

PRIVATE & CONFIDENTIAL

5 February 2026

Gerard Hayes
General Secretary
Health Services Union
Level 2, 109 Pitt Street
SYDNEY NSW 2000

By email: info@hsu.asn.au

Dear Mr Hayes,

Proposed Change to Roster for Administration Staff – Same Day/Day of Surgery Unit, John Hunter Hospital

I write to the Health Services Union (HSU) to advise of proposed changes to the roster for Administration Officers working in the Same Day/Day of Surgery (SDDOS) unit at John Hunter Hospital.

Currently, Administration Officers employed in SDDOS work set days and hours. This was based on historical arrangements made with long-term staff. However, the unit is currently experiencing ongoing instability, and difficulty attracting and retaining staff willing to work the critical afternoon/evening timeslot.

As the current roster is not meeting the operational needs of the service, it is proposed that the unit transitions to a 5-week rotating roster. It is predicted that this proposed change will allow for:

- A more even distribution of workload across the team
- Improvements to staff flexibility, skill sharing, and teamwork
- A reduced reliance on the availability of specific individuals
- Prevention of burnout and reduction in absenteeism through fairer rostering

This proposed change will also ensure all staff are appropriately cross-trained across key operational areas, reinforcing a team-based culture where individual accountability is prioritised over task ownership. This approach will eliminate siloed practices and support a more resilient, flexible workforce.

The proposed roster template is enclosed with this letter as Attachment 1.

I encourage you to provide any feedback to me regarding the above by **close of business Friday 20 February 2026**.

If you have any questions about this process, please call me on 02 4921 4965 or email me at Isabella.Pearsall@health.nsw.gov.au.

Human Resources – People & Culture
PO Box 21, Waratah NSW 2298
Telephone: (02) 4985 3152
Email: HNELHD-HR@health.nsw.gov.au



Health
Hunter New England
Local Health District

Yours sincerely,

Isabella Pearsall

Acting Administration Manager
Surgical Services, John Hunter Hospital
Hunter New England Local Health District

Encl. Attachment 1

Cc. Alice Fosdick – Snr HR Business Partner



Attachment 1

Proposed Roster:

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Staff 1	0500-1330	0500-1330	0500-1330	0500-1330	0500-1330
Staff 2	0700-1530	0700-1530	0700-1530	0700-1530	0700-1530
Staff 3		0700-1530	0700-1530	0700-1530	0700-1530
Staff 4	0700-1530				
Staff 5	0900-1730				0900-1730
Staff 6		0900-1730	0900-1730	0900-1730	
Staff 7			1200-2030	1200-2030	1200-2030
Staff 8	1200-2030	1200-2030			

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Staff 1	1200-2030	1200-2030	1200-2030	1200-2030	1200-2030
Staff 2	0500-1330	0500-1330	0500-1330	0500-1330	0500-1330
Staff 3		0700-1530	0700-1530	0700-1530	0700-1530
Staff 4	0700-1530				
Staff 5	0700-1530				0700-1530
Staff 6		0700-1530	0700-1530	0700-1530	
Staff 7			0900-1730	0900-1730	0900-1730
Staff 8	0900-1730	0900-1730			