



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 Clinical Support Officer positions within Primary and Community Health, South Western Sydney Local Health District (SWSLHD) which has the potential to directly affect your members.

A review of administrative support for services within Primary and Community Health identified a gap in the administrative support provided to Nurse Unit Managers (NUM) across Child and Family Health Nursing and Community Health Nursing.

The proposed changes will assist with the increasing demand for NUMs to create service capacity. Due to this demand, the completion of general administrative tasks by NUMs has been limited therefore highlighting the need for dedicated administrative support.

We anticipate that the following changes will be implemented:

- Realignment of identified administrative positions to increase FTE establishment of Clinical Support Officer positions.
- Regrade of vacant Assistant in Nursing (AIN) position to increase FTE establishment of Clinical Support Officer positions.
- Change in position description and work duties for impacted staff.
- Change in operational management and reporting lines for impacted staff.
- Increase in direct reports for Nurse Manager, Acute and Extended Care in Community and Nurse Manager, Child and Family Health Nursing.

Noting the proposed changes result in the increase of FTE establishment, staff working part-time in administrative positions identified for realignment will be offered the opportunity to increase their working hours.

To ensure the proposed changes have the input of employees, consultation is being planned, in line with the consultative provisions of the Health Employees Conditions of Employment (State) Award. I am writing to invite you to attend a meeting with employees to discuss the proposed changes on Monday 11 March 2024, 11:00am at Hoxton Park Community Health Centre, 596 Hoxton Park Road, Hoxton Park NSW 2171 or MS Teams, and to provide any comments regarding the proposed changes within two weeks from the date of this meeting.

Alternatively, I would be happy to meet to discuss this matter further with your representatives prior to this meeting.

If you would like to discuss the proposed changes further, please do not hesitate to contact Aliesha Maguire, Executive Officer, Primary and Community Health by email Aliesha.Maguire@health.nsw.gov.au or by phone 0460 042 670.

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

Yours sincerely



Justin Duggan
General Manager
Primary and Community Health
SWSLHD

Date: 26/02/2024

encl. Proposed Position Description
Current Organisational Structure
Proposed Organisational Structure