

Mr Gerard Hayes
Secretary
Health Services Union
Email: secretary@hsu.asn.au

Re: Proposed changes to Support Services Manager position and grading at Baradine Multi-Purpose Service and Coonabarabran Health Service

Dear Mr Hayes,

Western NSW Local Health District (WNSWLHD) is writing to formally consult with the Health Services Union (HSU) regarding a proposed organisational change affecting the Support Services Manager functions at the Baradine Multi-Purpose Service (MPS) and Coonabarabran Health Service. This consultation is undertaken in accordance with the relevant consultation obligations under the applicable Awards.

Following the resignation of the previous incumbent and ongoing recruitment difficulties, a review has been initiated and seeks to ensure that the structure and grading of these roles appropriately reflect the operational requirements of each facility and the relevant Award provisions.

Within the approved fulltime equivalent (FTE) profile for Baradine MPS and Coonabarabran Health Service there is the allocation of:

- Grade 6 General Administration Staff (GAS) 0.58 FTE at Coonabarabran Health Service and
- Grade 6 GAS 0.42 FTE at Baradine MPS.

These FTE components formed a single dual site GAS Grade 6 position shared across both facilities.

It is our understanding that the GAS Grade 6 position was made possible under previous Award provisions and the service amalgamation of the Baradine and Coonabarabran facilities under a single management structure. With both services now operating under their own management structure and the resignation of the incumbent GAS Grade 6 the position has continued under a temporary contract arrangement while recruitment is undertaken.

Since the resignation of the last permanent incumbent, recruitment to the fulltime dual site Grade 6 role has been unsuccessful. Feedback from applicants indicates a preference for part-time roles located within their local communities.

Following a review of operational needs and recruitment outcomes, WNSWLHD is proposing to discontinue the current dual site Grade 6 role and establish two separate part-time positions, with one at each facility.

We propose to realign the FTE profile to provide each service a substantive part-time Support Services Manager. This change will not affect the approved FTE allocation per site

Specifically, it is proposed to create:

- one General Administrative Staff Grade 4 position, 0.58 FTE at Coonabarabran, and
- one General Administrative Staff Grade 4 position, 0.42 FTE at Baradine,

with the corresponding abolition of the existing shared Grade 6 position. The total approved FTE across the two sites will remain unchanged.

A review of the approved GAS position descriptions, PD061382 Grade 4 and PD017755 Grade 5, has been undertaken. The GAS Grade 4 position description aligns with the Award requirements and is suitable for the vacant role at Coonabarabran 0.58 FTE and Baradine 0.42 FTE. The selection criteria and key accountabilities match the current duties and expectations of the role, and the reporting lines remain to the respective facility Health Service Manager.

WNSWLHD emphasises that this proposal reflects a redesign of the role and service model arising from an unsustainable vacancy, rather than a down grade of the current dual site position. The duties, scope, accountability and reporting arrangements of the proposed roles will differ materially from the previous Grade 6 arrangement, which required responsibilities across two facilities. The number of direct line reports is significantly reduced across both sites under the new proposal.

Multiple recruitment attempts to the dual site structure have been unsuccessful, and maintaining a vacant structure does not support continuity of services at either site. The proposed positions are consistent with Grade 4 position descriptions and local operational requirements, with the current dual site responsibilities not transferring to the new roles. WNSWLHD also notes that this review has been undertaken in response to the specific operational context of the Baradine MPS and Coonabarabran Health Service and does not establish a broader precedent.

While no final decision has been made, WNSWLHD is undertaking this consultation in good faith, having provided available information and remaining open to further discussions, feedback, or alternative proposals prior to determining any outcome.

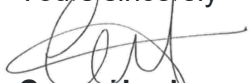
This proposal is intended to improve the likelihood of successful recruitment, ensure sustainable service delivery at both sites while maintaining the operational needs of each facility.

Your consideration of the change would be appreciated. Should you require any further information or clarification, I would be happy to discuss this with the relevant organiser.

WNSWLHD is available to meet with HSU representatives to discuss this proposal and consider any feedback, alternatives, or concerns.

For more information or to arrange a meeting at a mutually convenient time, please contact me at careen.harrison@health.nsw.gov.au or on 0429 066 163.

Yours sincerely



Caren Harrison
General Manager Central Sector

Encl: Position Description – GAS Grade 6
Position Description – GAS Grade 4
Organisational Charts – Baradine MPS & Coonabarabran Health Service

cc: Sonia Jackson, Human Resource Partner