

## MEETING MINUTES

Wednesday, 18 November 2020

Commencing: 1pm

Venue: Via Skype or phone 02 66911 500 Conference ID: 968527

ITEM / DESCRIPTION			ACTION REQUIRED	CARRIAGE	ATT No.
<b>A Attendance and Declarations</b>					
Acknowledgement of the traditional custodians of the land upon which this meeting is held & pay respects to elders past & present.					
Present: Stewart Dowrick (SD) (Chair), Vicki Simpson (VS), Tony Ellem (TE), Darius Allman (DA - NSWNMA), John Slaven (JS), Michael Kearns (MK - HSU), Damien Lee (DL -ASMOF, Kathryn Brown (KB), Martin Minogue (MM), Toni Winters (TW), Peter Brookes (PB), Simon Joice (SJ), Rebekah Florence (RF), Mark Brennen (MB), Douglas Gilbert (DG- HSU), (Tania Hooper - minutes)			Note	Chair	
Apologies: Elaine Walker, Kathleen Ryan, Donna Dorrington			Note	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Nil			Note	Chair	
<b>B Presentation</b>					
<b>C Minutes of Previous Meeting/s</b>					
<b>Item 2</b>	2.1	Minutes of previous meeting – 19 August 2020 <b>Resolution: That the Minutes of the MNCLHD Joint Consultative Committee meeting of 19 August 2020 to be confirmed as a true and accurate record.</b> Moved: M Kearns    Seconded: V Simpson		Chair	
<b>D Business Arising</b>					
<b>Item 3</b>	<b>Action Table and follow up</b>				
	4.1	<b>Report from the Chief Executive</b> It was confirmed that the NSWNMA are receiving the MNCLHD COVID-19 summary update.	Completed		
	4.2	<b>Report from the NSWNMA</b> 1) Due to COVID-19, the request made by the NSWNMA and HSU requesting a ward clerk position for Renal at Kempsey Hospital has not progressed. Update – Brief has been completed and pre-approved. Currently in the process of being submitted. 2) Copy of PPE Report has been forwarded to HSU and NSWNMA again on 2 December 2020.	Held Over  Completed	M Minogue	

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4.3	<p><b>Report from HSU</b> Follow up and provide update to the HSU, NSWNMA and ASMOF out of session of the mold situation at the CHHC MNCCI.</p> <ul style="list-style-type: none"> <li>Formal notification to be sent to the HSU, NSWNMA and ASMOF out of session of the mould situation at the CHHC MNCCI. KB confirmed report and work was completed in September.</li> </ul> <p>Follow up and provide response to the HSU regarding MNCCI patient masks being removed by staff prior to photos being taken.</p> <ul style="list-style-type: none"> <li>Formal notification to be provided to HSU and to be shared with members regarding MNCCI patient masks being removed by staff prior to photos being taken.</li> <li>KB confirmed it is the staff that is to wear masks. Patients are not required to wear masks when photos are being taken for treatment purposes.</li> </ul> <p>Forward correspondence to the HSU and NSWNMA regarding the opening of Ward 1B and Short Stay Unit at PMBH.</p> <ul style="list-style-type: none"> <li>MM confirmed Ward 1B is open and HSU has written to MNCLHD to request more data.</li> <li>MM confirmed will be responded to this week and then reported back to IRC on Monday.</li> <li>MK still has concerns around resourcing. The Port Macquarie Hospital is utilising more than 12 beds in Ward B.</li> </ul> <p>Follow up and provide a response to the HSU regarding the use of a third-party security firm at PMBH and Wauchope.</p> <ul style="list-style-type: none"> <li>MM advised the brief has been written and still going through the approval process</li> </ul>		J Slaven K Brown	
				K Brown
			M Minogue	
4.6	<p><b>Public/Private Partnerships</b> The date for the tendering process for Pathology Services at Port Macquarie Base Hospital has not progressed.</p>	Confirm date of tendering process	M Minogue	
<b>E Standing items</b>				
Item 4	4.1	<p><b>Report from the Chief Executive</b> Stewart provided the following update: <b>COVID-19</b></p>	Chair	

