

05 May 2026
2.00pm-2.30pm
Teams Meeting

Minutes

Maitland USCC Roster Review Meeting

Attendance and declarations

Welcome:

Rick Forrest, Sector Manager

In attendance:

Stacey Hayes A/Site Supervisor PFS, Melissa Ballerd A/Site Manager FPSS, Tania Anderson Hospital Assistant, Belinda Heather Hospital Assistant, Angela Holden Hospital Assistant, Matthew Ramsay HSU, Sarah McCosker HR, Rick Forrest Sector Manager, Kate Ireland Assistant Sector Manager

Apologies:

None

Previous meeting: Confirmation of minutes

Matthew Ramsay

Actions arising from the previous meeting

1. Draft terms of reference sent out- all present in meeting endorsed

Item 1: Draft proposed roster

- New draft of drop-down roster proposal completed.
- Draft roster ready to be given out for feedback and consideration today – Matt gave acknowledgement of quick drafting of proposed roster
- Feedback and suggestions requested (between now and next meeting 26/5)
- New roster addresses raised issues of reducing fatigue and is award compliant.
- Strategies with new roster:
 - Reduction of consecutive blocks of 7 days straight rostered on shift,
 - ADO added in 7 - day stretch for full timers to reduce to 6-day stretch in one week period,
 - Roster after 7 day stretch short 2-3 days working then rostered off again.
- HSU notes roster needs to be award compliant and then the

	<p>proposed shift pattern needs to be analysed by staff on site and advise HSU of feedback.</p>
<p>Item 2: Consideration of all permanent staff</p>	<ul style="list-style-type: none"> • All Full time and part time staff considered when drafting proposed roster. • Permanent part time staff – proposed change to 8-hour shifts reducing rostered days on. (5-hour shifts not allocated on draft roster).
<p>Item 3: Proposal for staff to produce ideas for proposed draft roster</p>	<ul style="list-style-type: none"> • No suggestions or drafts presented by staff to date. Alternate suggestions or draft rosters can be put forward. • Draft roster to date for presentation produced by PFS Site supervisor.
<p>Item 4: Equal and fair process for all staff</p>	<ul style="list-style-type: none"> • HR noted the process needs to include both members and non-members for feedback and agreement to proposed draft roster. • HR noted the need for a trial period of proposed roster to ensure adequate time for staff feedback on the matter.
<p>Item 5: Trial period commencement</p>	<ul style="list-style-type: none"> • If trial agreed to and commenced would need to be in line with award standards of notifying roster change, commencement and publication. • Usual trial period is 3 months, could be extended further as needed ongoing to ensure all staff have the opportunity for feedback while working the roster and have time to work the allocated drop-down lines to ensure complete feedback is received. • Communication, consultation and meetings to continue ongoing if trial commences for any changes/ adjustments to be made as is reasonable and equitable to all staff.
<p>Item 6: Concerns raised today</p>	<ul style="list-style-type: none"> • Concerns/ query raised about working 5 weekends in a row- site supervisor noted this would occur once approximately every 10 months with the drop-down system being proposed. Noted that at times there would be a period of potentially 6 weeks in a row of no weekends rostered and weekday shifts only, as a balance measure. • Query raised about knowing what shift type, e.g. evening, day, afternoon, was rostered. Site supervisor confirmed was denoted by shift number and not too different from what staff were seeing now.

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- Query raised about seconded staff being rostered outside of drop-down roster. Site Manager confirmed this would not affect the rolling drop down for other staff as it was drawn from a master roster and the seconded staff member would have the appropriate rolled down line added back in when they returned from a seconded/ temporary position. Confirmed that all lines would rotate and drop down as scheduled for all other staff.
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Actions arising

1. Draft roster presented for feedback from HSU members. Feedback to be sought over the next two weeks and meeting to be scheduled for review of feedback given.
 2. If HSU members satisfied with proposed roster after feedback and consultation period of two weeks, proposed roster system to be presented to wider staff for discussion/ analysis over a 2-week period. Meeting to be scheduled with all staff for review of any further feedback.
 3. Final meeting with HSU delegate, union members and all wider staffing to discuss/ put forward any adjustments needing to be considered/made that are fair and equitable to all staff. Trial period to then be scheduled and commenced if moving forward with proposed new rostering system.
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Upcoming meetings

26th May 2026, 2pm – 3pm, Teams Meeting
