

Gerard Hayes  
Secretary  
Health Services Union  
Level 2, 109 Pitt St, Sydney NSW 2000

Trim NSHD/26/461

Attn: Brendan Roberts  
Delivered via [gensec@nswnma.asn.au](mailto:gensec@nswnma.asn.au), [brendan.roberts@hsu.asn.au](mailto:brendan.roberts@hsu.asn.au)

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## Re: Proposed realignment of Engineering Department at Macquarie Hospital, Mental Health Drug and Alcohol

Dear Mr Hayes,

I write to advise of a proposed realignment of two Administration Officer (AO) positions within the Engineering Department at Macquarie Hospital within Northern Sydney Local Health District (NSLHD).

The purpose of this letter is also to advise of the formal commencement of a two-week consultation period with all stakeholders, staff and Industrial Associations. This is in line with Restructuring in Northern Sydney Local Health District PR2014\_016 procedure (TAB A)

### Background and Context

Macquarie Hospital is a referral mental health facility for acute admissions and rehabilitation services on site. Asset and Facility management is coordinated and conducted by Macquarie Hospital site 'Engineering' Department, which includes various skilled trades, gardeners, handyman and a Fire Coordinator and Fire Trainer, as well as two administrative positions that report into the Facility, Asset & Fire Manager. See **TAB B** for organisational chart.

The two administrative roles are:

- 1.0 FTE AO3 – General administration support
- 0.2 FTE AO4 – Providing additional administrative support

Currently the two Administration Officer positions function independently, covering a range of administrative duties.

Both positions are currently vacant due to recent resignations, and this has allowed an opportunity to propose these changes to align with the ongoing needs of the service as outlined below.

### Proposed Changes

It is proposed to delete the two vacant Administration Officer positions to establish a single Administration Officer Level 5 - 1.0 FTE position. This proposal aims to reduce overall staffing costs while enhancing governance, efficiency, and operational capacity with the consolidation of the roles, and streamlining duties and responsibilities and ownership by the position across administrative functions for the service.

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

Benefits to the department and stakeholders will include:

- A streamlined delivery of administrative tasks allowing for improved workflow and efficiency in delivery
- Quality, governance and consistency of tasks and output will be matched with the level of responsibility placed with level role
- The new AO5 role will provide comprehensive administrative support to 16 FTEs across seven departments, including Fire Safety.
- Cost savings through role consolidation
- Improved alignment of responsibilities to the required level of support
- Greater capacity and flexibility to meet department-wide needs
- Enhanced governance and accountability through a regraded position
- Optimises resource allocation and reduces staffing overheads
- Opportunity to recruit an incumbent in-line with the skills and needs of the service

See **TAB B** for proposed Organisational Chart.

See **TAB C** and **TAB D** for the current position descriptions of the Administration Officer roles proposed for deletion, and **TAB E** Position Description of proposed Administration Officer Level 5 .

No other positions within the structure will be impacted by the proposed change, and as both positions are vacant, there will be no impact to an incumbent.

### **Consultation and Next Steps**

I invite you, and the HSU, to provide any feedback, comments, questions or concerns on this proposal..

Staff within the department have been advised of the proposed changes in correspondence dated 5 January 2026. The consultation period has commenced and will run for the next two weeks, and staff are invited to provide their questions or feedback by this date, and responses will be provided at our earliest convenience.

Further, in accordance with the NSW Health Policy Directive Industrial Consultative Arrangements (PD2024\_001) I extend the opportunity for a Union Specific Consultative Committee (USCC) meeting to discuss the proposal in detail (if requested or deemed required).

I wish to advise that if you do not provide feedback on the proposal or request a USCC within two weeks from the date of this letter it will be deemed that the HSU has no concerns with the proposal, and I will progress to implementing the realignment accordingly.

Thank you for your support in advance. Should you have any questions or feedback, you may contact myself on 0428773751 or via email at [Nicola.Biviano@health.nsw.gov.au](mailto:Nicola.Biviano@health.nsw.gov.au) , alternatively you may contact Rohana Nagarajah, HR Business Partner, Mental Health Drug and Alcohol on 02 8877-4490, or via email at [Rohana.Nagarajah@health.nsw.gov.au](mailto:Rohana.Nagarajah@health.nsw.gov.au)

Yours sincerely

*Nick Biviano*

Nick Biviano  
**Facility, Asset & Fire Manager**  
Macquarie Hospital

5 January 2026

CC: Rohana Nagarajah HR Business Partner, MHDA & PaCH

Encl.

TAB A Restructuring in Northern Sydney Local Health District

TAB B Macquarie Hospital Engineering Organisational Chart

TAB C Current Position Description – A03

TAB D Current Position Description – A04

TAB E Proposed Position Description – A05