

17th October 2022

Mr Gerard Hayes  
Secretary  
Health Services Union NSW/ACT/Qld  
Locked Bag 3  
Australia Square NSW 1215

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

Dear Mr Hayes

I take this opportunity to advise you of a minor realignment of FTE to a section of the Administration Team at the Wagga Wagga Base Hospital (WWBH).

The proposed changes have been initiated due to the reduced need for a cashier service, but significant growth in admissions at WWBH over the last three (3) years. The merge of the Patient Liaison Officer and Revenue Officer roles will enable better flexibility in meeting consumer and MoH requirements and will also allow for staff to be effectively cross trained in each role, provide additional support during period of unexpected absences.

Proposed changes:

	Current	Proposed
<b>Cashier – AO3</b>	1.0	0.5
<b>Admissions – AO4</b>	2.63	3.13
<b>Revenue – AO4</b> <i>Currently vacant</i>	0.84	0
<b>PLO – AO6</b>	2.0	2.84
<b>TOTAL</b>	<b>6.47</b>	<b>6.47</b>

Only one (1) staff member has been identified as affected – Cashier. This staff member will be encouraged to apply for a position in Admissions and/or PLO.

Initial discussions have been held informally with affected staff, who have been very supportive of the proposed realignment of FTE. Prior to a final decision being made, affected staff will be invited to provide feedback during the formal consultation period from **Monday 17 October 2022 until Monday 31 October 2022**. You are also invited to provide any feedback. Please send feedback to Michael Morris (Manager Corporate and Business Services WWBH) at [Michael.morris@health.nsw.gov.au](mailto:Michael.morris@health.nsw.gov.au).

If you have questions regarding the proposed changes, further details can be obtained from Michael Morris on 0477 342 317.

Yours sincerely



Roanna O'Hara  
**A/General Manager Wagga Wagga Base Hospital  
Murrumbidgee Local Health District**

Cc: [Nathan.Collins@hsu.asn.au](mailto:Nathan.Collins@hsu.asn.au)