

Mr. Hayes Gerard  
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**Re: Notification proposal Crookwell District Hospital – extension of administration hours 8.00am – 4.30pm Weekends**

Dear Hayes,

On 14 November 2025, I wrote to you inviting feedback on a proposal regarding the extension of administration hours at Crookwell District Hospital to 8:00 am – 4:30 pm.

The Health Services Union NSW was provided with a copy of the proposal, and a staff consultation meeting was held at 1:30 pm on Tuesday, 18 November 2025. Staff were also invited to provide written feedback by 8 December 2025.

Thank you to all staff who attended the meeting and those who provided written feedback. I have carefully considered all feedback provided by both staff and the Health Services Union NSW before revising the proposal.

**Revised Proposal – Six-Month Trial**

To support operational requirements and alleviate the current administrative burden associated with weekend and Monday workloads, the following changes are proposed to occur as a six-month trial, commencing the roster period beginning 27 April 2026:

**1. Recruitment to Vacant FTE**

- Recruit to the vacant 8-hour FTE position, removing the day-worker condition and recruiting as a shift worker.

**2. Weekend Roster Coverage**

- Fill any remaining weekend administrative shifts using paid volunteers from the existing Crookwell and/Goulburn administrative staff pool. Crookwell administrative staff will be given priority.

- This may include rostering Goulburn administrative staff for additional shifts, ensuring compliance with best-practice rostering guidelines and fatigue-management principles.

### 3. Voluntary Weekend Work for Crookwell

- Some Crookwell administrative staff have expressed interest in weekend work to support flexible work arrangements.
- No employee currently engaged as a day worker will be required or compelled to work weekends unless they request it.

### 4. Redeployment to Goulburn Hospital (Monday–Friday)

- There is currently a surplus of administrative staffing across certain weekdays. To support operational needs, one Crookwell administrative staff member will be redeployed one day per week (Monday to Friday) to Goulburn Hospital.
- This will be rostered monthly, equitably, and proportionately among eligible staff on days where Crookwell has surplus FTE.
- A NSW Health fleet vehicle will be provided. Travel time will be included within rostered hours, and no travel outside rostered hours will be required or permitted.

### Award Compliance

All arrangements will be managed in accordance with the Health Employees’ Administrative Staff (State) Award 2025, and the Health Employees’ Conditions of Employment (State) Award 2025, including but not limited to:

In accordance with the Health Employees’ Administrative Staff (State) Award 2025:

- Clause 1 – Definitions & Work Level Statements
  - SNSWLHD will ensure alignment:
    - Employees will perform duties within their classification or comparable level.
    - Redeployment will align with existing skills and classification.
- Clause 4 – Conditions of Service
  - SNSWLHD will ensure alignment:
    - The employer may direct duties consistent with classification.
    - All duties will remain within the employee’s classification scope.
- Clause 8 - Area, Incidence and Duration
  - SNSWLHD will ensure alignment:
    - The Award applies across NSW Health facilities.
    - Staff may be moved between NSW Health sites within Award parameters.

In accordance with the Health Employees’ Conditions of Employment (State) Award 2025:

- Clause 49 – Area, Incidence and Duration
  - SNSWLHD will ensure alignment:
    - The Award applies across NSW Health facilities.
    - Staff may be moved between NSW Health sites within Award parameters.
- Clause 33 – Labour Flexibility
  - SNSWLHD will ensure alignment:
    - Employees may relieve others or undertake alternative duties within reasonable scope.

- Clause 35 – Workforce Review
  - SNSWLHD will ensure alignment:
    - Consultation is required prior to significant workplace change.
- Clause 26 – Dispute Resolution
  - SNSWLHD will ensure alignment:
    - Formal processes apply where disagreements arise.

### **Next Consultation Meeting**

A further consultation meeting will be held at 13:30 on Tuesday, 17 February 2026.

This meeting will provide an opportunity for staff to raise questions, discuss concerns, and seek clarification.

Staff are also invited to provide written feedback by Close of Business, Wednesday 11 March 2026, by emailing: [Rebecca.poile@health.nsw.gov](mailto:Rebecca.poile@health.nsw.gov)

We are happy to discuss any reasonable adjustments that may support staff during the transition into this trial change.

This correspondence does not constitute an amendment to your current contract of employment. All existing terms and conditions remain unchanged and consistent with the Award.

Please contact me if you require any further information.

Yours sincerely,



Larissa Manning  
Director of Nursing/Site Manager Crookwell Hospital, Southern NSW Local Health District  
13 February 2026