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<ul style="list-style-type: none"> <li>• No COVID-19 acquired/related cases in the MNCLHD for approximately 200 days.</li> <li>• We have a range of 110 full time health workers across the LHD in a range of positions with the COVID response.</li> <li>• Testing numbers have dropped since the peak of the Victorian situation. Continue to inform staff of any changes.</li> <li>• Chartered flight from Adelaide landed in Coffs Harbour yesterday. The equipment and mobile vehicle were utilised and all ran smoothly. We were able to respond quickly to an urgent need.</li> <li>• VS advised we continue to do scenario planning and workforce surge planning in the event there is an outbreak.</li> <li>• We also continue to work with our external partners, Aboriginal Medical Services, Primary Health Network and our Private Hospitals and are pivotal in working with the LHD in outbreak strategy.</li> <li>• We have been able to share resources and Personal Protective Equipment (PPE) We also support our Aboriginal Services teams.</li> </ul> <p><b><u>Aged Care Facilities</u></b></p> <ul style="list-style-type: none"> <li>• We have completed an extraordinary amount of work with the Aged Care Facilities with individual meetings occurring with each Facility. Facilities have now been risk rated. MNCLHD now know what facilities would need the most support if there was to be an outbreak.</li> <li>• Scenario testing has occurred with the facilities to ensure readiness to respond.</li> <li>• Now focused and moving towards an implementation of a vaccine and preparedness to immunise our staff and community.</li> </ul> <p><b><u>Immunisation</u></b></p> <ul style="list-style-type: none"> <li>• Significant body of work occurring with a state working party regarding the vaccine roll out and we have established a local working party in conjunction with our Staff Health Nurses and our immunisers.</li> <li>• MNCLHD currently have 60 certified immunisers across the LHD and have invested in 50 registered nurses to complete their immunisation certificate through the College of Nursing. This will bring out total to over 100 Nurses to assist with immunisation.</li> </ul>			

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<p>What role NSW Health will play will be governed by the Commonwealth.</p> <p>VS thanked the association for supporting their members.</p> <p><b>Tresillian Service</b></p> <ul style="list-style-type: none"> <li>SD advised next February Macksville will commence the NSW first in Centre Tresillian Service which will be located with Maternity and there may be some staffing support further when that service commences next year.</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>Budget received from the Government yesterday and will receive our Service Agreement today. This was delayed due to the COVID situation.</li> <li>This is a COVID budget sitting outside of the Budget allocation and are working our way through planning additional funding for elective surgery this year to make up for the down time due to COVID in April/May/June and also the bushfires.</li> </ul> <p>Stewart wished all Committee members a Merry Christmas and a Happy and Safe New Year.</p>			
<p>4.2 <b>Report from NSWNMA – Darius Allman</b></p> <p>DA noted Port Macquarie 1a Ward in Mental Health Unit only 50 % open and funded for 50% capacity yet there is a number of Port Macquarie Mental Health Patients ending up in Coffs due to no room in Port Macquarie. DA enquired if looking at fully funding this unit and therefore elevate the Coffs Harbour Metal Health with their workloads.</p> <ul style="list-style-type: none"> <li>KB advised this is due the equity and level of care, also our capacity to admit safely. There has been additional demand through COVID particularly. KB would like to work with DA around an interest in reasonable workloads committee or conversation. Important to go through a planned industrial informed process around the opening of any new beds in Port Macquarie. We intend to go through a planning process. KB advised the Kempsey unit is voluntary and on most occasions has a lower occupancy than Coffs Harbour and Port Macquarie.</li> </ul> <p>DA noted that the patients that are not as acute as when they were admitted are now going into rehab</p>			

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	<p>beds and then rehab patients are then going into Shearwater lodge this week.</p> <ul style="list-style-type: none"> <li>KB advised occurs only where appropriate and where they have been assessed suitable.</li> </ul>		
4.3	<p><b>Report from the HSU – Michael Kearns</b></p> <p>MM to follow up and report back through RF and SD regarding issue raised by MK in relation to positions being advertised on I Work for NSW for Casual HSA's at Wauchope. MK advised, appears to be an ongoing casualisation of the workforce and in particular Hastings Macleay Network and Support Services.</p> <p>MK noted that the Staff Consultative Committee for CCN is only for that facility and would like to include the outlying facilities as well as the Coffs Harbour Hospital to allow outlying facilities the opportunity to raise issues before this District Consultative Committee.</p> <p>MK raised the issue of a lack of consultation in certain areas Ward 1b for example. Another issue is in relation to recent temporary appointments at Macksville Hospital. MK reminded the Committee and the District that there are award requirements for genuine consultation to occur when there are reviews and restructures. MK has put this District on notice that if this practice is going to continue then we are going to end up in constant disputes which does not benefit many people short or long term.</p> <ul style="list-style-type: none"> <li>SD noted the concerns around consultation. Would also like to celebrate the examples of good consultation.</li> </ul> <p>MK advised there was an issue raised with Management regarding the mould situation at Bellingen Hospital in the Patient Support Services area. There is only 1 toilet area for over 20/30 staff and is a public toilet. MK has been in contact with Ray Green and has requested a plan. The concern is this is an ongoing issue and needs to be addressed urgently. The next step will be Safe Work NSW. Need to confirm what remediation action is happening at Bellingen to provide a safe working environment for all workers and in particular a position from the District regarding how suitable toilet and bathroom facilities will be provided. Ray Green is assisting. We require the District to assist him to assist us.</p> <p>MK also advised there is an issue at the new Macksville Hospital, particularly the western facing wall with large</p>	M Minogue	

