

## **Sydney Children's Hospitals Network (SCHN)**

Children and Young People's Sexual Safety Unit (CYPSS)

### **Consultation Document**

*7 May 2026*

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## 1. Purpose

The purpose of this document is to initiate formal consultation with staff and the Health Services Union (HSU) regarding:

- The current operational status of the Children and Young People's Sexual Safety (CYPSS) Unit; and
- The proposed relocation of the Unit to an alternative worksite.

This consultation is being undertaken to ensure transparency, provide an opportunity for feedback in line with NSW Health policy directive PD2012\_021 *Managing Excess Staff of the NSW Health Service* and industrial frameworks.

## 2. Background and Current Status

The CYPSS Unit is currently located in leased accommodation in North Parramatta, following its relocation from the Child Protection Unit in 2022 due to insufficient space at The Children's Hospital at Westmead (CHW).

This arrangement was intended to be temporary; however, the Unit has remained off-site for approximately three years.

The CYPSS Unit continues to deliver statewide specialist clinical services across all NSW Local Health Districts in accordance with established Service Level Agreements. These services include:

- Clinical consultation
- Professional supervision
- Training and education
- Strategic and advisory support

Service delivery is predominantly undertaken virtually via Microsoft Teams, supplemented by periodic face-to-face engagement at Local Health District sites, CHW, and other Sydney locations.

While the current accommodation has supported continuity of service delivery, several limitations have been identified, including:

- Challenges in maintaining acoustic privacy for sensitive clinical discussions
- Constraints in workspace configuration
- Reduced integration with the broader clinical environment and related services at CHW

The current lease will expire on **30 June 2026** and will not be renewed.

## 3. Proposed Relocation

It is proposed that the CYPSS Unit be relocated to CHW by **1 July 2026**, subject to finalisation of suitable accommodation.

This relocation aims to:

- Reinforce integration with the broader SCHN clinical and operational environment
- Improve access to hospital-based infrastructure and services
- Ensure accommodation better aligns with the functional requirements of the Unit

There are no changes to roles, reporting lines, or employment status.

#### 4. Future Service and Workplace Requirements

The overarching objective is to establish an integrated Violence, Abuse and Neglect (VAN) workspace at CHW to strengthen service coordination and collaboration. However, achieving this outcome will require redevelopment and/or refurbishment of existing spaces and is therefore not feasible in the immediate term.

In the interim, the CYPSS Unit requires an on-campus workspace that supports the delivery of statewide, trauma-informed clinical services.

Key requirements include:

- **Confidentiality and Privacy**  
Access to appropriately designed spaces to ensure sensitive clinical discussions (often up to one hour in duration) can occur without risk of being overheard, including minimising exposure of staff to vicarious trauma.
- **Accessibility**  
Workplace accessibility to accommodate staff with mobility requirements.
- **Meeting Facilities**  
Access to a bookable meeting room suitable for team meetings and hybrid engagements.
- **Functional Layout**  
Clear separation between administrative workspace and kitchen/break areas.
- **Capacity and Attendance Patterns**  
Accommodation to support:
  - Up to 7 staff onsite one day per week
  - A minimum of 6 staff (excluding Librarian) onsite at least 2 days per week, with a preference for 3 days
- **Sustainability of Accommodation**  
Consideration of the duration of occupancy and whether the proposed location represents a longer-term solution or an interim arrangement within CHW.

#### 5. Operational Requirements and Space Configuration

Due to the specialised and sensitive nature of CYPSS functions, the following accommodation requirements have been identified:

##### **Office Spaces**

Three (3) separate offices:

- One for the Head of Department
- Two shared offices for Clinical Advisors (Safe Wayz and New Street teams)

##### **Administrative and Storage Area**

- Dedicated workspace for the Administrative Officer
- Access to shared printer/scanner and office resources
- Adequate storage for clinical materials, library resources, and office supplies
- Consideration of a separate storage room if required

### Flexible Workspace (Hot Desk)

- Workspace for the Librarian and visiting students/trainees
- Can be incorporated within existing office or administrative areas

### Meeting Room

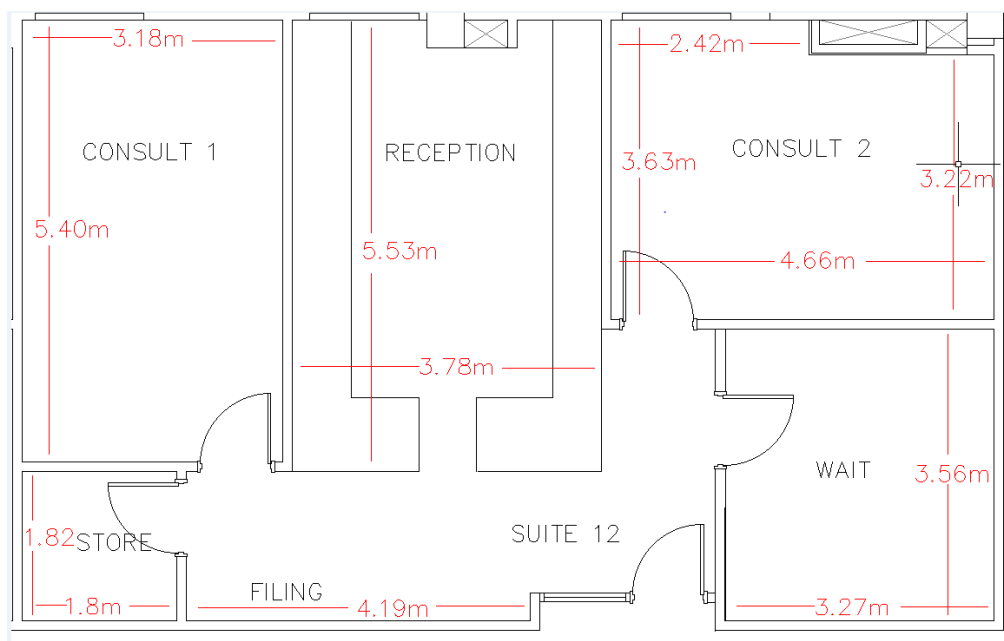
- Capacity for up to 10 people
- Equipped with audiovisual technology for hybrid meetings

