

## **HNELHD: CYPF Secretarial Services Redesign**

Dear Member,

Attached is correspondence the HSU has received from Hunter New England Local Health District regarding a proposed redesign of Secretarial Services within Children, Youth, Parents & Families Services.

### **Member feedback requested**

The HSU industrial team is currently reviewing the potential impacts of the proposed change upon affected employees. We are now seeking feedback, views and comments from our members.

Please review the attached documentation and provide comment and feedback by close of business 5 October 2018. You can submit it by email to [michael.kearns@hsu.asn.au](mailto:michael.kearns@hsu.asn.au) with subject line *HNELHD CYPF*.

### **HSU organiser and sub-branch involvement**

Your HSU organiser Michael Kearns will be visiting your workplace shortly and convening a meeting to discuss the matter with affected employees. The HSU is also seeking expressions of interest from members to be part of the consultative process as a workplace delegate in any upcoming USCC meetings regarding this proposal. The most effective way to deal with these kinds of proposals is by taking into account the concerns of the group, agreeing on a way forward and presenting that united position to management.

Please distribute this newsletter to your work colleagues for their information and comments and encourage them to attend the meeting.

**Not a member of the HSU? Now is time to join and have your say! You can join online at [www.hsu.asn.au/join](http://www.hsu.asn.au/join) or call 1300 HSU NSW and join over the phone.**

A union's effectiveness and negotiation power depends upon the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

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**Health**  
Hunter New England  
Local Health District

24 September 2018

Mr Gerard Hayes  
General Secretary  
Health Services Union  
Level 2/109 Pitt Street  
Sydney NSW 2000  
[secretary@hsn.asn.au](mailto:secretary@hsn.asn.au)

**ATT- Michael Kearns** ( [Michael.kearns@hsu.asn.au](mailto:Michael.kearns@hsu.asn.au) )

Dear Mr Hayes,

**Re: Administrative Service Redesign- Secretarial Services**

I write with regards to a review of the definition of secretarial groups and line management within Secretarial Services at John Hunter Hospital within Children Young People and Families Services (CYPF).

This letter is to advise that the review has been completed and consultation has occurred with administrative staff. The re-definition of secretarial work groups will provide a streamlined and standardised approach within Secretarial Services.

If you require any further information, have any questions or would like to discuss this matter further please contact Ms Eve Youman, Senior HR Consultant on 4985 3118.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jason Simpson'.

Jason Simpson  
**General Manager**  
Children Young People and Families

CC: Tracey Hamilton, Manager Business Development and Performance  
Gary Rowe, A/Administration Manager, CYPF  
Eve Youman, Senior HR Consultant, CYPF