Illawarra Shoalhaven Local Health District

Ref: DT24/36012

Mr Gerard Hayes

Secretary

Health Services Union

Locked Bag 3

AUSTRALIA SQUARE NSW 1215

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**Attention: Mr Mark Jay**

Dear Mr Hayes/Mr Jay

I refer to correspondence of 12 March 2024 where Illawarra Shoalhaven Local Health District (ISLHD) provided a proposal of two changes to the vacant Second in Charge position in our Sterilising Services department (SSD) at Wollongong Hospital.

I note your response date 27 March 2024 and thank you for providing the feedback from your members.

By way of background, the first proposed change is the regrading of the position from a General Administration Services (GAS) grade 8 to a Health Services Manager (HSM) grade 1.

The second proposed change is the reduction of the Full Time Equivalent (FTE) that this GAS grade 8 position holds from 1.0 FTE to 0.84 FTE, i.e. 32hrs per fortnight.

Overall, the feedback from your members and the SSD staff has been positive and receptive to the proposed changes, however I do acknowledge that the reduction in FTE is of a concern.

I met with your members and the SSD staff on 9 April 2024 to discuss and acknowledge their feedback. This also provided them an opportunity to raise any further concerns, and I confirm no further concerns were raised.

I attach the document you provided with the members feedback, and I have included some additional feedback which was received from the staff by the management team. I have provided a response to each feedback item which was raised and discussed with the members and staff at the meeting on 9 April 2024. I am receptive for this to be shared with your members and welcome any further feedback they may have.

**Next Steps:**

In light of the management response with further information to the feedback, we are, providing a further period of one week from the date of this letter a further opportunity to provide any further feedback regarding the proposed changes.

Please provide feedback to me by close of business 25th April 2024.

If you wish to discuss this matter further, please contact me on 02 4255 1295 or via email on [Lauraanne.lanier@health.nsw.gov.au](mailto:Lauraanne.lanier@health.nsw.gov.au)

Yours sincerely



**Laura Lanier**

**Nurse Manager, Perioperative Services**

**Wollongong Hospital**

Date: 17 April 2024