

SWD23/63420

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

Dear Gerard

Re: Consult with Administration Services staff relating to a restructure change in reporting line of management

I write to formally advise the Health Services Union (HSU) of Fairfield Hospital's intent to consult with the Administration Services staff. The consultation process is to commence talks with affected staff (42.93 FTE).

The purpose of the change is to improve the governance and function of the administration services by the creation of an Administration Supervisor. The creation of the new Administration Supervisor will be responsible for direct management of Administration 23.49 FTE Administration staff (AO2).

The current Administration Supervisor will take on additional responsibility of overseeing Clinical Support Officers 8.0 FTE. The impact of the Administration Supervisor will have a reduction of workload by removing ED Data management from their inherent duties.

The following outlines the changes to staff impacted:

Position	Status	Position Attributes	Proposed Changes
Administration Manager	1.0 FTE	Health Managers Award – Level 1	Changes to direct reports. Will now have 2.0 FTE administration supervisors (AO6) direct reports, who are responsible for 17.44 FTE and 23.49 FTE.
Administration Supervisor	1.0 FTE	Administrative Staff Award – Level 6	New position, created from existing vacant AO2 position. Will be responsible for managing administration staff (AO2) 23.49 FTE and will report directly to the Administration Manager (HM1)
Data / Clerical Team Leader Emergency	1.0 FTE	Administrative Staff Award – Level 6	Position will be updated to be an Administration Supervisor. The position will be responsible for 9.44 FTE ED/Radiology Admin Officers (AO2/3) and 8.0 FTE CSO (AO3). ED Data management tasks will be absorbed by the Waitlist Manager (HM1).

South Western Sydney Local Health District acknowledges the traditional owners of the land

Fairfield Hospital

Cnr Prairievale Road and Polding Street
Prairiewood NSW 2176

Mailing Address/All Correspondence
PO Box 5, Fairfield NSW 1851
Tel 612 9616 8111 Fax 612 9616 8240

South Western Sydney Local Health District
ABN 46 738 965 845

Liverpool Hospital Eastern Campus
Locked Bag 7279 Liverpool BC 1871
Tel 612 8738 6000 Fax 612 8738 6001
Website: www.swslhd.health.nsw.gov.au
Email: SWSLHD-ESU@health.nsw.gov.au

Position	Status	Position Attributes	Proposed Changes
Administrative Staff	23.49 FTE	Administrative Staff Award – Level 2	Change of reporting line to the AO6 Administration Supervisor.
Administrative Staff	8 FTE	Administrative Staff Award – Level 3	Change of reporting line to the AO6 Administration Supervisor.

Please find attached a copy of the current and proposed organisation chart.

Should you wish to discuss this further please do not hesitate to contact: aolele.fuimaono@health.nsw.gov.au.

Yours sincerely



Aolele Fuimaono
Director Corporate Services

28 June 2023

enc

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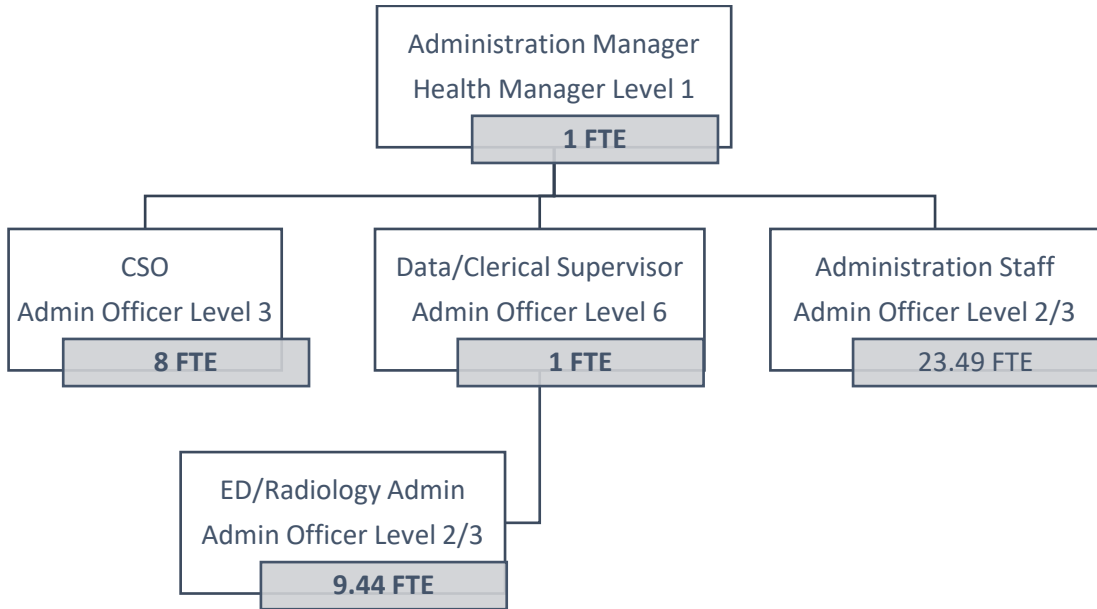
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**FAIRFIELD HOSPITAL
ADMINISTRATION SERVICES ORGANISATION CHART (CURRENT)**



ADMINISTRATION SERVICES ORGANISATION CHART (PROPOSED)

