

16 March 2026

Mr Gerard Hayes  
General Secretary  
Health Services Union

Via email: [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Mr Hayes,

**Work Location Allocation Changes – Health and Security Assistants, Manning Hospital  
Mental Health Unit**

I am writing to inform you of a recent review that was completed of the current Health and Security Assistants (HSAs) dual role arrangement of managing both the cleaning and security responsibilities in the Manning Mental Health Unit. As part of the review, an assessment was completed of the cleaning requirements of the unit in accordance with the required schedule, policy and guidelines.

The review determined that the current dual role allocation/arrangement is not sufficient or sustainable to ensure the cleanliness standards of the unit are maintained appropriately and as required. This is due to staff being regularly required to respond to security issues impacting their capacity to complete cleaning tasks.

The outcome and recommendation of the review is that cleaning responsibilities for the Mental Health Unit be transferred to HealthShare Services. This will ensure the cleanliness standards of the unit are maintained appropriately and ensure the ongoing safety and wellbeing of patients and staff within the unit. Consultation has occurred with HealthShare regarding the changes. As a result of the reallocation of cleaning responsibilities, the work location of the five (5) current HSAs allocated to the mental health unit will be reassigned in line with the existing HSA rostering process across the broader Manning Hospital.

It is important to note that these arrangements will not impact on staff pay or any other arrangements currently in place. The responsibilities and requirements of the role will not change, and all employment conditions remain the same. In the event that staff are allocated to work within a unit/service that requires specific tasks/duties, training will be provided to the staff prior to the allocated shift date.

HNELHD has engaged in consultation with staff by way of meetings and formal correspondence, in accordance with relevant policy, including assurance that employment conditions remain the same.

Should you wish to discuss this matter further, please contact via email [Shane.Ammann@health.nsw.gov.au](mailto:Shane.Ammann@health.nsw.gov.au) or Melissa Ianna, Senior HR Business Partner on [Melissa.Ianna@health.nsw.gov.au](mailto:Melissa.Ianna@health.nsw.gov.au)

Yours Sincerely,



**Shane Ammann**  
*Acting Security Manager*  
Lower Mid North Coast Sector  
Hunter New England Local Health District

Cc: Ms Melissa Ianna, Senior Human Resources Business Partner