



7 June 2024

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

Via email to Matthew Ramsey: matthew.ramsey@hsu.asn.au

Dear Mr Ramsey

Temporary Reporting Line Change – Manning Base Hospital Booking Office

I refer to recent discussions had with the staff of Manning Base Hospital Booking Office in relation to temporary reporting lines changing. This is an important and essential service within our Hospital.

Hunter New England Local Health District is consistently focused on improving our services, our efficiency, improving the patient journey whilst streamlining services and processes.

As a result, Manning Base Hospital Booking Office is currently undergoing a temporary change to reporting lines due to a vacant position. This has been precipitated by resignation of the current incumbent in the Surgical Waiting List Coordinator role which brings an opportunity to look for improved ways of working, whilst ensuring this work and continuity occurs.

As part of this, a temporary realignment of reporting lines, effective 10 June 2024 for 3 months, these roles will report to Ms Vickie Taylor, Manager Admissions and Revenue. This will promote collaboration and ensure integration. Staff have been consulted and notified formally.

There are no changes to overarching roles and responsibilities for staff within the team. Employment conditions remain the same as does work location.

The above will be monitored.

If you wish to discuss this matter further, please contact Jenny Fishpool at jenny.fishpool@health.nsw.gov.au

Yours sincerely,

Jenny Fishpool
Operations Manager, Medical Services
Lower Mid North Coast Sector

Hunter New England Health

cc Jodi Nieass, General Manager LMNCS