

Private and Confidential

19 February 2026

Mr Gerard Hayes
General Secretary
Health Services Union
Level 2, 109 Pitt Street
SYDNEY NSW 2000

Delivered via email: secretary@hsu.asn.au

Dear Mr Hayes,

Notification of proposed change affecting the employees within the Organisational Development and Learning team, Hunter New England Local Health District (HNELHD)

I write to notify the Health Services Union about a proposed change affecting employees within the Organisational Development and Learning team. The reason for the change is to strengthen the strategic focus, leadership support and development opportunities within the Organisational Development and Learning team at HNELHD. The proposed structure is intended to provide clear reporting lines that enable consistent direction, timely decision making and improved access to coaching, guidance and day-to-day support.

The key proposed changes are as follows:

Proposed Change	Current	New
Reporting line change for School Based Trainee Coordinator	Manager, Organisational Development & Learning	ODL Consultant
Reporting line change for Respectful Workplace Consultant	Manager, Organisational Development & Learning	Team Leader, Organisational Culture
Reporting line change for ODL Consultant	Manager, Organisational Development & Learning	Team Leader, Organisational Culture
Reporting line change for ODL Consultant	Manager, Organisational Development & Learning	Team Leader, Learning and Development
Reporting line change for Administration Officer	Manager, Organisational Development & Learning	Senior Administration Officer
Reporting line change for E-Learning Support Officer	Manager, Organisational Development & Learning	ODL Consultant

The impacted positions are:

- ODL Consultant
- School Based Trainee Coordinator
- Respectful Workplace Consultant
- Senior Administration Officer
- Administration Officer
- E-Learning Support Officer

Other changes:

This proposed structure will include two new Team Leader roles. There will be minor changes to the position descriptions for current roles ODL Consultant and Senior Administration Officer. A merit-based recruitment process will be conducted and the successful applicants will be appointed to the roles. There will be no changes to existing job titles or classifications. Duties will remain aligned to the award.

Consultation

HNELHD are committed to meeting our obligation to genuinely consult with our staff about this change. Affected staff have been notified about the proposed change and consultation sessions will be conducted, where they are encouraged to raise questions. HNELHD also welcomes feedback from the Health Services Union regarding the change and requests it is provided by close of business on 5 March 2026.

If you wish to discuss any aspect of this matter further, please contact me via Jennifer.McCowatt@health.nsw.gov.au . Alternatively, you may wish to contact Kaedla Hutchings, Senior HR Business Partner via email at kaedla.hutchings@health.nsw.gov.au or telephone 02 4985 3383.

Yours sincerely



Jennifer McCowatt

Manager, Organisational Development & Learning

CC: Kaedla Hutchings, Senior HR Business Partner