

South Eastern Sydney Local Health District



Ref: T26/22520

Mr Gerard Hayes
Secretary
Health Services Union NSW
Locked Bag 3, Australia Square NSW 1215

Via email: secretary@hsu.asn.au

Change to reporting lines – Aged Care Single Assessment Program

Dear Mr Hayes,

I write to advise the Health Services Union that we have commenced conversations with Administration and Scheduling staff at the Aged Care Single Assessment Program within Population and Community Health, around a change in reporting lines.

In the current structure, the Administration and Scheduling Officers reports to the Team Leader, Aged Care Assessment Program (North and South). Following recent review relating to the operational demands of the Aged Care Single Assessment Program and expertise required to support the administration and scheduling functions, a new position has been created.

Please note this position is currently vacant, once filled, the Scheduling Administration Intake Officer's will report to the newly appointed Administration and Scheduling Manager.

Should you require any further information in relation to this matter, please do not hesitate to contact Philippa Star, Aged Care Strategy Manager via email at philippa.star@health.nsw.gov.au

Yours sincerely,

A handwritten signature in black ink, appearing to read "Apo Demirkol".

Prof. Apo Demirkol
Acting Director, Population and Community Health
South Eastern Sydney Local Health District

Date: 29 April 2026

Encl. Copy of the proposed position description