

Mr Andrei Bilic
Health Services Union Organiser
Level 2, 109 Pitt Street
Sydney NSW 2000

RE: Notification of Realignment/change of reporting lines – Hornsby Ku-ring-gai Hospital (HKH)

Dear Andrei,

I write to advise of a proposal to make the following changes to HKH reporting lines.

Wardsperson Manager

Currently, the Wardsperson Manager position reports to the Workforce Nursing Manager, Nurse Manager Level 3. **TAB A** illustrates the current organisational chart.

HKH is proposing to change the reporting line for the Wardsperson Manager to report directly to the Environmental Services Manager, Health Manager Level 2. **TAB A** illustrates the future organisational chart.

The reporting line for the Wardspersons and Chief Wardsperson will remain the same through this process. I wish to reiterate there is no change to the service or FTE as part of this change.

The incumbent Wardsperson Manager has been consulted on this proposed change and are supportive of the direction on-going.

Patient Support Administration Manager (PSAM)

Currently, the PSAM position reports directly to the Director of Nursing and Midwifery, Nurse Manager Level 8. **TAB B** illustrates the current organisational chart.

HKH is proposing to change the reporting line for the PSAM role to report directly to the Manager Corporate Services, Health Manager Level 4. **TAB B** illustrates the future organisational chart.

The reporting line for all Administration Staff reporting to the PSAM will remain the same through this process. I wish to reiterate there is no change to the service or FTE as part of this change.

The incumbent PSAM position holder has been consulted on this proposed change and are supportive of the direction on-going.

Support Services Manager

Currently, the Support Services Manager position reports directly to the Corporate Service Manager, Health Manager Level 4. **TAB C** illustrates the current organisational chart.

HKH is proposing to change the reporting line for the Support Services Manager to report directly to the PSAM, Health Manager Level 2. **TAB C** illustrates the future organisational chart.

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

The reporting lines for the Support Services Manager reports will remain the same through this process. I wish to reiterate there is no change to the service or FTE as part of this change.

The incumbent Support Services Manager has been consulted on this proposed change and are supportive of the direction on-going.

Environmental Services

In concert with this proposed change, Environmental Services will change their service name to 'General Services'. There will be no change to FTE or the service delivery of this team. Each manager will be provided with an updated Position Description to reflect this change.

The Environmental Services management team have been consulted on this proposed change and are supportive of the direction on-going.

Benefits to changes

The key benefits of these change include:

- Increased supervision and support
- Is logically a more relevant and organic reporting line
- Improved decision making, accountability and communication where can maximise resource used, encourage innovation and support capacity for change.
- Build workforce capability into the future.
- Support the appropriate management of risk: decisions are made closer to where information is held.

It is anticipated that these changes will be implemented by 16 September 2024.

If you would like to provide any feedback it can be emailed to rizwan.rahiman@health.nsw.gov.au by close of business Friday 13 September 2024.


If you require any additional information or support, I can be contacted on 0457 055 917.

