

# Fairfield Hospital



**Health**  
South Western Sydney  
Local Health District

SWD24/xxxx

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

Dear Gerard

## **Re: Proposal to sign on and off electronically to General Services and Administration Services staff**

I write to formally advise the Health Services Union (HSU) in relation of Fairfield Hospital's intent to implement electronic sign on/off for General Services and Administration Services employees.

Corporate Services departments across SWSLHD have implemented the same proposal which includes General Services at Liverpool Hospital, Engineering Departments across the LHD, General Services, Security & Patient Services and the Clerical and Admissions teams at Campbelltown Hospital.

Switching from a paper-based sign on sheet to electronic sign on system will reduce time saving, the time captured is reliable and accurate with real-time data that can be accessed by multiple users. Electronic records are more secure and will reduce paper usage and storage.

Administration Services currently do not use a sign on/off system, resulting in a lack of accountability to ensure staff are accounted for during emergency situations.

Affected members and staff will be notified of the new process with four weeks transition period upon full implementation of the electronic sign on and off commencing Monday, 24 June 2024.

Should you wish to discuss this further please do not hesitate to contact me: [aolele.fuimaono@health.nsw.gov.au](mailto:aolele.fuimaono@health.nsw.gov.au) or 9616 8105.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Aolele'.

Aolele Fuimaono  
Director Corporate Services

Date: 21 May 2024

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.swsld.health.nsw.gov.au](http://www.swsld.health.nsw.gov.au)  
Email: [SWSLHD-ESU@health.nsw.gov.au](mailto:SWSLHD-ESU@health.nsw.gov.au)