

Re: Notification of proposed workplace change

The purpose of this email is to notify the Health Service Union that Northern Beaches Hospital proposes to make changes to the structure of the Mental Health Services administration support. The Hospital is notifying the Health Services Union in accordance with clause 10 of the Healthscope – NSW-Health Professional and Support Services Agreement 2023.

Following a review of the Mental Health Service, the Hospital has identified increased efficiencies in consolidating the administrative support across wards 3B, 3C and 3D. The proposed change aligns with the outcomes of the review, which has identified a decreased demand for administrative services. Through the proposed restructuring of administrative roles, we anticipate improved efficiency in managing administrative tasks within a newly proposed administration officer structure.

The proposed change will result in a reduction to the Administration Officer full time equivalent (FTE) requirements, including a reduction from 3.5 FTE to 1 FTE.

The proposed change impacts the following roles:

- 1 FTE on ward 3B
- 1FTE on ward 3 D
- 0.6 FTE on ward 3C
- 0.4 FTE on ward 3C
- 0.5 FTE MH (currently vacant)

If the proposed change is introduced all impacted Administrative Officer employees will be invited to apply to the remaining Administrative Officer role. Redeployment opportunities will also be considered for impacted employees across the business.

At this stage we anticipate that there will be some suitable redeployment options available.

Employees impacted by the proposed change will be notified today and consultation will commence today and will end on Friday 19 April 2024.

Employees will be notified that they may appoint a representative for the purposes of consultation.

Following a consideration of employee views during the consultation period, the Hospital will notify employees of the decision with respect to the proposed change. At this stage it is likely employees will be notified of a decision in the week commencing 22 April 2024.

If a decision is made to introduce the proposed change, employees will be provided with further information on the interview process for the Administrative Officer role, redeployment opportunities, relevant timeframes and next steps.

If you would like to discuss the proposed changes with me further please let me know.

Kind regards

Fiona Allsop

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