

Mr Gerard Hayes - Secretary
Health Services Union Level 2
109 Pitt Street
SYDNEY NSW 2000
Email: secretary@hsu.asn.au

Re: Consultation Meeting Invitation – Proposed Changes

Dear Mr Hayes,

I am writing to advise you of proposed change to the reporting line of the Medical Administration Officers within the Mental Health Services, South Western Sydney Local Health District (SWSLHD) which has the potential to directly affect your members.

There are three (3) main facilities in the Mental Health Services, SWSLHD: Liverpool/Fairfield, Bankstown and Campbelltown. Each facility has a Clinical Director who oversees the medical services within their facility and each has an administrative officer who provides admin support to the Clinical Director and all medical staff. Currently, the administrative officers report to the Community Mental Health Services Managers (Bankstown and Liverpool), and Clinical Director (Campbelltown). All positions are graded as Administration Officer Level 4 (AO4) which is commensurate grade for other medical admin/secretary position across SWSLHD. All position is 1.0 FTE. There is no proposed to FTE change or grade change.

The proposed change of the reporting line will improve accountability oversight of role, consistency, efficiency, and will provide better support for development and career progression.

Details of the proposed changes as indicated in the table below:

Employee and Position Details	Facility /Region	Current Line Manager	Proposed Position Title	Proposed Line Manager
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Clinical Support Officer, AO4 – 1FTE – PN# 776379	Liverpool and Fairfield	Leah Roberts – Community MH Service Manager	Administration Officer	Leanne McKechnie, MSOM, Medical Services, MHS
Administration Officer, AO4 – 1FTE – PN# 243017	Bankstown	Natalie Diaz Gonzalez - Community MH Service Manager	No change	Leanne McKechnie, MSOM, Medical Services, MHS
Senior Administration Officer – AO4 – 1FTE – PN# 755204	Campbelltown and Macarthur	Dr Jacob Yuide - Clinical Director	Administration Officer	Leanne McKechnie, MSOM, Medical Services, MHS

To ensure the proposed changes have the input of employees, consultation is being planned in line with the consultative provision within Health Employees’ Administrative Staff (State Award).

I’m writing to invite you to attend a meeting with employees to discuss these proposed changes.

Meeting Details:

Date: Tuesday, 21st April 2026

Time: 10:00am to 11:00am

Location: Mental Health Executive Unit, Level L1, Mental Health Centre, Liverpool Hospital, Goulburn Street, Liverpool 2170

We welcome your attendance and invite you to provide any comments or feedback regarding the proposed changes within two weeks from the date of this meeting by email to SWSLHD-MentalHealthMedicalAdmin@health.nsw.gov.au .

If you would like to discuss the proposed changes further, please do not hesitate to contact me by email Matthew.Thomas1@health.nsw.gov.au or by phone 9616 4254.

Sincerely,



Dr Matthew Thomas
Director of Medical Services
Mental Health
SWSLHD

Date: 14th April 2026

Encl. Current and Proposed Organisational Charts