

Southern NSW Local Health District



SNSWLHD Ref: 26/199

Mr. Gerard Hayes
 General Secretary
 Health Services Union
 L2/109 Pitt Street
 Sydney NSW 2000

Email: secretary@hsu.asn.au
darren.brown@hsu.asn.au

Re: Changes in FTE and reporting line for small site Clinical Support Officers (CSO)

Dear Mr. Hayes,

I am writing to you regarding a proposal to change FTE for small site Clinical Support Officers (CSO) to improve access and consistency at all sites.

This is a proposal. No decision has been made. I am advising staff of the proposal and inviting feedback. I will consider all feedback and will then advise of the decision made.

The intention of this proposal is to:

- Establish consistent CSOs coverage at 0.63 FTE at Braidwood, Bombala/Delegate, Crookwell and Yass Hospitals
- CSO’s to report to the Site Manager/Director of Nursing (DoN) at each hospital.

A summary of the impact of this proposal includes:

- Changes to positions:
 - Split the combined Bombala/Delegate and Braidwood Multipurpose Services (MPS) position into 2 positions at 0.63 FTE each. Current incumbent has requested to reduce their hours to 0.63 FTE which has resulted in nil Braidwood MPS CSO support.
 - Increase FTE from 0.53 to 0.63 FTE at Crookwell Hospital
 - Retain 0.63 FTE at Yass Hospital
- Changes to reporting lines:
 - All positions to change reporting from Executive Assistant to the General Manager Inland Network, to report to Site Manager/DoN at each hospital

Current					Proposed					
Position	Status	Location	Reporting	FTE	Position	Status	Location	New FTE	FTE Change	Reporting
Admin CSO Lvl 3	Occupied	Bombala/Delegate/Braidwood	EA to General Manager	0.84	Admin CSO Lvl 3	Occupied	Bombala/Delegate	0.63	0.21	DoNM/Site Manager Bombala/Delegate
					Admin CSO Lvl 3	New	Braidwood	0.63	0.63	DoNM/Site Manager Braidwood
Admin CSO Lvl 3	Occupied	Crookwell	EA to General Manager	0.53	Admin CSO Lvl 3	Occupied	Crookwell	0.63	0.10	DoNM/Site Manager Crookwell
Admin CSO Lvl 3	Occupied	Yass	EA to General Manager	0.63	Admin CSO Lvl 3	Occupied	Yass	0.63	0	DoNM/Site Manager Yass
				2.00				2.52	0.94	

I have enclosed a copy of the current and proposed organisational structure.

This communication has gone to all impacted staff and the Health Services Union.

Any staff member affected by these proposed changes will be managed in line with NSW Health Policy Directive: Managing Excess Staff of the NSW Health Service.

Where new positions are advertised, internal staff would be able to apply.

It would be anticipated that after consultation this would be implemented and recruited for commencement in January 2026.

Alex Murphy will hold two virtual meetings where there will be an opportunity for staff to ask questions and provide feedback on the proposal. Meetings will be held:

Date	Time	Location
14 January 2026	10:00 – 11:00	Teams: Join the meeting now
19 January 2026	13:00 – 14:00	Teams: Join the meeting now

If you have any questions on this proposal, please contact Alex Murphy on 02 4825 4033 or alex.murphy@health.nsw.gov.au

If you would like to provide written feedback on this proposal, please email Alex Murphy Executive Assistant to the General Manager Inland Network via alex.murphy@health.nsw.gov.au by COB 23 January 2026.

I look forward to your feedback and will provide a response to feedback and decision by 31 January 2026.

Yours sincerely,



Sarah Galton

Acting General Manager – Inland Network, Southern NSW Local Health District

12 January 2026

Attachments: Current and proposed organisational charts