

**MINUTES OF Staff Consultative Committee Meeting**

Wednesday 6 April, 13:00 – 14:00  
Executive Boardroom/Skype



**Health**  
Nepean Blue Mountains  
Local Health District

Skype details are included in the calendar invite.

HPRM: 22/18035

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

Name	Position	10 Feb	6 April				
Elizabeth Harford	General Manager BMDAMH & Springwood Hospital	P	A				
Deanne Green	A/ Director of Nursing & Midwifery	P	P				
Anees Kas	Business Operations Manager	A	Ab				
Alison Garnsey	WHS representative	A	A				
Shahbaz Saleemi	Security Manager	T	P				
Derek Locock	NSWNMA member	Ab	Ab				
Jonathon Wall	HSU Sub Branch secretary	A	P				
Shakeel Choudhary	HSU Sub branch Vice President	P	P				
Tatiana Grant	NSWNMA member	Ab	A				
Rosamunde Kadi	NSWNMA member	Ab	A				
Paula Bashford	NSWNMA member	V	A				
Karen Boys	Domestics Springwood	Ab	Ab				
Kym Rogers	HSU Sub branch Committee member	T	T				
Katrine Tuckey	NUM Theatres	T	T				
Lynne Mason	HSU Sub branch President	Ab	T				
Madeleine Simpson	Maternity/CW NUM	Ab	Ab				
Matthew Rimmington	SWD Theatres NUM	A	Ab				
Todd Cleary	HSU Sub branch Committee member	P	A				
Randall Millington	HSU Organiser	V	Ab				
Alistair Ball	NSWNMA Organiser	A	Ab				
Jodie Cowdrey	Human Resources BP	T	T				
Katie Downey	Executive Assistant/Secretariat	P	P				

### 1. Acknowledgment of Country / Apologies

Deanne Green gave an acknowledgment of Country.

**Apologies:** Alison Garnsey, Elizabeth Harford, Rosamunde Kadi, Paula Bashford, Tatiana Grant, Todd Cleary.

**Proxy:** Deanne Green acting as General Manager (chair)

### 2. Minutes of Previous Meeting

- Minutes of February 2022 accepted by Kym Rogers.
- Noted change of title for Katrine Tuckey to Nursing Unit Manager, Theatres.


### 3. Actions Arising from Previous Minutes

- As detailed in the action log at the end of the minutes.

### 4. Standing Items

#### 4.1. WHS

- Alison Garnsey is an apology for this meeting. Nil circulated up from Alison.
- Pans sanitisers for East Wing have been approved and are due for install after Easter 2022.

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#### 4.2. LHD

- Community meetings occurred at the Carrington to discuss the build of a new Hospital in Blue Mountains – No further update

#### 4.3. Recruitment

- Active recruitment across all disciplines. There have been issues with attracting candidates- Jobs are going out 2 to 3 times regardless of Media input to advertise via social media and other external advertising.
- Kym Rogers: Taking a little bit longer to get job adverts up at the moment due to the new spreadsheet requirement for ATFs and the Executive Committee review required before approval.

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

- Jonathon Wall: Tomorrow there will be industrial action taken across the state. BM Hospital will be acting between 11am and 1pm - members to meet outside the main Hospital ED entrance. Approximately 7-8 ambulance and paramedics staff members will be taking action.
- This will cause a mild disruption to staffing between the times indicated above. Deanne responded that Department Heads have responded with expected impact on Departments which is expected to be minimal.
- Other Hospitals will be taking action between 10am and 2pm. Emails have been circulated by Jonathon regarding this action and discussion had with Management.
- Deanne Green: Impacting with 40 members participating in the 24 hour strike in March. Moderate to high impact. Risk mitigating Strategies were put in place.
- Deanne would like to acknowledge the input and assistance of all that were involved to maintain essential care requirements on this day of industrial action

#### 4.5. Reasonable Workload Meeting

- Chair for reasonable workload meeting not present.
- Deanne Green: Formal response to reasonable workload has been provided regarding retention of staff

#### 5. General Business

- Nil to raise

**Meeting closed at 13:12**

#### 6. Next Meeting

Thursday 16 June, 2022

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

**Staff Consultative Committee Meeting BMDAMH/SWD**



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**ACTIONS IN PROGRESS**

Date	Item	Action Required	Responsibility	Due	Progress

**COMPLETED ACTIONS**

10/2/22	<i>Director of Nursing &amp; Midwifery to discuss with the chair of the Reasonable Workloads Committee about organising regular meetings and having an appropriate attendance at the committee.</i>	Update 6/4: Deanne is comfortable that there are regular meetings arranged, TOR endorsed. No issues to report. Completed.
28/7/21	Follow up with Steven Jackson/Judith Walloscheck and Adam O'Sullivan in regards to HASA for Springwood.	Update 22/9: Liz has asked Anees to look at costs for Security drive by at Springwood vs HASA at Springwood. A discussion was had amongst the committee about the hours required for this position. <b>Update 10/2:</b> Deanne has discussed this with Steven and an approval brief will be submitted. <b>Update 6/4:</b> Brief has been sent through to Tier 2 for approval. Completed.
28/7	Katie to send current draft TOR for Reasonable Workloads Committee to Alistair Ball for review and discussion with David Corden (chair of Reasonable Workloads Committee).	Update 28/7: Katie forwarded draft TOR to Alistair, including David Corden and requested an update of their discussion for the September meeting. Update 22/9: No update received. Katie will follow this up. <b>Update 15/10: Incorrect TOR tabled at Sept meeting, to be tabled at the next meeting on Nov 4 at 2pm.</b> <b>Update 10/2:</b> Changes to be made to the Terms of Reference quorum – the minimum required for a quorum will be 4 – equal

**COMPLETED ACTIONS**

		representative of Management and staff and have included representation from Bed Management – Rachel Simmons. The new Terms of Reference were endorsed by the Committee in Dec 2021 meeting.
22/9	Liz has asked Anees Kas and Ajith Thankachen to assist with more information required for NMBMBRIEF21/1141 in relation to Maternity staffing in outpatient clinics before it is approved by Director Hospital Services.	Update 10/2: Complete
	<i>David Corden will confirm which members of management are to be at the Workloads Committee meeting.</i>	Update 28/7: Unions to try to identify frontline staff to attend Reasonable Workload meetings as well as the Managers (NUMs) listed on the draft TOR. COMPLETE
	<i>There was a request for an overtime report for Nursing staff and the Casual pool for Springwood - Judith to supply to Liz.</i>	Update 26/7: Reported was sent through to Judith in May and Katie on 26/7, then forwarded on to Liz Harford for review. Katie will send this out to the committee with the minutes. <b>COMPLETE.</b>
4/11/20	Staff to add to the committee	Madelaine 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