

TRIM Ref: NSHD/23/46181-5

Mr Gerard Hayes  
The General Secretary  
Health Services Union  
Level 2, 109 Pitt Street  
Sydney NSW 2000

Via email: [info@hsu.asn.au](mailto:info@hsu.asn.au); [Kym.Morgan@hsu.asn.au](mailto:Kym.Morgan@hsu.asn.au)

**RE: NSLHD Child Youth and Family – Dalwood Administration and Northern Beaches Family Care Counsellors' Restructure Proposal**

I write with reference to a proposed restructure of the Northern Sydney Local Health District (NSLHD) - Child, Youth and Family (CYF) Administration and Family Care Centre Allied Health services based at the Dalwood Community Health Centre in Seaforth.

The restructure aims to improve the administration service quality, efficiency, and staff wellbeing by improving professional administrative support and leadership onsite for all the administration services by:

- regrading the existing vacant Level 4 Senior Administration Officer role to a Level 5 Administration Team Leader role.
- transferring the reporting line for the two level three administration officer roles from the Northern Beaches Child and Family Health (CFH) Nurse Unit Manager (NUM) role to the proposed new Administration Team Leader role.

The proposal also aims to enhance service integration of the Northern Beaches Family Care Centre (FCC) counselling and nursing positions by realigning the reporting lines under a single team manager. It is proposed that this would be achieved by:

- transferring the reporting lines for the FCC part-time Social Worker and Clinical Psychologist, from the Northern Beaches Lead Community Paediatrician to the Northern Beaches CFH NUM.
- Retaining the reporting line for the FCC nursing positions with the NUM.

In addition, the restructure also aims to improve alignment between structure and function by:

- transferring the reporting line for the Dalwood Driver and Gardener role from the NUM to the Dalwood Spilstead Service Manager.

I would like to invite your members to review the attached proposal and to provide any feedback to [Kim.Lyle@health.nsw.gov.au](mailto:Kim.Lyle@health.nsw.gov.au). The consultation period will run for two weeks from the date of this letter.

*Northern Sydney Local Health District is located on the traditional lands of the Eora Nation*

All correspondence to be emailed or sent to:  
[NSLHD-Mail@health.nsw.gov.au](mailto:NSLHD-Mail@health.nsw.gov.au)

PO Box 4007  
Royal North Shore Hospital LPO  
St Leonards NSW 2065  
Tel (02) 9462 9955

Northern Sydney Local Health District  
ABN 63 834 171 987

I wish to confirm that relevant staff have been provided with this proposal on the same date as this letter.

Further, in accordance with the NSW Health Policy Directive Consultative Arrangements (PD2019\_059), I wish to extend the opportunity for a Union Specific Consultative Committee (USCC) meeting to discuss the proposal in detail (if requested or deemed required).

I wish to advise if you do not provide any feedback on the proposal within the two weeks from the date of this letter it will be deemed there are no concerns with the proposal, and I will progress to implementing the restructure accordingly.

Thank you, in advance, for your support and consideration. If you require any additional information, please contact Kim Lyle, Service Manager, Child Youth and Family Health Service at [Kim.Lyle@health.nsw.gov.au](mailto:Kim.Lyle@health.nsw.gov.au). Alternatively, Tanya Sutherland, Senior HR Business Partner can be contacted at [Tanya.Sutherland@health.nsw.gov.au](mailto:Tanya.Sutherland@health.nsw.gov.au).

Yours sincerely



Kim Field  
Director  
Primary and Community Health

DATE: March 2024

CC: Tanya Sutherland, Senior HR Business Partner, Primary & Community Health

Kim Lyle, Service Manager, Child, Youth and Family Health Services

Encl. Consultation Document - Child Youth and Family Dalwood Administration and Northern Beaches Family Care Centre (Allied Health only) Restructure Proposal