



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 Mental Health Administration Officers in Liverpool Inpatient Mental Health Units with South Western Sydney Local Health District (SWSLHD).

Administration Officers Level 2 (AO2) provide administrative support to the Liverpool Inpatient Mental Health Units. The 4 FTE Liverpool Mental Health AO2 working in inpatient settings are currently managed by the Liverpool/Fairfield Community Service Manager.

In response to a proposal from the Liverpool Nurse Unit Managers (NUMs) an agreement to realign reporting lines and transition the current 4 FTE AO2 staff to line management by the Liverpool inpatient NUMs was made. It is proposed to change the reporting lines from the Liverpool/Fairfield Community Service Manager to respective Nurse Unit Managers in MHU East, West, South and North.

The expected benefits of the proposed change includes:

- Expanded coverage and equitable distribution of administration support and workload
- Skill development and job satisfaction in the inpatient administration workforce
- Opportunities for succession planning and professional development pathways to higher grade opportunities within the service

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 10th January 2024 at 10am in Meeting Room 2, Level 1 MH Liverpool Hospital or via Teams Link. (link will be provided upon request) 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.

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

South Western Sydney Local Health District
ABN 46 738 965 845

General Correspondence
Email: SWSLHD-ESU@health.nsw.gov.au
Website: www.swslhd.health.nsw.gov.au

Liverpool Hospital Eastern Campus
Locked Bag 7279 Liverpool BC 1871
Tel 612 8738 6000 Fax 612 8738 6001

If you would like to discuss the proposed changes further, please do not hesitate to contact me by email leah.roberts1@health.nsw.gov.au or by phone 0447 109 958.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Leah Roberts', followed by a period.

Leah Roberts
A/ Director of Community Mental Health and Partnerships
SWSLHD

Date: 4 January 2024

encl. Current and Proposed Organisational Charts