



ACT
Government

**Canberra Health
Services**

Mr Mark Jay
The Industrial Officer,
Health Services Union
Level 2, 109 Pitt Street
SYDNEY NSW 2000

Dear Mr Jay

RE: Proposed change of reporting line

In accordance with G of the *ACT Public Sector Health Professional Enterprise Agreement 2021-2022*, I am writing to you in relation to proposed changes to the Adult Inpatient Mental Health Services (AIMHS), specifically the Administrative Service Officers (ASO).

At present, the Mental Health Consultation Liaison (MHCL) Administration Officer reports directly to the MHCL Assistant Director of Nursing (ADON). It is proposed that the reporting line of the MHCL Administration Officer changes to the AIMHS Administration Manager. The ADON will remain as the line manager and assume responsibility for the day-to-day decision making and management of work. The AIMHS Administration Manager will be responsible for operational matters in relation to the position, including recruitment, approval of leave and arranging cover for both planned and unplanned leave.

It is expected the proposed changes of reporting line will provide the following benefits:

- Provide equitable access to an Administrative Manager for this ASO position. This will improve staff morale, provide a better working culture with more supportive team environment with consistent access to a line manager that will provide direct support with administrative tasks.
- Increase support and consistent oversight of leave, both planned and unplanned, equitable division of workload and variety in work will lead to a reduction in staff fatigue and burn out.

This letter is to allow you an opportunity to consider any impact of this proposal before any decision is made.

The consultation period will commence on Tuesday 27 February 2024 and all feedback should be provided by close of business Tuesday 12 March 2024.

If you have any further questions or wish to provide feedback regarding the proposed change, please contact Sarah Toohey, AIMHS A/g Operational Director by email on sarah.toohey@act.gov.au.

Yours sincerely

Katie McKenzie
Executive Director
Mental Health, Justice Health, and Alcohol and Drug Services
Canberra Health Services

27 February 2024