

**MINUTES OF Staff Consultative Committee Meeting**

Wednesday 27 May, 13:00 – 14:00  
Executive Boardroom/Skype



**Health**  
Nepean Blue Mountains  
Local Health District

Skype details are included in the calendar invite.

HPRM: 21/59587

*P = Present T = Teleconference A = Apology V = Videoconference Ab = Absent PR = Proxy Attended C = Chair*

Name	Position	20 Jan	24 Mar	27 May	28 July	22 Sept	24 Nov
Elizabeth Harford	General Manager BMDAMH & Springwood Hospital	P	P	P			
Judith Walloscheck	Director of Nursing & Midwifery	P	P	P			
<del>Ashley Ubrinien</del>	BOM (ceased employment 21/5/21)	P	P	-			
Alison Garnsey	WHS representative	A	P	P			
Adam O'Sullivan	Security Manager	P	P	P			
Derek Locock	Sec BM Branch	Ab	Ab	Ab			
Steven Jackson	Nurse Manager Springwood	-	-	Ab			
Jonathan Wall	HSU Secretary	P	A	A			
Karen Boys	Domestics Springwood	Ab	Ab	Ab			
Kym Rogers	Admin & Patient Services Manager	P	P	P			
Katrine Tuckey	BM Theatres NUM	A	A	P			
Lynne Mason	CADU Manager	A	Ab	P			
Madeleine Simpson	Maternity/CW NUM	A	A	A			
Matthew Rimmington	SWD Theatres NUM	Ab	Ab	Ab			
Todd Cleary	Domestic Services Manager	P	P	P			
Randall Millington	HSU	-	-	Ab			
Carolina Leiva	NSW NM Association Organiser	Ab	Ab	PR			
Katie Downey	Executive Assistant/Secretariat	P	P	P			

### 1. Acknowledgment of Country / Apologies

Liz Harford gave an acknowledgment of Country.

**Apologies:** Jonathon Wall (emailed apology with nothing to report on his behalf).

**Proxy:** Debbie Brown, for NSWNMA

**Welcome:** Debbie Brown, representing the NSW Nurses and Midwives Association.

### 2. Minutes of Previous Meeting

Minutes of March 2021 accepted by Kym Rogers and Adam O'Sullivan.


### 3. Actions Arising from Previous Minutes

As detailed in the action log at the end of the minutes – NIL to discuss at this meeting.

### 4. Standing Items

#### 4.1. WHS

- WHS Audit timetable has been drafted, the date of the audit for Blue Mountains & Springwood has not been advised yet.
- SIAT audit results will be distributed by the end of June 2021.
- Reporting period of 1 July 2020 to 31 March 2021, when compared to the previous corresponding period, there has been an increase in IMS+: 10 more in work pressure, 9 more in assault.
- The floor has been repaired in the x-ray corridor at Blue Mountains Hospital.
- Liz commented that staff assault incidents should be logged and investigated as a matter of priority. Staff follow up is essential as assaults are a very serious matter.

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#### 4.2. LHD

- NIL to report at this meeting.

#### 4.3. Recruitment

- The General Manager position is currently being recruited.
- Business Operations Manager advert has closed, waiting to confirm a panel for this position. There was no success with the EOI for this position.
- Physio HOD was interviewed, outcome not decided as yet.
- Nursing: Not many vacancies but managers are keeping up to date with attempting to fill positions when they become vacant.
- Staff Health have now taken on Linda Mortimer to assist with BM/SWD clearances for new starters.
- The committee were assured that recruitment is happening as soon as positions become vacant but there have been some delays from recruitment, transactions and Staff Health which has been and will continue to be discussed with the Manager of Recruitment and Transactions.

#### 4.4. Local Sub Branch Reports HSU & NSW Nursing & Midwifery Association

- HSU: NIL to report at this meeting.
- Local Nursing & Midwifery Branch representatives were absent from this meeting.
- Debbie Brown, organiser NSWNMA: Workload is significant and nurses have reported doing a lot of overtime which is starting to wear out the staff. Judith responded that this could be due to sick leave and the beds of which there are 40 but only budgeted to 30 in East Wing.  
*Action: Liz has requested an overtime report for Nursing and the Casual pool for Springwood.*

#### 4.5. People Matter Survey

- Due to occur in August/September 2021.

#### 4.6. Reasonable Workload Meeting

- Springwood: Judith has put forward a brief and has discussed with Julie Williams. Response was for less staff than was requested.
- Debbie Brown: Management did not attend the Workloads Committee Meeting and another meeting has not been arranged.

*Action: David Corden will confirm which members of management are to be at the Workloads Committee meeting.*

- Liz has requested that, going forward, any communication regarding the Springwood Nursing matter is also to be sent to the Director of Nursing & Midwifery for BM & SWD Hospitals.

#### 5. General Business

- NIL raised at this meeting.

#### Meeting closed at 13:22

#### 6. Next Meeting

Wednesday 28 July 2021

13:00 – 14:00, Skype and Executive Boardroom BMDAMH

**Staff Consultative Committee Meeting BMDAMH/SWD**



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**ACTIONS IN PROGRESS**

Meeting Date	Item/Issue	Action Required	Responsibility	Progress
27.5.21	4.4	There was a request for an overtime report for Nursing staff and the Casual pool for Springwood - Judith to supply to Liz.	Judith Walloscheck	
27.5.21	4.7	<i>David Corden will confirm which members of management are to be at the Workloads Committee meeting.</i>	David Corden	

**COMPLETED ACTIONS**

4/11/20	Staff to add to the committee	Madeline Earle added as an invitee for Staff Consultative Meeting
4/11/20	Meeting date to be moved	<i>Move meeting date for next Staff Consultative towards the end of January</i>
2/9/20	Recruitment	Discuss with media the reason behind not utilising social media for advertising. Update 4 Nov - recruitment has since been adv on Social Media
2/9/20	WHS	Discussion around moving other room bookings to make 5 day training sessions possible
2/9/20	WHS	Send audits to sub board committee via Liz

5/2/20	New Union Reps	Mary to source names of new Union reps & inform Suzie for meeting invitations