



HPE CM Ref: SWD22/126018

Mr Gerard Hayes  
Secretary  
Health Services Union  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000

*Emailed to: [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)*

Dear Mr Hayes

I am writing to advise you of proposed changes to the transactional function and positions within Human Resources (HR) and HR Support Services across South Western Sydney Local Health District (SWSLHD).

A review of the HR Transactional function and services was completed across SWSLHD, with a focus on streamlining processes to reduce the duplication of work and focus on providing consistent advice and support with high levels of customer service.

The changes will result in changes to existing HR transactional positions located at Bankstown, Camden and Campbelltown, and Liverpool HR teams, as well as HR Support Services at District. The changes will include:

- Changes to titles
- Realignment of duties and responsibilities of positions
- Change of reporting lines
- Accustomed place of work to include working at the District Office
- Removal of dual grades from Administration Officer positions
- Reduction /Increase of direct reports
- Increase of positions

We anticipate that the proposed changes will have a positive outcome for employees and the service by strengthening the HR transactional function and services provided across SWSLHD, reduce duplication of work, increase accuracy and efficiency of the service provided, as well as improve compliance with NSW Health Awards and policies.

To move forward with the implementation of the proposed changes, we are scheduling consultation meetings with employees to discuss the changes and provide an opportunity for employees to give feedback and any suggestions for consideration.

We are scheduling meetings with employees on:

**Date: Wednesday 14 December 2022**

**Time: 09:00-10:00, 11:00-12:00 and 12:00-13:00**

**Location: Education Centre - Seminar Room 5, Eastern Campus**

**Date: Friday 16 December 2022**

**Time: 09:00-10:00, 10:00-11:00 and 11:00-12:00**

**Location: Education Centre - Seminar Room 1/2, Eastern Campus**

**MS Teams Details:** Please contact Courtney Troughton for individual Teams links

South Western Sydney Local Health District acknowledges the traditional owners of the land.

**South Western Sydney Local Health District**  
ABN 46 738 965 845

Liverpool Hospital Eastern Campus  
Locked Bag 7279 Liverpool BC 1871  
Tel 612 8738 6000 Fax 612 8738 6001

**General Correspondence**

**Email:** [SWSLHD-ESU@health.nsw.gov.au](mailto:SWSLHD-ESU@health.nsw.gov.au)

**Website:** [www.swslhd.health.nsw.gov.au](http://www.swslhd.health.nsw.gov.au)

Also present during this meeting will be Sevgi Girgin, Workforce Manager.

We would like to provide you with an opportunity to offer any other feedback, comments or queries on the planned changes by email to Courtney Troughton, Manager, Rostering and Staff Transactions at [courtney.troughton@health.nsw.gov.au](mailto:courtney.troughton@health.nsw.gov.au) by Monday 9 January 2023.

Thank you for your support in advance and if you would like to discuss this matter or require any further information, please contact Ms Troughton on 0472 872 138 or email [courtney.troughton@health.nsw.gov.au](mailto:courtney.troughton@health.nsw.gov.au) or Ms Girgin on 0407 501 942 or email [sevgi.girgin@health.nsw.gov.au](mailto:sevgi.girgin@health.nsw.gov.au).

Yours sincerely



**Nel Buttenshaw**  
A/Executive Director, People and Culture  
SWSLHD

Date: 08/12/2022

encl.            Current and Proposed Organisational Charts  
                  Proposed Position Descriptions