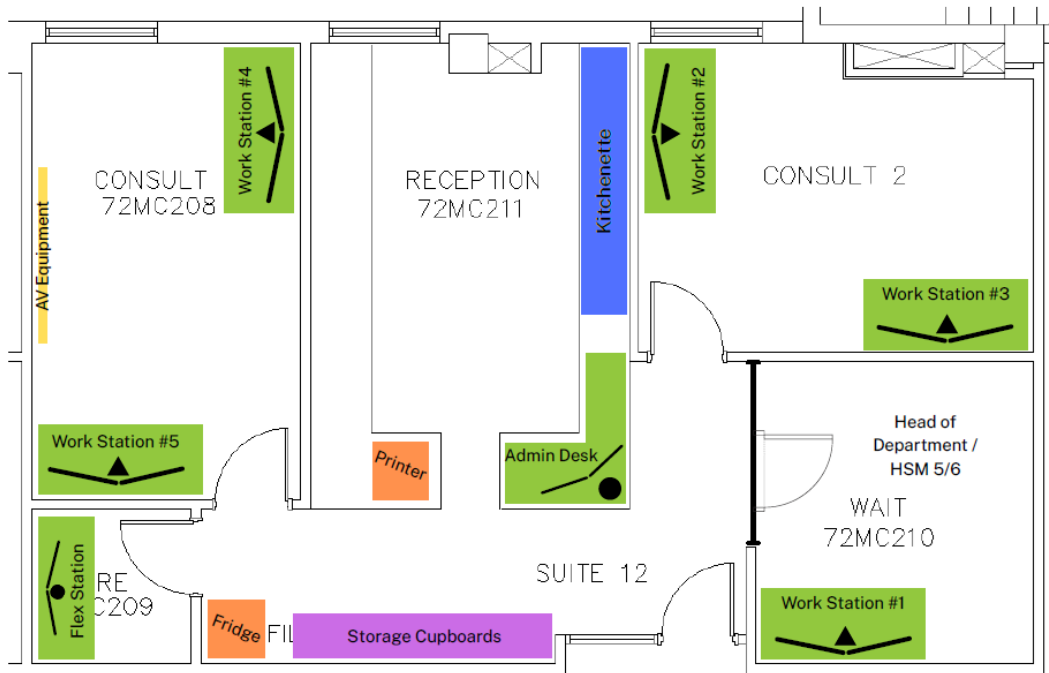
### Kitchenette Facilities

- Basic amenities including refrigerator and storage for kitchen items
- Compliance with hospital safety requirements

The Unit currently retains its own furniture and equipment. However, IT, telephones, and printing compatibility at the new site will need to be confirmed.

## 6. Proposed Office Space – Medical Centre, Children’s Hospital at Westmead





## 7. Estimated Space Requirement

The estimated space requirement is approximately **80–100 square metres**, subject to final layout, including circulation areas (e.g. entry, corridors) and workspace configuration.

## 8. Consultation Process

This consultation will be conducted in accordance with NSW Managing Excessive NSW Health Staff Policy Directive PD2012\_021 and relevant industrial obligations.

The process will include:

- Distribution of this consultation document to staff and the Health Services Union (HSU)
- Opportunities for written feedback
- Consultation meetings with staff and union representative/s
- Consideration of all feedback prior to final decision-making

Staff and representatives are encouraged to provide feedback on:

- The proposed relocation
- Workspace requirements
- Operational impacts
- Alternative options or considerations

## 9. Timeline for the Proposed Relocation

Stage		Timescale
1	Consultations with staff and Notifications to Unions (to occur simultaneously)	7 May 2026
2	Meet with staff and Health Services Union to discuss concerns	13 May 2026
3	Consider Consultation Feedback from Staff and Health Services Union	21 May 2026
4	Finalise Relocation and Accommodation Arrangements	28 May 2026
5	Communicate final relocation arrangements to staff and Health Services Union	1 June 2026

## 10. Employee Assistance Program

The Employee Assistance Program (EAP) is available should you require support. The EAP offers confidential, independent, and professional counselling services to assist staff with a range of concerns. These services are provided at no cost to you and can be accessed at any time by contacting Telus on 1800 454 713.

## 11. Feedback and Contact Details

Enquiries and feedback regarding the proposed structure should be addressed to:

Dale Tolliday

Head of Department, Children and Young People's Sexual Safety

[Dale.tolliday@health.nsw.gov.au](mailto:Dale.tolliday@health.nsw.gov.au)

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