



CM Ref: SWD23/137105

Mr Gerard Hayes
Secretary
Health Services Union
Level 2, 109 Pitt Street
SYDNEY NSW 2000
secretary@hsu.asn.au

Dear Mr Hayes

I am writing to advise you of proposed changes to the Executive Assistant roles within the Executive Leadership Team, South Western Sydney Local Health District (SWSLHD) which has the potential to directly affect your members.

The Executive Assistants currently report to and are professionally managed by the Director, Corporate Governance.

A new structure has been proposed to streamline management of the Executive Assistant roles to report to their respective Directors within the Executive Leadership Team. This will support clear and consistent lines of communication between the Executive Assistants and their respective Director to minimise any potential duplication across operational activities.

To ensure the proposed changes have the input of employees, consultation with staff has commenced in line with the consultative provisions of the Health Employees Conditions of Employment (State) Award.

I would be happy to meet to discuss the proposed changes with your representatives to provide any comments regarding the proposed changes. Any feedback you may have will need to be provided within two weeks of the date of this letter.

If you would like to discuss the proposed changes further, please do not hesitate to contact me by email Rebecca.Leon@health.nsw.gov.au or by phone 0477 744 774.

Yours sincerely

Dr Rebecca Leon
Executive Director People and Culture
SWSLHD

Date: 4 December 2023

encl. Current and Proposed Organisational Charts

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

South Western Sydney Local Health District
ABN 46 738 965 845