



**Private & Confidential**

25 September 2024

Mr Gerard Hayes  
NSW Secretary  
Health Services Union  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000

Sent via email: [info@hsu.asn.au](mailto:info@hsu.asn.au); [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Mr Hayes

**Re: Proposed changes to Administration Unit, Greater Newcastle Mental Health Services, Hunter New England Local Health District**

I write to the Health Services Union (HSU) to advise and provide notice of consultation in relation to the proposed alignment of the administration team within the Greater Newcastle Mental Health Service (GNMHS), Hunter New England Local Health District (HNELHD).

By way of background, in October 2023 the Newcastle and Lake Macquarie Community Mental Health services were amalgamated to create the Greater Newcastle Mental Health Service.

At that time the Administration team remained unchanged. I advise that a recent review of the Administration team and current functions has now occurred. The review identified a range of opportunities to improve work processes and redistribution of work to better support the Administration team, service operations and the GNMHS leadership team.

It is proposed that utilising the current Administration establishment, with strategic refinements and enhancements to identified positions, combined with clarification of role scope and the introduction of consistent processes will result in a more efficient, higher functioning team.

Key proposed adjustments with respect to roles are as follow;

- Utilisation of existing AO5 graded role to operate as the Intake Management Secretary and Administration Supervisor (per current Position Description)
- Utilisation of existing AO4 graded role to operate as the Leadership Team Assistant and the Greater Newcastle Acute Care team (GNACT) Management Secretary

**Jonathan Holt**

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- Utilisation of existing AO4 graded role to operate as the Continuing Care Team (CCT) Management Secretary, supporting Lake Macquarie and Newcastle Teams
- Uplift grading of Court Liaison Administration support to AO3
- Increase establishment to 1.0FTE against Clinical Support Officer (CSO) AO3 to support GNACT and Intake services

The proposed changes will also provide an improved structure for professional development and career progression.

To assist, I attach the proposed organisation chart (**Attachment 1**)

It is acknowledged that the proposed changes, as an outcome of redistribution of work tasks within each specific position to align with services, will result in modifications to some of the existing position descriptions.

We will work closely with these staff as part of the consultation process.

We are committed to working with all staff and keeping them informed during the consultation process. I welcome any feedback or comments from the HSU by COB Friday, 11<sup>th</sup> October 2024.

Thank you for your members ongoing commitment to Mental Health Services and the District in caring for our clients.

If you have any concerns or questions regarding this matter, please do not hesitate to contact me via email [Jonathan.Holt@health.nsw.gov.au](mailto:Jonathan.Holt@health.nsw.gov.au) or on 4033 5169.

Yours sincerely

**Jonathan Holt**  
*General Manager*  
*HNE Mental Health Services*  
HNE Local Health District

**Enc.**

CC: Rebecca North, Operations Manager Mental Health Services  
Mark Andrei, Snr HR Business Partner Mental Health Services

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