

1 April 2022

Mr Gerard Hayes  
Health Services Union  
Locked Bag 3  
Australia Square  
Sydney NSW 2000

Send via email: [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Mr Hayes,

Hunter New England Local Health District (HNELHD) writes to commence formal consultation with the Health Services Union (HSU) consistent with our industrial obligations under the Health Employees Conditions of Employment (State) Award 2021.

I am writing in relation to consultation regarding proposed changes that may affect administration staff within the John Hunter Operating Theatres and Same Day/Day of Surgery Unit (SDDOS).

With planning currently underway to prepare for the John Hunter Health and Innovation Precinct, including construction of the Acute Services Building, there has been an opportunity to identify areas of improvement to enhance our service delivery.

The opportunities for change that have been identified include:

- Creating consistent administrative processes and procedures between the existing John Hunter Hospital Theatres 1-10 and Theatres 11-15 before moving into a new central facility. This will enable workforce flexibility.
- Provision of training and induction opportunities for administrative staff to ensure consistent work processes across all theatres.
- Creating a roster with consistent shift start and finish times.
- Small enhancement of staffing for SDDOS. The opportunity to work additional hours will be made available to all staff and managed through an appropriate recruitment processes.
- Creation of a new position of Team Leader designed to provide further supervision and support. This position will be subject to approval and recruited in accordance with NSW Health Recruitment Policy. The creation of this position will offer a career progression pathway to a more senior administration role within the theatre complex.

We will seek feedback from administration staff and nursing management within John Hunter Hospital Operating Theatres and Same Day / Day of Surgery. We also welcome feedback from the HSU and invite a submission on behalf of your members by 5pm on Friday 15 April, 2022.

If you wish to clarify any aspects about this matter, please contact me on (02) 4921 4965 or email [Mitchell.Griffin@health.nsw.gov.au](mailto:Mitchell.Griffin@health.nsw.gov.au) or Sherree McClory, Human Resources Consultant on 4985 3492 or email [Sherree.McClory@health.nsw.gov.au](mailto:Sherree.McClory@health.nsw.gov.au).

Yours sincerely,



**Mitchell Griffin**

Administration Manager  
Surgical Services, John Hunter Hospital  
cc. Sherree McClory – HR Consultant – GMHS-HNELHD

**Hunter New England Local Health District**  
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