

## Tweed Heads Rosters Update

Dear Member,

On Wednesday 23 January 2019, the HSU attended two dispute meetings along with Sub Branch representatives.

Below are the outcomes of the meeting regarding the rosters in the Domestic Services Unit, as provided by Human Resources Manager Virginia Bridge:

### **Wardsperson and Hospital Assistant dispute meeting notes and outcomes**

*I write in confirmation of today's disputes meeting regarding the proposed Wardsperson and Hospital Assistant roster.*

*In summary of the meeting, there was brief discussion regarding the history of the roster review process, in particular the recent roster election process and other actions undertaken following the dispute meeting on 28 November 2018.*

*The total number of votes received and the election results were repeated and there was discussion around the number of staff that choose to participate in the election process.*

*The HSU, Wardsperson & HAG representatives advised that part-time staff held different roster preferences to full-time staff and this was creating concern given the ratio of full-time and part-time staff members in the Domestic Services Unit. After some discussion the following was identified:*

- *Part-time staff preferred to have consecutive days off (i.e. block of days off);*
- *Full-time staff preferred to work less than 7 consecutive days in a row;*
- *Full-time staff preferred a balanced allocation of consecutive weekends on/off (i.e. not working 8 weekends in a row).*

*After constructive discussion the following resolutions were identified:*

- *Kerry Byrne, Workforce Systems Best Practice & Quality Manager, would create one roster in consideration the above preferences.*
- *This roster would be issued to the Management, HSU and the HAG/Wardsperson representatives for discussion prior to distribution to staff.*
- *A joint statement would then be issued by Management and the HSU supporting the implementation of the revised roster.*
- *The timeframe for the above is to support implementation of the new roster by March 2019.*

*Finally, as requested a copy of the shift swap form will be emailed to you by Shujaat Syed, Domestic Services Manager.*

### **HSA meeting notes and outcomes**

*I write in confirmation of today's disputes meeting regarding the Health & Security Assistant (HSA) Roster.*

*At the commencement of the meeting, it was advised by the HSA representative that no proposed roster was available for presentation.*

*The HSA representative, supported by the HSU, then put forward the following for consideration and discussion:*

- In view of the small size of the group, the HSAs seek to implement a fixed roster as opposed to a rotating roster.*
- The HSAs would like to nominate their preferred days off and build a roster, in line with rostering best practice principles, around this.*
- The representative identified that all HSAs have nominated and agreed to preferred days off.*
- An allocation of all shifts (i.e. morning, evening, night) would be worked by each HSA.*

*There was lengthy discussion regarding the potential impacts of implementing a fixed roster for this team. Management spoke of equality and consistent application of rosters. Management were particularly mindful of the efforts to date in improving the workplace culture and cohesiveness of the Domestic Services Unit and wanted to ensure that neither this nor the implementation of other rosters were negatively impacted.*

*It was the view of the HSU and staff representatives present that implementation of a fixed roster for this group would not negatively impact remaining rosters and workplace culture. The HSU advised that it would communicate its support should any matters be raised with them.*

*After further constructive discussion the following resolutions were identified:*

- The two HSU representatives would work with Kerry Byrne, Workforce Systems Best Practice & Quality Manager, to create a 4-week fixed roster in consideration of HSAs nominated preferred days off and in alignment with the principles of rostering best practice. This will include staff working the full 8 ½ hour shift, all staff working a mix of shifts (morning, evening, night) and all staff working weekend shifts.*
- As part of this process and to ensure governance and transparency, the HSA representatives would provide confirmation of the HSA's identification of and agreement to preferred days off.*
- This developed roster would be issued to the Management and HSU and would require signed agreement by HSA staff.*
- This process would be completed to support implementation of the new roster by 24 February 2019.*
- Should there be any new staff, modification of FTE or significant staffing changes, the HSA roster would be modified in line with industrial provisions.*

Should you have any questions or concerns regarding the above, please speak to your local sub branch representative or email your HSU Organiser on [peter.kelly@hsu.asn.au](mailto:peter.kelly@hsu.asn.au).

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD