

## **NNSWLHD: Operations Assistants Reclassification**

Dear Member,

The HSU recently identified a number of Operation Assistants across Northern NSW LHD were never progressed to the position of Senior Operation Assistant after 5 years, as per the Award.

This was raised with LHD management at the District Joint Consultative Committee Meeting (DJCC) and the LHD said they would review the issue.

In a letter from the LHD dated 18 November 2019 (attached) the LHD has advised that they are in the process of writing to affected staff to progress them to Senior Operation Assistant.

The HSU congratulates those members who have stood up to get the progression they deserve.

If any member needs further assistance with their progression to Senior Operations Assistant, please contact your local HSU Sub Branch to raise the issue.

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

18 November 2019

Mr Gerard Hayes  
Secretary  
Health Services Union  
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Dear Mr Hayes

**Re: Northern NSW Local Health District (NNSWLHD) – Progression of Operations Assistants to Senior Status**

I refer to the request by the Health Services Union through the NNSWLHD District Joint Consultative Committee (DJCC) to review the progression of Operations Assistants to senior status pursuant to the *Health Employees' (State) Award 2019*.

The purpose of this letter is to advise the Health Services Union that NNSWLHD has undertaken a review to determine whether progression to Senior status as defined by the relevant Award was being actioned.

Workforce have now completed the review, and have identified that there are a number of Operations Assistants within the District who have progressed to senior status pursuant to Award requirements.

The Health Employees' (State) Award provides the following;

*“Provided that an assistant who has served five (5) years in the classification and is certified by the hospital as competent to assist in any type of surgical operation, shall be entitled to be classified as Senior”.*

Individual letters to staff who are eligible to progress to senior status are currently being progressed. All employees eligible to progress to senior status are required to sign and return the position description of Senior Operations Assistant.

Where backpayment applies, Workforce Systems will progress in line with statutory requirements (i.e. six (6) years). This will apply from date of completion of review on 3 September 2018.

Workforce Systems alerts will be implemented to ensure that progression to senior status is identified at the time it is due in future cases. A competency checklist has been developed

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for Managers to complete the assessment progression to senior status for Operations Assistants and will be available to Managers for the purpose of future assessments.

Please do not hesitate to contact me if you have any queries on telephone (02) 6620 2349 or [NNSWLHD-Industrial@health.nsw.gov.au](mailto:NNSWLHD-Industrial@health.nsw.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Buss', written in a cursive style.

Richard Buss  
Director Workforce