

Mr Gerard Hayes/Mr Nick Haughain  
Secretary/Organise  
Health Services Union  
Locked Bag 3  
AUSTRALIA SQUARE NSW 1215

Email: [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au); [Nicholas.Haughain@hsu.asn.au](mailto:Nicholas.Haughain@hsu.asn.au)

Dear Mr Hayes/Mr Haughain

I refer to my conversation with Mr Haughain on 18th October 2024 in relation to the implementation of two changes in our Sterilising Services Department (SSD) at the Wollongong Hospital which may impact your members.

Recently in March and April of this year we corresponded with you in relation to the classification change of the Second In Charge position reclassification from a General Administration Services (GAS) 8 to a Health Services Manager (HSM) Grade 1 and a reduction in the Full Time Equivalent (FTE) from 1 FTE to 0.84 FTE. I refer to letter dated 2 May 2024 which outlined the finalisation of that change.

During the period of consultation of the reclassification and reduction in FTE of the Second In Charge position, your members provided feedback regarding the FTE reduction and proposed reducing the Sterilisation Services Department (SS) Educator position and transferring that FTE to the Second In Charge, HSM 1 position to allow for a total of 1.0 FTE Second In Charge HSM 1 position and a part time 0.74FTE Educator position in the SSD.

I am pleased to advise that we are now able to support the reduction of the Educator position FTE and increase the Second In Charge HSM 1 position to 1.0FTE. This change has been discussed with all staff, including all members in a departmental meeting on 16th October 2024.

**Next Steps:**

please acknowledge receipt of this notification of the agreed change by COB 1 November 2024.

I would like to take this opportunity to thank you for your co-operation and input throughout this process.

If you wish to discuss this matter further, please contact me on 02 4255 1295 or via email on [Lauraanne.lanier@health.nsw.gov.au](mailto:Lauraanne.lanier@health.nsw.gov.au)

Yours sincerely

A handwritten signature in black ink that reads "Laura Lanier". The signature is written in a cursive, flowing style.

Laura Lanier  
**Nurse Manager, Perioperative Services**  
**Wollongong Hospital**  
Date: 25 October 2024