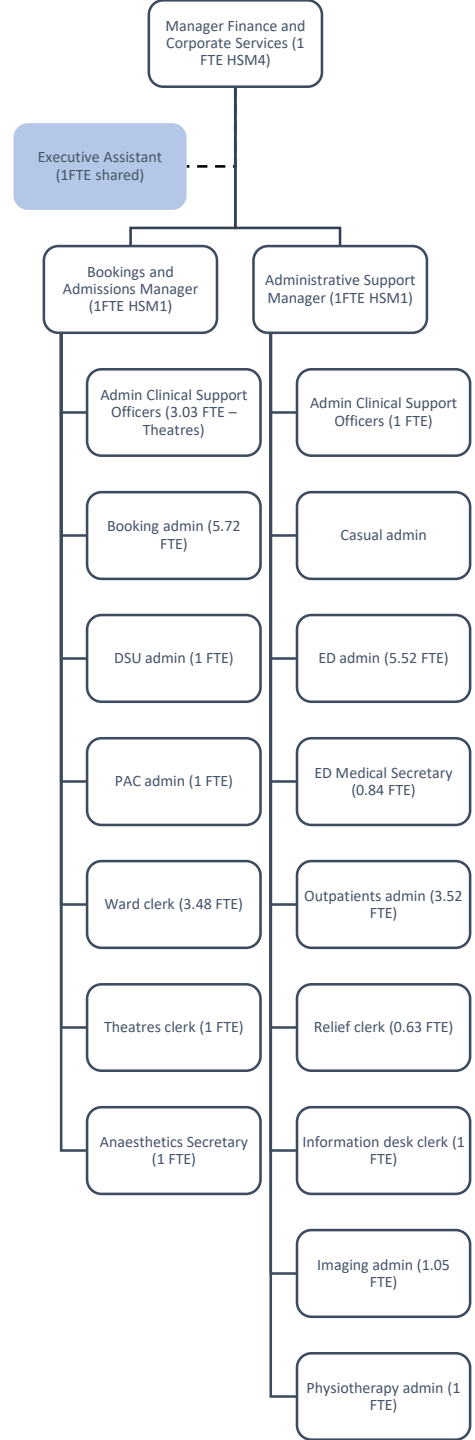


Director Human
Resources (1 FTE
HSM3)

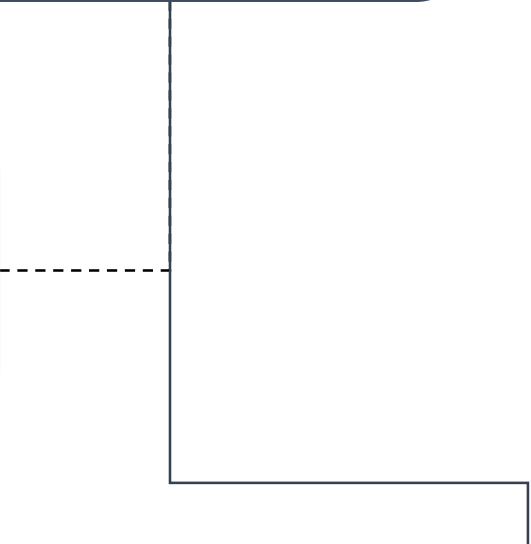
Executive
Assistant (1FTE
shared)



Director Human Resources (1 FTE HSM3)

Executive Assistant (1FTE shared)

Human Resources Officer (1 FTE AO4)





Mr Gerard Hayes
Secretary
Health Services Union NSW/ACT
Level 2, 109 Pitt Street
Sydney NSW 2000

Email: secretary@hsu.asn.au

Dear Mr Hayes,

Subject: Administrative Changes to Positions for Auburn Hospital, Western Sydney Local Health District (WSLHD)

Further to the successful implementation of the clinical restructure across WSLHD, I write to formally inform the Health Services Union NSW/ACT (HSU) of Auburn Hospital's intent to change administration management positions in line with the restructure to create optimal management opportunities. Pursuant with the consultation requirements listed under *PD2012_021 Managing Excess Staff of the NSW Health Service*, please find below details of the proposed changes, along with the rationale for the change/s.

Auburn Hospital has undertaken a review of administration roles post implementation of the restructure and is proposing to convert existing administrative positions to support an improved oversight and professional management of staff. These changes were partially proposed within the restructure organisational chart.

As such, it is being proposed that:

- Two Health Manager level 1 roles are created, in place of the planned ED/Surginet Data Manager (Health Manager level 1) and two Team Leader roles.
- The two Team Leader (Administration Officer level 5) roles are deleted.
- An Administration Officer level 4 is created within the Human Resources team.

The current and proposed organisation structures are listed below:

Attachment 1 - Restructure Administration Services structure

Attachment 2 - Current Human Resources Structure

Attachment 3 - Proposed Administration Services structure

Attachment 4 - Proposed Human Resources Structure

Affected Staff:

Two roles are currently occupied and the third position is vacant and to be established.

The occupied roles are:

Full-time Administration Manager (Health Manager Level 1), Auburn Hospital

Full-time Administration Team Leader (Admin Officer Level 5), Auburn Hospital

Next Steps:

The occupant of the full-time Administration Manager (HM1), Auburn Hospital role is directly appointed to the Bookings and Admissions Manager role and provided with a copy of the updated position description.

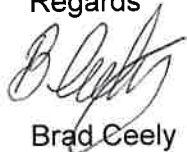
The occupant of the full-time Administration Team Leader (AO5), Auburn Hospital role is offered priority consideration and an equal opportunity to be considered for the second Health Manager level 1 role.

WSLHD is committed to engage productively with staff and unions in a manner consistent with the *Industrial Consultative Arrangements in the NSW Health Service Policy Directive PD2019_059* and the relevant awards. We note the HSU have been engaged in consultation discussions relating to the proposal to amend the endorsed restructure for the Auburn Hospital Revenue team since about May 2021. We also confirm that consultation with the staff has occurred and will continue whilst the change is being implemented. All staff will be offered EAP assistance.

The HSU are invited to provide any feedback and/or comments to us by **4 November 2021**, via Megan Stow, Director Human Resources, Auburn Hospital on 0439 353 474 or at Megan.Stow@health.nsw.gov.au.

If you wish to obtain further information, please contact Kyle Cain, Director Finance and Corporate Services on 0447 734 308 or at kyle.cain@health.nsw.gov.au

Regards



Brad Ceely
A/General Manager
Auburn Hospital

Dated: 20/10/2021