

Minutes

UNION SPECIFIC CONSULTATIVE COMMITTEE Bathurst Health Service: Executive and Senior Management Restructure Proposal 2nd Meeting

Friday 19 December 2025
1300 – 1400

Attendance and declarations

Name	Position	Attendance
Jo Holden	Service Transformation and General Manager, Bathurst Health Service	Present (Chair)
Molly Banks	Project Manager, Restructure, Bathurst Health Service	Present (Minutes)
Charlotte Epper	A/ Primary, Community and Allied Health Manager	Present
Tiffany Charlton	Human Resource Manager, WNSWLHD	Present
Mark Josephson	Human Resource Partner, WNSWLHD	Apology
Jacqueline Millynn	Human Resource Partner, WNSWLHD	Present
Liana Hampson	Health Services Union	Present
Thomas Robinson	Health Services Union	Present
Present: Health Services Union – Staff Representatives	Apology: Health Services Union – Staff Representatives	No response: Health Services Union – Staff Representatives
Catherine Garment - Executive Glennis McCusker– Specialist Clinic Kelsey Alexander – ED Admin Megan Lynch – Specialist Clinic Melinda Robb– Specialist Clinic Vanessa White – Physiotherapy Beth Downton – Admin Team Lead Carolyn Paily – Admin	Michelle Markwick – Specialist Clinic - Rob Danelon – Support Services	Dianne Aberley– Specialist Clinic Eugenie Hendriksen - Dietetics Fairlie Campbell – Occupational Therapy Mandi Collins– Specialist Clinic Natasha Smith– Specialist Clinic

Wellbeing:

- Employee Assistance Program (EAP) available to all staff: 1800 357 898
- For crisis assistance: Lifeline 13 11 14 or Mental Health Line 1800 011 511

Business items

Item 1: Acknowledgment of Country

Item 2: Present and Apologies

Item 3: Acceptance of minutes from first USCC meeting 21 November 2025 – draft shared with distribution list and reshared with meeting papers:

Vanessa White endorsed

Liana and Thom (HSU) requested some amendments – requested to provide these as dot points to support accurate reflection of the requests. Email provided by Liana on the 19 December 2025 with requested dot points, and email from Jo with reply dated 23 December 2025 (**attached**)

Item 4: Actions from first meeting

4.3 – Discussed at length the dual grading of the Health Service Operations Manager; the following is a summary of the discussion:

BHS feedback:

- Role will remain dual graded which will allow broad recruitment and advertising to support the right person in the role
- Draft PD provided to support the understanding of the intent of the Operations Manager. Other PD's to be provided with meeting minutes.
- Reinforced there are a lot of multigrade roles in the district for example in Mental Health all roles are open PDs
- Reiterated that the professional line of support with additional admin and HIM roles being developed increases the professional reporting line support
- Provided feedback that a Health Manager grading does not require Tertiary qualifications however requires a similar amount of experience
- The Health Service Operations Manager would be advertised for open recruitment and anyone with qualifications related to the role would be considered
- Noting like all positions the Health Service Operations Manager would require grading.

HSU feedback:

- Reported dual graded roles normally go to nurses, unable to provide data or confirmation on this
- Concern that the dual graded role would be unlikely go to an admin manager rather a nurse
- Requested if nursing could be removed from reporting to Operations Manager and then remove nursing grading

4.4 - Discussed at length the Organisational charts; the following is a summary of the discussion:

BHS Feedback:

- Significant care taken to update the Organisational charts as requested by HSU

- Reinforced there are no changes beyond the positions highlighted in the restructure proposal; there is no deletion of any additional positions (beyond Health Information and Administration Manager and Primary, Community Allied Health Manager).
- An Audit has been undertaken based on a throughout review of Stafflink
- Report inaccuracies concerning as Stafflink is the source of truth for staffing
- Heads of department requested to confirm the organisational chart – this tasks not completed prior to the meeting and information remains not reviewed
- Unclear how significant the inaccuracies are, and no further detail provided by HSU of the relevant manager
- Discussed alternative ways to ensure accuracy however at an impasse requiring further consideration as to how to progress
- Requested that the feedback be provided regarding the organisation charts to support moving forward
- Reinforced that there are no displaced workers
- BHS Executive raised concerns that there is a culture of fear being perpetuated and that a timely resolution is requested and a lack of transparency around the FTE
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- Reinforced that a new structure is required to support the substantial growth with the Bathurst Redevelopment