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<p>glass windows at the entrance. This is causing concerns in the reception area with a staff member having to use an umbrella inside the facility as a shield from the sun. We understand there are issues with the contractor and need this actioned before Christmas as a matter of urgency.</p> <p>Noted that the information bulletin for the Christmas closure was included in the Agenda.</p> <p>MK requested correspondence from the District on what services will be closed or scaled back as we are receiving calls from members who may not have sufficient leave.</p> <p>MK requested Christmas Closure information to be sent out earlier next year, August/September 2021.</p> <p>MK acknowledged that it has been over 200 days without a local COVID case and is a wonderful inditement on our Community and certainly for all Health workers across this LHD and we recognise the wonderful job all our Health workers have done.</p>			
<p>4.4 <b>Report from ASMOF – Damien Lee</b></p> <ul style="list-style-type: none"> <li>• Nil concerns</li> </ul>			
<p>4.5 <b>Employee Survey Update – Rebekah Florence</b></p> <p>RF advised the People Matters Engagement Survey NSW Health the state approach, will be conducted in June 2021. This was previously postponed due to COVID.</p> <p>Currently investigating the opportunity to conduct a Pulse Survey in February and looking at sustainable engagement questions, which will replace the 270 questions sent out to our teams. There will be 9 questions for each pulse focusing on sustainable engagement. This is around how do we empower our team, energise our team and enable our teams to do their jobs.</p> <p>Currently working on consultation with our teams, community and our clinicians around the future NSW Health strategy.</p> <p>Stewart and Rebekah ran 4 supercharged 90-minute zoom sessions that focused on work place culture with approximately 200 people from around the District.</p> <p>RF advised have met with the AMA and the survey occurred in September with over 1,332 people surveyed and not in our District. The key areas of the survey</p>			



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<p>included rostering and overtime, access to leave, wellbeing, education and training, morale and culture. Port Macquarie and Coffs have been sharing what their strengths are and opportunities. Rene Lazzaro (JMO) attended the People and Culture Sub Committee and we have taken away a few actions.</p>			
<p>4.6 <b>Public/Private Partnership</b> SD noted that surgery is part of a State Contract that has been signed.</p>			
<p>4.7 <b>Work, Health &amp; Safety – Simon Joice</b> SJ noted since the last JCC meeting have had 2 notifiable instances with Safe Work.</p> <ol style="list-style-type: none"> <li>1) Involved a panel collapsing and striking a patient leg. Safe work attended and investigated with corrective actions in place.</li> <li>2) Asbestos was located during car park works at Bellingen. This was managed by a contractor that was on site. The District notified safe work NSW and protocols were put in place and material was removed. Staff were updated and this issue has since been resolved.</li> </ol> <p>We are currently assisting safe work with a request for service they received regarding Medical Ward in Coffs Harbour, in particular exposure to occupational violence. Meetings have occurred with both Safe Work and relevant stakeholders on site and they are returning shortly on the back of a risk assessment that the WHS team has undertaken at Medical Ward. What we are hoping to achieve is the methodology that we have approached with analysing that risk and can replicate this throughout other areas in the District. For noting last quarter, Coffs Harbour Campus is sharing a high number of the overall percentage of incidences that relate to exposure of violence The new IMS+ system will give us further clarity and a deeper understanding of why this is occurring. In addition to the existing offerings we provide in the VPM space, we are also informally trialing some rapid type sessions which is more of a refresher in those hot spots, particularly in Mental Health Units that has been well received.</p> <p>The Safety Culture Survey has now closed and was the second one for our District. This is unique to Mid North Coast. The response rate was lower than anticipated compared to last year. Future participation in these surveys is encouraged and will give us a good</p>			

