

## WSLHD Cashiers Proposed Regrade

Dear Member,

Attached is correspondence the HSU has received from Western Sydney Local Health District regarding a proposed regrade of cashier positions.

### Member feedback requested

The changes that are being proposed affect members employed as Cashiers in the WSLHD, who are traditionally employed as Administrative Officers Level 2 (**AO2**) but will be in a position to apply for these positions at their newly regraded position classification as Administrative Officers Level 4 (**AO4**).

There are currently six (6) members employed in these positions and for some time they have been performing these roles as AO4 via Higher Grade Duties. It is these six members who will be deemed to be affected staff in this change. As such, each of the six members will receive affected letters, in line with the NSW Health Managing Excess Staff Policy, granting them priority status when applying for these positions. In addition to these roles an additional Administrative Officer 6 role has been created, which will be a Senior Cashier position. This position is vacant and will be filled via a merit-based selection process in line with NSW Health Recruitment & Selection of Staff to the NSW Health Service Policy.

Please review the attached documentation and provide comment and feedback by Tuesday 18 June 2019. You can submit it by email to [tom.stevanja@hsu.asn.au](mailto:tom.stevanja@hsu.asn.au) with subject line *WSLHD Cashiers*.

### HSU organiser and sub-branch involvement

Your HSU organiser will be visiting your workplace shortly to discuss the matter with affected members.

**Not a member of the HSU? Now is time to join and have your say! You can join online at [www.hsu.asn.au/join](http://www.hsu.asn.au/join) or call 1300 HSU NSW and join over the phone.**

A union's effectiveness and negotiation power depends upon the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD



Mr Gerard Hayes  
Secretary  
Health Services Union NSW/ACT  
Level 2, 109 Pitt Street  
Sydney NSW 2000

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

Dear Mr Hayes,

**Re: WSLHD Cashier's position re-grading proposal**

I write to inform the Health Services Union NSW/ACT of proposed changes to the classification of the Cashier's position within the Finance directorate of Western Sydney Local Health District.

WSLHD Cashier Department is responsible for the provision of billing, collection services and cashier functions. The purpose of this position is to support the Local Health District (LHD) in the provision of the cash handling, fee collection, billing and receipting functions at various sites throughout the LHD. This position provides on-site services to patients, staff and the general public as well as provision of support within the LHD Main Office when required.

The scope of the role of the cashiers has changed over time necessitating a review of the grading and classification. A review of the proposed position description has determined the classification to be Administration Officer Level 4. There are six (6) employees affected by this change, currently classified as follows:

<b>Current Classification</b>	<b>Proposed Classification</b>
Employee 1 – Administration Officer Level 2	Administration Officer Level 4
Employee 2 – Administration Officer Level 2	Administration Officer Level 4
Employee 3 – Administration Officer Level 2	Administration Officer Level 4
Employee 4 – Administration Officer Level 3	Administration Officer Level 4
Employee 5 – Administration Officer Level 3	Administration Officer Level 4
Employee 6 – Administration Officer Level 2	Administration Officer Level 4

As these employees have already been receiving Higher Grade Duties at AO4 level, there is no direct financial impact. This regrade would formally reflect the correct classification for all these positions. However, as this change impacts their classification, these employees will be deemed Affected in line with the NSW Health Excess Staff Policy. WSLHD will grant them priority status in line with the policy and is hopeful that all six (6) staff will be placed in the newly established AO4 roles. Additionally, a Senior Cashier position is to be established at Administration Officer Level 6 and be recruited through the normal LHD merit based recruitment process.

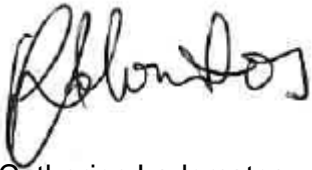
There are no proposed changes to the current duties, hours or locations for these positions.

The HR Business Partnering team will be working with management to re-grade these positions and ensure the positions are re-graded as soon as practicable.

Please direct any comments regarding this proposal to Catherine Ladomatos, Senior HR Business Partner – District Directorates via email [catherine.ladomatos@health.nsw.gov.au](mailto:catherine.ladomatos@health.nsw.gov.au).

Should you require any additional information or wish to discuss this matter further, please contact me on 0407 634 535.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Ladomatos', written in a cursive style.

Catherine Ladomatos  
Senior HR Business Partner – District Directorates  
Western Sydney Local Health District

Date: 4 June 2019

Cc: Kim Dobson, Cashier Manager, WSLHD  
Namita Biswal, Manager, HR Business Partners – District Directorate, WSLHD  
Dominika Nambiar, IR Specialist, WSLHD  
Craig Faber, HSU Organiser  
Tom Stevanja, Deputy IR Manager, HSU