



## Fairfield Hospital

SWD22/098074

Mr Gerard Hayes  
Secretary  
Health Services Union  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000  
[secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Mr Hayes,

I am writing to advise you of proposed changes to the following positions at Fairfield Hospital within the Finance Department.

- Private Patient Officer ADM05
- Billing Officer ADM05

Fairfield hospital is currently looking to standardise the two (2) positions and to align with service requirements in supporting revenue optimisation and to assist with backfilling support to the revenue function. The proposed changes will involve amalgamating the position titles and issuing new position descriptions. The position title will be renamed to "Private Patient & Revenue Officer" to better reflect on the current duties the employees are performing.

The change directly impacts on three (3) employees, situated across both positions.

The new position description has had minor updates to align with the activities the role performs. Attached is a copy of the original position description's along with a copy of the new Private Patient & Revenue Officer position description.

### Meeting with relevant Unions and Workers

To date, Fairfield management have had multiple consultation meetings with the impacted employees and team members to discuss the proposed changes to the roles. Feedback has been obtained and incorporated within the position descriptions. Please note the last meeting with staff also involved a HSU representative.

If you would like to discuss the proposed changes further, please do not hesitate to contact me by email [babetha.posener@health.nsw.gov.au](mailto:babetha.posener@health.nsw.gov.au) or by phone (02) 9616 8109.

Yours sincerely

Babetha Posener  
**Director of Finance & Revenue**  
**Fairfield Hospital**

Date: 11 October 2023

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

**Bankstown-Lidcombe Hospital**  
Eldridge Road, Bankstown, NSW  
Tel: 612 9722 8000 Fax: 612 9722 8570

**South Western Sydney Local Health District**  
ABN 46 738 965 845  
Liverpool Hospital Eastern Campus

**Correspondence**  
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Website: <https://www.swslhd.health.nsw.gov.au/Bankstown/>

Locked Bag 7279 Liverpool BC 1871  
Tel: 612 8738 6000 Fax: 612 8738 6001  
Email: [SWSLHD-ESU@health.nsw.gov.au](mailto:SWSLHD-ESU@health.nsw.gov.au)

Attachments:

- Private Patient Officer ADM05
- Billing Officer ADM05
- Private Patient & Revenue Officer ADM05