



**ACT**  
Government

**Canberra Health  
Services**

Nathan Collins  
Organiser, Public Health  
HSU NSW/ACT/QLD  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000

Dear Mr Collins

## **Consultation – Change of Duty Statement ASO 6**

Canberra Health Services (CHS) is committed to promoting permanent recruitment, job security and maintaining the size of the organisation to ensure we can provide exceptional health care.

CHS review employee duty statements annually to ensure the documentation accurately reflects the tasks being performed. At times changes are required to reflect the operational requirements of the business unit. Sterilising Services recently reviewed the Business Manager, Administrative Service Officer Level 6 (ASO6) position description to ensure duties are accurately reflected. The review identified a number of changes required, including content and format. I have attached the current and proposed duty statements for your review and consultation with affected staff.

### Consultation feedback

To allow you a genuine opportunity to contribute to and influence the decision-making process prior to a decision being made, the consultation period for the proposed changes to the duty statement will be seven calendar days from the date of this letter. Sterilising Services management met with the substantive position holder on 20 February 2023 and discussed the proposed changes to the duty statement. An opportunity to provide feedback was provided, with Sterilising Services requesting feedback via email to the Assistant Director, Operations and the Director, Sterilising Services 27 February 2023. To date, verbal feedback has been provided and staff member has indicated they are happy with the changes to the new duty statement. No written feedback has been received.

If you have any questions or concerns regarding the consultation process or to request additional information, please do not hesitate to contact me on 5124 2283 or via email [sandra.wheeler@act.gov.au](mailto:sandra.wheeler@act.gov.au).

I look forward to your response and contribution to this consultation process.

Yours sincerely  
Sandra Wheeler

*Sandra Wheeler*

Sandra Wheeler  
Assistant Director, Operations  
Sterilising Services  
Infrastructure & Health Services Support  
Canberra Health Services

01 March 2023

CC:  
Natalie Ogilvie, Director Sterilising Services  
Sandra Sturt A/g HR Business Partner  
James McVeigh A/g Senior Recruitment Officer

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