

AGENDA FOR Staff Consultative Committee Meeting
Blue Mountains District ANZAC Memorial & Springwood
Hospitals

Thursday 10 February 2022, 13:00 – 14:00
BMDAMH Executive Boardroom and Skype

Skype conference ID: 828743572



Health
Nepean Blue Mountains
Local Health District

HPRM Ref: 22/3586

Item	Subject	Responsibility	Page no.
1.	Acknowledgement of Country / Apologies	<i>L Harford</i>	
2.	Minutes of the previous meeting		
3.	Actions carried over		
4.	Standing items		
	4.1 WHS		
	4.2 LHD		
	4.3 Recruitment	<i>L Harford/ D Green</i>	
	4.4 Local Reports: HSU Sub Branch & NSW Nursing & Midwifery Association Branch	<i>Branch members</i>	
	4.5 Reasonable Workload Meeting	<i>D Green</i>	
5.	General business		
	5.1		
	5.2		
6.	Next meeting		
	Date: 23 March 2022		
	Time: 13:00 – 14:00		
	Venue: Skype/Executive Boardroom BMDAMH		

MINUTES OF Staff Consultative Committee Meeting

Thursday 10 February, 13:00 – 14:00
Executive Boardroom/Skype



Health
Nepean Blue Mountains
Local Health District

Skype details are included in the calendar invite.

HPRM: 22/7013

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

Name	Position	10 Feb					
Elizabeth Harford	General Manager BMDAMH & Springwood Hospital	P					
Deanne Green	A/ Director of Nursing & Midwifery	P					
Anees Kas	Business Operations Manager	A					
Alison Garnsey	WHS representative	A					
Adam O'Sullivan	Security Manager	T					
Derek Locock	NSWNMA member	Ab					
Jonathon Wall	HSU Sub Branch secretary	A					
Shakeel Choudhary	HSU Sub branch Vice President	P					
Tatiana Grant	NSWNMA member	Ab					
Rosamunde Kadi	NSWNMA member	Ab					
Paula Bashford	NSWNMA member	V					
Karen Boys	Domestics Springwood	Ab					
Kym Rogers	HSU Sub branch Committee member	T					
Katrine Tuckey	NSWNMA member	T					
Lynne Mason	HSU Sub branch President	Ab					
Madeleine Simpson	Maternity/CW NUM	Ab					
Matthew Rimmington	SWD Theatres NUM	A					
Todd Cleary	HSU Sub branch Committee member	P					
Randall Millington	HSU Organiser	V					
Alistair Ball	NSWNMA Organiser	A					
Madelaine Earle	Human Resources BP	T					
Katie Downey	Executive Assistant/Secretariat	P					

1. Acknowledgment of Country / Apologies

Liz Harford gave an acknowledgment of Country.

Apologies: Anees Kas, Alison Garnsey, Jonathon Wall, Alistair Ball, Matthew Rimmington

Proxy: nil

Welcome:

2. Minutes of Previous Meeting

- Minutes of November 2021 accepted by


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.
- Liz raised the East Wing pan flush, pending approval.

MINUTES OF Staff Consultative Committee Meeting Thursday 10 February, 13:00 – 14:00 Executive Boardroom/Skype	 Health Nepean Blue Mountains Local Health District
Skype details are included in the calendar invite.	HPRM: 22/7013

4.2. LHD

- Increase in activity and interest from the community in relation to achieving funding for a new Hospital in Blue Mountains. CE & Chair of the Board NBMLHD attended a meeting in Katoomba last week on this subject.

4.3. Recruitment

- Randall Millington, HSU: Advised that there are 2 additional Radiographer positions for Medical Imaging at BM.
- Deanne: Reviewed all cost centres FTE in line with nursing & midwifery profiles. Process for submitting data to the LHD committee has been reviewed and refined accordingly.
- Liz: Has been providing any outstanding FTE data in relation to corporate and Allied Health positions in the absence of the Business Operations Manager.

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

- Randall Millington, HSU, will visit Springwood Hospital on the 28 February Blue Mountains Hospital on 1 March.
- Randall: AGM for HSU Branch set to occur on 1 March after confirming with the secretary of the branch.
- Kym Rogers, HSU sub branch committee member: confirmed that there is nothing to raise from the HSU sub-branch.
- Kate Tuckey, NSW N&M Association member: Raised the Nursing & Midwifery strike that will occur next Tuesday 15 February. Liz thanked the staff for cooperating with herself and Deanne to monitor staffing levels during the strike to ensure the Hospital is covered appropriately.
- Paula Bashford, NSW N&M Association member: Enquired as to the progress of the employment of a HASA in the afternoon at Springwood Hospital.

4.5. Reasonable Workload Meeting

- Katie Downey spoke on David Corden's behalf: Terms of reference for the Reasonable Workloads Committee were raised for endorsement. The quorum has been reviewed and members added. The committee endorsed the updated TOR in December 2021.

Action: Director of Nursing & Midwifery to discuss with the chair of the Reasonable Workloads Committee about organising regular meetings and having an appropriate attendance at the committee.

5. General Business

- No general business was raised at this meeting.

Meeting closed at 13:20

6. Next Meeting

TBC

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

Staff Consultative Committee Meeting BMDAMH/SWD



Health
Nepean Blue Mountains
Local Health District

ACTIONS IN PROGRESS

Date	Item	Action Required	Responsibility	Due	Progress
10/2/22	4.5 Reasonable Workload Committee	<i>Director of Nursing & Midwifery to discuss with the chair of the Reasonable Workloads Committee about organising regular meetings and having an appropriate attendance at the committee.</i>	DONM	18/2/22	
28/7/21	4.4	Follow up with Steven Jackson/Judith Walloscheck and Adam O'Sullivan in regards to HASA for Springwood.	Liz Harford	22/10/21 25/2/22	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. Update 10/2: Deanne has discussed this with Steven and an approval brief will be submitted.

COMPLETED ACTIONS

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. Update 15/10: Incorrect TOR tabled at Sept meeting, to be tabled at the next meeting on Nov 4 at 2pm. Update 10/2: Changes to be made to the Terms of Reference quorum – the minimum required for a quorum will be 4 – equal
------	--	---

		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 NMBRIEF21/1141 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. COMPLETE.
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