

**PRIVATE & CONFIDENTIAL**

11<sup>th</sup> September 2023

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

**By email:** [secretary@shu.asn.au](mailto:secretary@shu.asn.au)  
[info@hsu.asn.au](mailto:info@hsu.asn.au)

Dear Mr Hayes,

**Re: Proposed changes for SAU/STRAS Wardsperson/Cleaners – Belmont Hospital**

I write in relation to a proposed change of shift times and split of duties for the Wardsperson's in the Sub-Acute/Short Term Residential Accommodation Services (SAU/STRAS) at Belmont Hospital. The proposed changes will better facilitate the needs and requirements of the SAU/STRAS unit and whole of Hospital facility, allowing for improved service delivery.

Currently there are two Wardspersons per day between SAU and STRAS. One Wardsperson remains on SAU for their shift completing mostly cleaning duties with the occasional Wardsperson request. The second Wardsperson attends STRAS in the morning and then returns to sub-acute to help finish the cleaning and respond to SAU and STRAS Wardsperson requests as needed.

After consultation with the Wardsperson's, A/NUM of SAU and A/NUM of STRAS it was agreed that having one Wardsperson for cleaning duties on SAU and one Wardsperson float between SAU and STRAS only completing Wardsperson requests with no cleaning tasks attached would be more beneficial for the staff and the wards. Wardsperson's will work on a rotating roster ensuring fairness working across the two wards and duties.

During this discussion shift times were discussed. Current practice has the SAU Wardsperson commence at 0600 and the STRAS Wardsperson commence at 0830. It was discussed and recommended that both Wardsperson's commence at 0600.

A trial of two months commencing from 2 October 2023 was discussed and agreed upon. During the review period feedback will be sought regarding the split of duties as well as the functionality of the shift commencing at 0600. Should the shift change impact negatively on staff, a 0700 commencement time will be considered.

At the conclusion of the two-month trial, should no concerns be raised, the Health District will look to implement the changes of split of duties and commencement times for the Wardsperson's working across SAU/STRAS.

I would now like to invite the Health Services Union to partake in this consultation process and provide their feedback regarding the proposal of splitting duties and changing commencement times for the Wardsperson's working across SAU/STRAS as outlined above prior to the implementation of the changes. As

such it would be appreciated if any feedback could be provided to me no later than **Close of Business Friday 23 September 2023**. Any feedback can be emailed to me at [Gabriella.Sharp@health.nsw.gov.au](mailto:Gabriella.Sharp@health.nsw.gov.au)

If you have any questions or concerns please do not hesitate to contact me on (02) 4923 2686 or email [Gabriella.Sharp@health.nsw.gov.au](mailto:Gabriella.Sharp@health.nsw.gov.au).

Yours sincerely,

**Gabriella Sharp**

Patient Support Services Manager  
Belmont District Hospital  
Hunter New England Local Health District

cc. Jenny Martin – General Manager, Belmont Hospital  
Melissa Booth – Senior HR Consultant, GMHS