



REF: SCHN25/14403

Mr Gerard Hayes  
Secretary, Health Services Union  
Locked Bag 3 Australia Square  
Sydney NSW 2007

Email: [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Attention: Ms. Kym Morgan Organiser, [Kim.Morgan@hsu.asn.au](mailto:Kim.Morgan@hsu.asn.au)

Dear Mr Hayes,

**Re: Paediatric Services Building Perioperative Services and Day Stay Unit Admissions Administration Realignment – The Children's Hospital at Westmead Redevelopment**

The Children's Hospital at Westmead will open a new Paediatric Services Building (Wattle Building) in the first half of 2026. This state-of-the-art facility will accommodate the relocation of wards currently housed in the existing building.

Levels 3 and 4 of the Wattle Building will house Perioperative Services and will amalgamate the current Day Stay Unit (Middleton Ward) with the Recovery Ward (Todman). This integration will result in a change of reporting line for four of our administration staff from Perioperative Services and Middleton ward.

Currently the four administration staff report to the Middleton Nursing Unit Manager, although following the merger in 2026, the proposed new reporting structure for the four admissions staff will be to the Waitlist Coordinator, Health Services Manager, Level 2.

As the admissions staff form part of the waitlist team and work closely with the Waitlist Coordinator and the bookings administration team, this realignment will ensure more appropriate management and professional oversight.

The role and statement of duties for these positions will remain unchanged. The transition will take effect on 23 March 2026, coinciding with the move into the new Paediatric Services Building Perioperative Services. Planning sessions will be conducted prior to the move.

The affected admissions staff members will be consulted face-to-face regarding these changes and provided with a Q&A document (attached), with opportunities to provide feedback.

If I could ask that you provide any feedback regarding this realignment by the 12<sup>th</sup> of January 2026. This considers the Xmas and New Year period.

Should you have any questions, please contact Colleen Hamilton, Perioperative Services Manager, my email address is: [Colleen.Hamilton@health.nsw.gov.au](mailto:Colleen.Hamilton@health.nsw.gov.au)

Yours sincerely

A handwritten signature in black ink, reading "Shereif Marzouk". The signature is written in a cursive style with a small dot above the 'i' in "Marzouk".

Shereif Marzouk  
Clinical Stream Director, Surgery and Anaesthetics

**Date:** 19 December 2025

CC. Ms Colleen Hamilton, Perioperative Services Manager