Yours sincerely



Rizwan Rahiman
Corporate Services Manager
Hornsby Ku-ring-gai Hospital

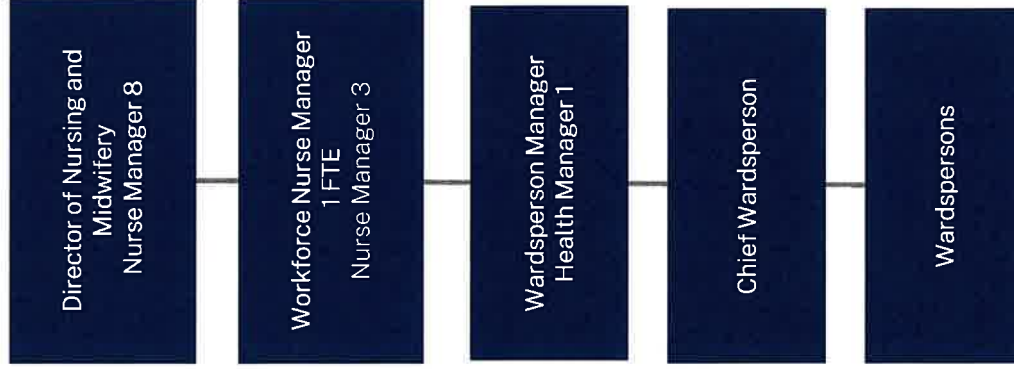
Date: 02/09/2024



Shiraz Abdulla
Director of Nursing and Midwifery
Hornsby Ku-ring-gai Hospital

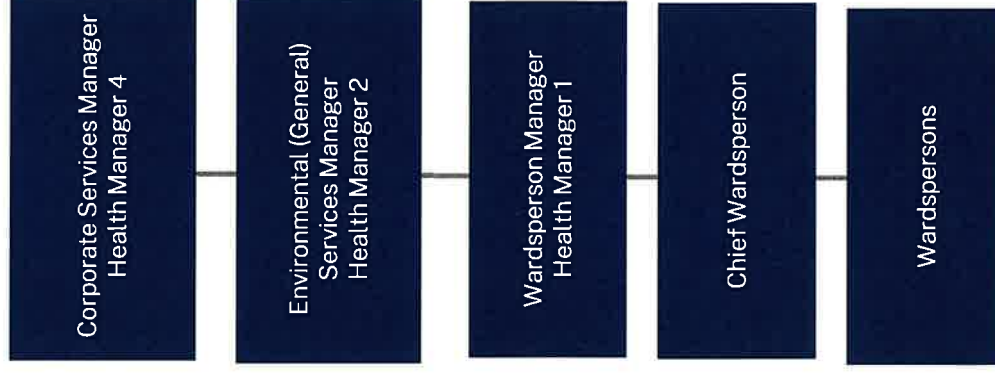
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Current Structure



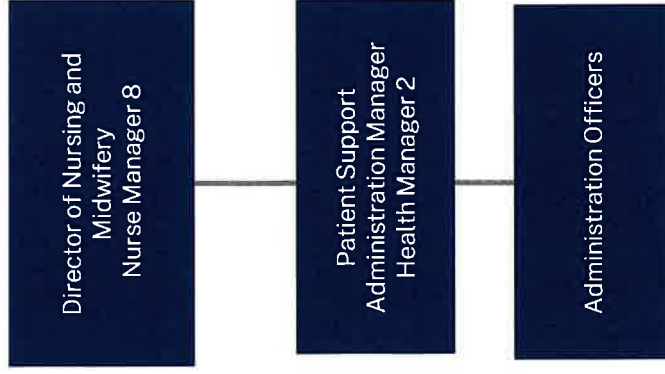
HKH Wardsperson Organisational Chart

Proposed Structure

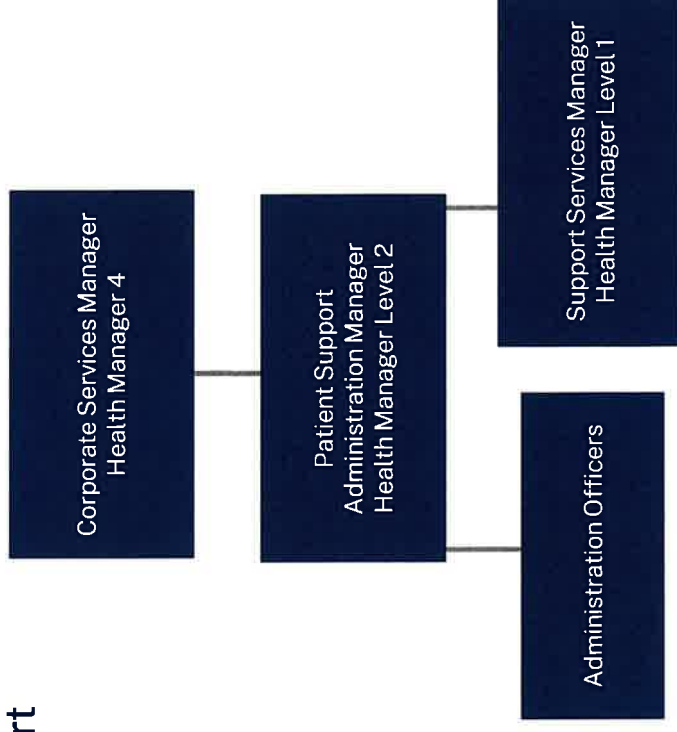


Hornsby Ku-ring-gai Hospital (HKH) Administration Organisational Chart

Current Structure

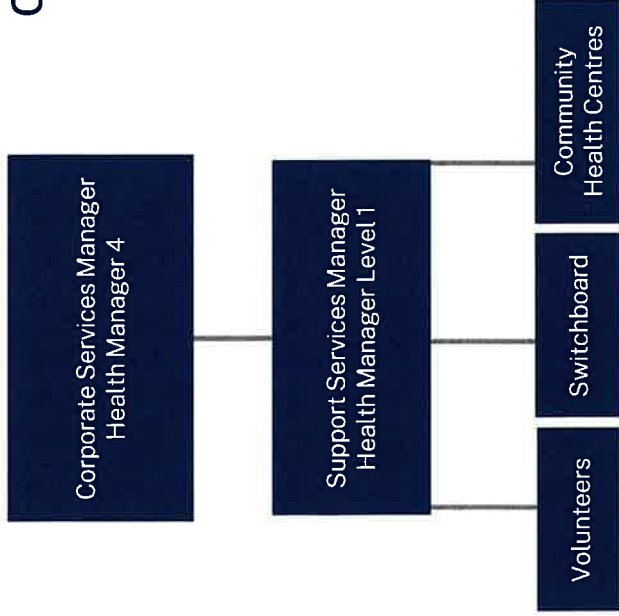


Proposed Structure



Hornsby Ku-ring-gai Hospital (HKH) Support Services Manager Organisational Chart

Current Structure



Proposed Structure