HSU Feedback:

- Advice provided by HSU HIAM not to provide feedback on an organisational chart as an impacted staff member. Note the Districts concerns when this is a requirement of that role
- Noted reports that there have been attempts to update Stafflink to be accurate through meetings with the Business Manager
- Reported stress from the process and no response was given to the requested information based on the HSU's industrial advice
- Concerns that the organisational charts are public documents and that if they are inaccurate that they may be considered the source of truth and positions lost in the future
- Requested that organisational charts are updated before the proposal is endorsed
- Concerns raised that this is the middle of a consultation process. Flagged that approaching with the intent to close the consultation is disingenuous. Rejects this notion regarding a culture of fear; feedback is provided from members and support given. Members feel the process has been brutal, wants to use the system to make sure that all aspects are being considered. Also, walked away from the last meeting and felt members were respectful and robust conversation was able to be had.
- HSU raised that further action would be taken should this proposal be pursued without their members endorsement

Meeting closed – overtime - future meetings to be confirmed

Item 5: TOR updated as requested and confirming endorsed – as above

Item 6: Organisational Chart Update – completed and shared as papers – as above

Item 7: Discussion – no additional time to discuss

Item 8: Business without notice – no additional time to discuss

Item 9: Next meeting – to be determined

ACTIONS

	Action	Person Responsible	Update
1	TOR – endorsed with the removal of the confidentiality clause	Molly Banks	Completed and shared with minutes - closed
2	Set second USCC meeting to progress consultation in December	Jo Holden & HSU Staff	Completed and booked - closed
3	Provide feedback to the question on notice regarding the dual grading of the Health Service Operations Manager	Jo Holden	Feedback in 19 Dec meeting – closed (see above)
4	Organisational charts to be updated with consultation to ensure accuracy of FTE and position. HSU offered to provide feedback from members to highlight areas of concern.	Molly Banks and BHS Executive	Completed – shared as papers – closed (see above)
5	HSU to provide updated points for the minutes for the meeting 21.11.2025	Liana Hampson and Thomas Robinson	Completed – attached
6	Draft PDs (pending grading processes) to be circulated with draft meeting minutes <ul style="list-style-type: none"> - Health Service Operations Manager - Admin Manager - Health Information Manager 	Molly Banks	Attached with draft minutes
7	Determine how to provide accurate organisational chart: <ul style="list-style-type: none"> - Discussion with Business Manager - Seek advice from WNSWLHD of potential alternative methods to update 	Jo Holden / Tiffany Charlton	

Distribution List

Invitees

Jo Holden, Transformation and General Manager, Bathurst Health Service (Chair)

Molly Banks - Project Manager, Restructure, Bathurst Health Service

Charlotte Epper, A/Primary, Community and Allied Health Manager

Mark Josephson, Human Resources Partner

Tiffany Charlton, Human Resources Manager

Liana Hampson, Health Services Union

Thomas Robinson, Health Services Union

HSU representatives:

Beth Downton – Admin Team Lead

Carolyn Paily – Admin

Catherine Garment - Executive

Dianne Aberley– Specialist Clinic

Eugenie Hendriksen - Dietetics

Fairlie Campbell – Occupational Therapy

Glennis McCusker– Specialist Clinic

Kelsey Alexander – ED Admin

Mandi Collins– Specialist Clinic

Megan Lynch – Specialist Clinic

Melinda Robb– Specialist Clinic

Michelle Markwick – Specialist Clinic

Natasha Smith– Specialist Clinic

Rob Danelon – Support Services

Vanessa White – Physiotherapy