences.

The purpose of this letter is to let you know about the proposed changes to the roster and to give you the opportunity to provide feedback and/or raise any issues or concerns.

There is also a proposed change to the uniform worn by staff covering the HSA Ward and ED shifts.

### 8-hour shift

An eight-hour shift which is currently being covered by Health and Security Assistant (HSA) staff, originated from the former HSA Leading Hand position.

A newly classified position, Health and Security Assistant Supervisor position is being recruited to. This staff member will work an eight (8) hour shift, Monday to Friday and in line with this I am proposing the following changes.

### Proposed new roster times:

Staff	Proposed Roster times	Change
HSA Supervisor	07:00 to 15:30 Monday to Friday	From 06:00 to 14:30
HSA (night)	21:30 to 07:30 (to ensure overlap with Supervisor)	From 20:30 to 06:30
HSA AM (Ward) Mon- Fri	07:30 to 18:00	From 08:00 to 18:30
HSA AM Sat/Sun	07:00 to 17:30	From 06:00 to 14:30
HSA (ED)	10:00 to 20:30	No change
HSA (PM) Mon to Thurs	12:00 to 22:30	No change

HSA (PM) Friday-Sunday)	14:00 to 00:30	No change
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**Proposed uniform change:**

It is proposed that the HSA staff who support the Ward and ED no longer wear the uniform marked 'Security' and wear the standard NSW Health HSA and Wardsperson uniform, in keeping with the rest of the Local Health District.

If you have any concerns or questions about the above proposals, please let me know by **16 December 2022**.

Yours sincerely



Tracey Sheehan

**Acting Executive Officer / Director of Nursing**

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