



CM: 22/16726

Mr Gerard Hayes
Secretary
Health Services Union NSW/ACT/QLD
Locked Bag 3
AUSTRALIA SQUARE
SYDNEY NSW 1215

Email: Gerard.hayes@hsu.asn.au

Dear Mr Hayes

Realignment of NBMLHD – Drug & Alcohol Service – Administration Staffing positions

I am writing to formally advise you of a realignment of Administration Staffing positions within NBMLHD Drug & Alcohol Service.

The following synopsis is provided in respect to the proposed change;

- Align roles and functions of Drug & Alcohol Administration Staffing to be co-ordinated by the Executive Assistant to the General Manager, Drug and Alcohol Service and under the direction of the service Line Manager. This will improve the reporting structure for administrative staff, facilitate coordination of administration staffing resources and provide professional support to administration staff.
- Administration Officer positions (AO3) will be titled Administration Officer Community Drug & Alcohol to reflect the merging of key administration support accountabilities for both Forensic, Youth and Community Drug and Alcohol teams.
- There will be no loss of positions with this realignment.

Please find attached a copy of the current and proposed NBMLHD - Drug & Alcohol Service – Administration Staffing organisational charts for your information.

Impacted staff of the Administration team and the broader team are being consulted on the proposed changes.

Should you require any further clarification regarding this matter, please contact Gaye Wright, HR Manager, gaye.wright@health.nsw.gov.au in the first instance.

Yours sincerely

Jacqui Clark
Director, People and Culture
Workforce People & Culture
Nepean Blue Mountains Local Health District

Date: 22.4.2022

cc: Gael Rao - General Manager, Drug & Alcohol Service NBMLHD
Randall Millington - Organiser Public Health Div. HSU NSW/ACT/QLD
HSU - info@hsu.asn.au

TOGETHER
ACHIEVING
BETTER HEALTH

Nepean Blue Mountains Local Health District
ABN 31 910 677 424

PO Box 63, Penrith NSW 2751
Tel (02) 4734 2000
Website: www.nbmlhd.health.nsw.gov.au