



27 October 2023

Private and Confidential

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

By email: secretary@hsu.asn.au; info@hsu.asn.au

Dear Mr Hayes,

RE: Temporary increased Admin support - Morisset Hospital

I am writing to the Health Services Union (HSU) to inform of a temporary increase in Administration resourcing at Morisset Hospital. Approval has been granted by the Mental Health Service (MHS) Executive for a trial of a Senior Administration Officer (AO4) to provide administration enhancement to the Management Team at Morisset Hospital and supervision support to the existing Administration cohort (2 x AO2, 2 x AO3). At this time, the trial has been approved until 30 June 2024. As an outcome of this proposed increase in Administrative resourcing, the line management of the Morisset Trust Officer (AO3) has been proposed to move from Finance to site Management.

I can advise that current Administration Officers working at Morisset were contacted individually and advised of the proposed temporary enhancement. This was followed up with a meeting on 13 September 2023 with all Morisset Administration staff. At this meeting the discussion focused on the new role and the support this would provide to the existing team. All staff were offered the opportunity to ask any questions or raise any concerns. Overall, members were positively engaged with the proposal and acknowledged its merit.

Given the time limitations of the enhancement, an interim decision was made by Morisset Management and Finance to initially appoint the identified AO3 currently working in the Trust Officer position on a temporary contract for twelve (12) weeks. This was to enable a start towards implementing the position and provide a period of time to organise a merit based recruitment process to fill the role until 30 June 2024. A temporary contract has been offered to an Administration casual to back fill behind the vacant Trust Officer position.

The new proposed position description has been finalised, I provide a copy for your information.



Health
Hunter New England
Local Health Network

If you require further information, please do not hesitate to contact me on the details below.

Yours Sincerely

Aaron Tammekand
Senior Nurse Manager
Morisset Hospital

Enc.

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