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<p>comparison and some insight on where we were this time 12 months ago.</p> <p>We have several pilot programs at the moment in the District, one at Kempsey next week for Health Managers around how to engage in early intervention techniques for our staff who may exhibit signs of mental illness or injuries. This is a first for this LHD and was part of the learnings from the Frank Baxter riot which resulted in a high number of Workers Compensation claims last year.</p> <p>The change room program is commencing and is essentially run by international wellness and wellbeing experts. We are fortunate they are attending both Coffs Harbour and Port Macquarie on the 10<sup>th</sup> and 11<sup>th</sup> December with well-respected speakers.</p> <p>Since our last meeting we have distributed 2 safety notices, one of those is patients in custody to help raise the awareness in response to the increase in our prison population both at Kempsey and Grafton. The second notice was around the introduction of our Chem Alert, updated version. This is the central point for the way Health manage hazardous chemicals in the work place.</p> <p>DA noted the low incidence of VPM Training in some of the Mental Health Units</p> <ul style="list-style-type: none"> <li>• SJ advised Mental Health has one of the highest compliance rates for VPM Training across the District, particularly at Coffs Harbour. Mental Health has always been a strong leader in compliance.</li> <li>• SJ advised we are limited regarding the number of participants at this time and need to keep in mind how we provide facilitated VPM training in a safe manner.</li> </ul> <p>Our focus at the moment is on Coffs Harbour and Mental Health and will be part of training given the higher percentage of events.</p> <p>DA enquired if ED and other wards received training</p> <ul style="list-style-type: none"> <li>• SJ advised VPM training is always offered and we aim to offer a course within the LHD once every fortnight. Currently running a 3-day face to face team restraint session that is being held at Port Macquarie. We also offer a condensed VPM one day training. All staff are encouraged to attend the 1-day personal safety and de-escalation training with enrollment through 'My Health Learning.</li> </ul>			



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		<p>PB expressed concern for the inpatient branch as the numbers for training have always been low and the issue can be release of staff to attend these sessions.</p> <p>MB raised the issue of Birth rate plus in Maternity Unit and general patients in Maternity on behalf of Elaine Walker.</p> <ul style="list-style-type: none"> <li>• VS has responded to Elaine advising would like to sit with Mark and Elaine to explain the process as there is a component in there for non-maternity patients.</li> <li>• VS has supplied Darius with the Birth Rate Plus data that was requested previously.</li> </ul> <p>MK advised we understand there is an extension for COVID funding and given the recent activity out of Port Base, concerns been raised with HSU within the District Finance team that there has been a significant burden placed upon the finance team with additional COVID funding. There does not seem to be any additional temporary resourcing for that team to assist with their workload.</p> <p>MB enquired if the District is advocating for casualisation of Public Health jobs given the activity we have had at Port Macquarie Base recently.</p> <ul style="list-style-type: none"> <li>• SD advised there is not the philosophy around casualisation, casuals have been around for a long time with no attempt to increase casual positions, however there has been significant funding that has been assigned specific to COVID / Bushfires and has been short term.</li> </ul>			
<b>F General Business</b>					
Item 5	5.1	<p><b>1a Ward Metal Health – Port Macquarie</b></p> <p>DA noted Port Macquarie 1a Ward in Mental Health Unit only 50 % open and funded for 50% capacity yet there is a number of Port Macquarie Mental Health Patients ending up in Coffs due to no room in Port Macquarie. Darius would like to know if looking at fully funding this unit and therefore elevate the Coffs Harbour Metal Health with their workloads.</p> <ul style="list-style-type: none"> <li>• KB advised this is due the equity and level of care and our capacity to admit safely. There has been additional demand through COVID particularly. KB would like to work with DA around an interest in reasonable workloads committee or conversation. Important to go through a planned industrial informed process</li> </ul>			

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		<p>around the opening of any new beds in Port Macquarie. We intend to go through a planning process. KB advised the Kempsey unit is voluntary, and on most occasions has a lower occupancy than Coffs Harbour and Port Macquarie.</p> <p>DA noted that the patients that are not as acute as when they were admitted are now going into rehab beds and then rehab patients are then placed into Shearwater lodge this week.</p> <ul style="list-style-type: none"> <li>KB advised occurs only where appropriate and where they have been assessed suitable.</li> </ul>			
	5.2	<p><b>Elective Surgery</b></p> <p>DA noted in previous minutes you have received funding to increase elective surgery by 23% across the District with Port bearing the brunt of this. What are facilities actioning in relation to increasing their Theatre lists.</p> <ul style="list-style-type: none"> <li>SD advised is a combination of both Public and Private. All our public facilities have been funded for additional work which is Port Macquarie, Coffs Harbour, Kempsey, Bellingen, Macksville and Wauchope. There is also the Private sector, with a state contract that is in place of the privates, including Baringa and Ramsey Health, Coffs Day Surgery, and relationships with the Private Hospitals in the Manning area which is part of that State Commonwealth agreement.</li> </ul>			
<b>G Minutes of Other MNCLHD Joint Consultative Committee Meetings</b>					
<b>Item 6</b>	6.1	<p>The following endorsed minutes were tabled for information and noted by the Committee:</p> <ul style="list-style-type: none"> <li>CHHC SCC Meeting Minutes – 5 February 2020</li> <li>Hastings/Macleay Clinical Network Staff Consultative Committee – 27 February 2020</li> </ul>	Noted		
<b>H Next Meeting</b>					
<b>Item 7</b>	Meeting closed at 2.40pm. The next meeting of the Mid North Coast Local Health District Joint Consultative Committee will be held on <b>17 February 2021</b> .				