

# Memo

5 April 2024

Director Corporate Services

To	Service Managers of those staff that will be based at Tweed Heads Community Health Centre
From	Matthew Long
CC	Health Services Union, Nurses and Midwives Association
Subject	<b>Transition to Tweed Heads Community Health Centre</b>

Dear Managers

Further to my previous correspondence and the CE Memo dated 4 March 2024 announcing the Tweed Heads Community Health Centre (THCHC), I'm writing to provide further details on staff and service locations during the transition period.

After 14 May 2024, there will be works performed on the current Tweed Clinical Education and Research Institute (TCERI) building, Powell Street, Tweed Heads to physically separate it from the hospital building and also some refurbishment to make it more suited for the workspaces it will accommodate when it becomes the THCHC. We currently estimate that these works will take 3 to 4 months. Confirmed timeframes and dates will be announced as soon as possible.

We have made plans for staff locations during this transition period with two key aims:

1. Minimising disruption to staff by minimising the number of moves required for most staff.
2. Vacating most buildings on The Tweed Hospital site as soon as possible to allow for decommissioning. This is partly for safety and security reasons, but also to facilitate an efficient transfer of the property from NSW Health.

These considerations have led to the following plans for staff locations during the transition period:

- BreastScreen will continue to operate from its existing location in the TCERI building.
- Staff who are currently based at the Council Building at Brett Street, who are intended to move to the THCHC (TCERI) building, will remain working from Brett Street in the interim.
- Staff who are currently based on levels 2 and 4 of the Administration building at The Tweed Hospital (TTH), who are intended to move to the THCHC (TCERI) building, will remain working from levels 2 and 4 of the Administration building in the interim.

- Community Health Nurses and Specialist Palliative Care staff currently accommodated in the Allan Millard Room, will move to Level 2 of the Administration building, TTH in the interim.
- The Health Promotion team, formerly based at Kingscliff will move to Level 2 of the Administration building, TTH in the interim.

The use of the Administration building at TTH will ensure staff will have access to the required equipment and usual support services required for their roles until the THCHC is ready to accommodate staff and services.

It was intended that where possible a 'one-move' principle would be applied to this transition. This will now be able to be achieved for most staff, however due to logistics and the need to rapidly decommission the TTH site, some staff will make two moves.

Planning is occurring to determine where clinics will be held during the transition period and we are in the process of consulting with service managers about this.

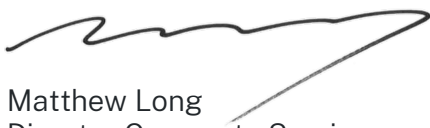
Attached is an updated version of the FAQs that were forwarded in early March. These have been updated to include the further information that's provided in this memo.

Please provide this information to your staff and I ask that you to continue to work with them directly to ensure that all aspects of this transition are being considered and to identify any specific concerns staff may have and encourage them to access the Employee Assistance Program (EAP) if required.

Thank you for your patience and understanding during this period of change. I appreciate the work that our teams are doing to collaborate in the planning that's required.

Please contact your direct line manager with any queries or concerns.

Regards



Matthew Long  
Director Corporate Services