

31 March 2026

Gerard Hayes
Health Service Union
Level 2, 109 Pitt Street
SYDNEY NSW 2000

Via email: secretary@hsu.asn.au

Dear Mr Hayes,

Re: Reporting Line Realignment

I write to the HSU advising of a review of reporting lines within the Belmont Hospital Medical Administration team.

Hunter New England Local Health District (HNELHD) is committed to continuously improving patient care, reducing inefficiencies, and ensuring the long-term sustainability of our services. As part of this ongoing focus, we regularly review how our workforce is deployed to ensure the most effective structures are in place.

Following a review of the current hierarchy and reporting arrangements for the Medical Administration team at Belmont Hospital, it has been determined that a realignment of operational reporting lines from the current Administration Manager position to the Director of Medical Services (DMS) position is required to enhance efficiency and ensure appropriate professional and operational oversight of the roles. The Administration Manager position will be the professional reporting line.

Position	Proposed Reporting To
60279567 Admin Off Lvl 6	CEO Lvl 1...781189 (Director of Medical Service)
60260052 Admin Off Lvl 5	CEO Lvl 1...781189 (Director of Medical Service)
Admin Off Lvl 4	Admin Off Lvl 5...60260052

This change relates solely to reporting arrangements and does not impact employees' substantive positions, grades, duties, or work locations. The proposal is intended to streamline management structures and support improved communication and accountability within the team.

The change is proposed to take effect from **14 April 2026**, following consultation with affected employees and relevant stakeholders.

Human Resources
PO Box 21, Waratah NSW 2298
Telephone: (02) 4985 3152
Email: HNELHD-HR@health.nsw.gov.au



Health
Hunter New England
Local Health District

If you require any additional information please contact me at Vanessa.Fellows@health.nsw.gov.au or (02) 4923 2000 or Rachel Rae (Marshall), Senior Human Resources Business Partner, at Rachel.Marshall@health.nsw.gov.au or (02) 4985 3479.

Yours sincerely,

Vanessa Fellows
General Manager
Belmont Hospital

cc: Rachel (Rae) Marshall - Senior Human Resources Business Partner