

## Mid North Coast Local Health District

Consultation for  
 MNCLHD District Library Services operating model

### 1. PURPOSE

To engage in consultation associated with a proposed change to a MNCLHD District Library Services operating model.

### 2. BACKGROUND

MNCLHD library services have not been reviewed for many years. MNCLHD does not have a contemporary 'One District' approach to service delivery and does not operate library services under any district wide governance model. A desktop review completed in March 2023 indicated that all NSW LHDs have some form of library service. However, there is considerable variation in types of operating model, resourcing and reporting/governance arrangements for each LHD library service reviewed. Consultation with key stakeholders has informed the proposed future model.

### 3. THE PROPOSED CHANGE

Proposed introduction of a District Library Service.

A District Library Service would support the 'One District' vision and would ensure MNCLHD has a contemporary library service, capable of supporting research and innovation. A District service would also reduce duplication of effort and deliver more efficient resource utilisation (physical space and books) across the MNCLHD. Expansion into e-resources and online tools will be used to enhance discoverability/use of resources.

### 4. CURRENT AND PROPOSED ORGANISATIONAL CHART

**Current State** – MNCLHD Library Services

Coffs Clinical Network	Hastings Macleay Clinical Network
0.5FTE Librarian Grade 3 – vacant 0.5FTE Library Technician – vacant Both positions vacant since mid-2021	0.5FTE Librarian Grade 3 0.5FTE Librarian Grade 1 (0.25FTE vacant) 0.2FTE Library Assistant (vacant)
<i>There is no current physical space allocation for library staff or resources (workstations or books).</i>	<i>Dedicated library space located within PMBH Library Staff Workstations = 3 Non-library staff Workstations = 11 PC workstations = 6 Meeting space (seating up to 8)</i>

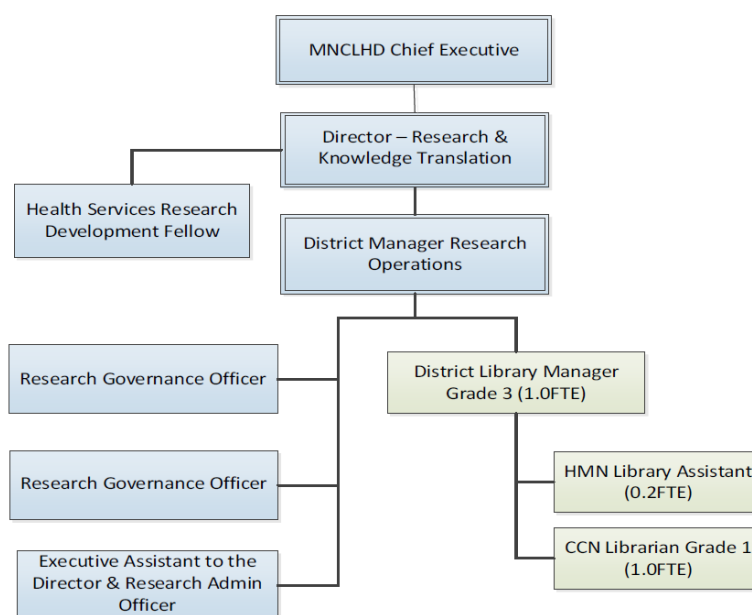
## Mid North Coast Local Health District

### Proposed Operating Model for MNCLHD District Library Service

1.0FTE District Library Manager Grade 3 (based at PMQ due to space allocation)	
Coffs Clinical Network 1.0FTE Librarian Grade 1	Hastings Macleay Clinical Network 0.2FTE Library Assistant
<i>Future physical space being explored and subject to availability. Recommended minimum requirements: Library Staff Workstation = 1 Non-Library Staff Workstations and breakout areas</i>	<i>Status quo- Dedicated library space located within PMBH Library Staff Workstations = 3 Non-library staff Workstations = 11 PC workstations = 6 Meeting space (seating up to 8)</i>

### Proposed District Library Services governance model under Research & Knowledge Translation Directorate

#### Organisational & Governance Model (Option 1)



## Mid North Coast Local Health District

### 5. IMPACT ON STAFFING

The proposed change has the potential to only impact the current incumbent at PMBH as all other positions are vacant. The incumbent is currently on multiple assignments as 0.5FTE Librarian Grade 3 & 0.25FTE Librarian Grade 1. The incumbent will be offered an increase in hours up to 1.0FTE in the Library Manager Grade 3 position or to job share the position. All vacant positions will be advertised internally and externally and undergo a full merit-based recruitment process.

### 6. CONSULTATION PLAN – ENGAGING AND SUPPORTING STAFF

The consultation process will include:

- Meeting with individual employee potentially affected by the change to detail the reasons and explain the proposed structure and invite feedback.
- Meeting with key stakeholders to detail the reasons and explain the proposed structure and invite feedback.
- Inform the Health Service Union (HSU) via letter of the proposed changes and invite feedback.
- Ongoing assistance where required throughout the consultation period for staff from the Director Research & Knowledge Translation and HR Business Partner.
- Employee Assistance Program (EAP) including free and confidential, counselling is available to all staff.

### 7. PROVIDING FEEDBACK

Stakeholders are invited to provide feedback in the proposed realignment to MS Joanne Hawkins, HR Business Partner, by email to [Joanne.Hawkins@health.nsw.gov.au](mailto:Joanne.Hawkins@health.nsw.gov.au) by close of business Tuesday 09 January 2024.

### 8. IMPLEMENTATION OF THE PROPOSED STRUCTURE

The consultation period will conclude Tuesday 09 January 2024.

Subject to any comments and feedback received, it is anticipated the vacant positions will be internally and externally advertised in accordance with the *Recruitment and Selection of Staff to the NSW Health Service Policy Directive (PD2023\_024)*, post the conclusion of the consultation period.

Yours Sincerely,



Dr Andrew Bailey  
Director Research & Knowledge Translation