

# MINUTES

## Industrial Meeting Record

### Staff Joint Consultative Committee Meeting

<b>Quarterly Meeting</b>	<b>August 2022</b>
<b>Date:</b>	<b>Tuesday 30 August 2022</b>
<b>Time:</b>	<b>1:30 pm to 2:30 pm CST (2 pm to 3 pm EST)</b>
<b>Venue</b>	<b>Meeting Room 2A &amp; 2B, first floor, BH CHC</b>

### Distribution List

Name	Attendance	Position
David Green	Y	Director People & Culture FWLHD (Chair)
Brad Astill	N	Chief Executive
Melissa Welsh	Y	Director Allied Health, Partnerships & Innovation FWLHD
Wendy Gleeson	N	Representing Nursing, Midwifery Directorate
Dr Timothy Smart	N	Director Medical Services
Julie Manoel	Y	Director Nursing and Midwifery and Manager BHHS
Jodie Miller	N	A/Director of Clinical Operations FWLHD
Denise McCallum	N	General Manager District Health Services
Tracey Coyte	N	Organiser NSW Nurses and Midwives' Association
Wyn Scott	N	NSWNMA delegate for Balranald
Katrina Lee	N	NSW Nurses and Midwives' Association
Breeanna Braga	N	NSWNMA delegate for Broken Hill
Zelda Giblett	N	HSU Organiser
Sebongile Mbele	Y	HSU Industrial Officer
Wendy Griffiths	N	HSU Delegate
Fiona Jackson	N	HSU Delegate
Kerrieanne Pearson	N	HSU delegate for Wilcannia
Debbie Everett	N	HSU delegate for Dareton
Roslyn Ferry	Y	President BIC / TEU Secretary
Greg Braes	N	CFMEU
Vacant	N	TEU delegate
Nicholas Hanford	N	TEU delegate
Vacant	N	Assistant Industrial Officer, ASMOF
Teagan Derham	Y	Secretariat

### Present

#### Apologies:

Brad Astill, Jodie Miller, Wendy Gleeson, Kerrieanne Pearson, Nicholas Hanford, Greg Braes.

Roslyn Ferry advised the committee that Marshall Kelly (TEU Delegate) has retired.

#### Acknowledgement of Country

The Far West Local Health District acknowledges the traditional owners of the lands within its boundaries including: the Barkandji; the Muthi Muthi; the Wilyakali; the Ngiyampaa; the Wadigali; the Malyangaba; and the Wangkumara. We acknowledge and pay respects to the Elders past and present and emerging and their ancient wisdoms. We also acknowledge the communities of today and the Aboriginal community members who are part of our communities.

#### Confirmation of Minutes

Minutes from May Meeting not moved by Roslyn Ferry. Action List item 8 Anderson Report, is not complete.

## **Matters arising and actions from previous meeting**

### **Action List items**

1. Report from CE – Hold over.
2. SARU Department – Dependent on workforce availability. Hopes to open within one month. Confirmation of open dates to be sent out of session before the next JCC meeting.
3. Non-Clinical Team Leader Positions – For follow up. Jodie and Ros Ferry to set up meeting out of session.
4. Anderson Report – Rosslyn advised that this is not complete and she is yet to receive the report. To follow up with Judy Robinson.

### **Security**

Rosslyn requested that Benjamin Harris be invited to the JCC Meetings as Security Manager to ensure if any issues regarding security arise then they can be addressed appropriately.

### **New Award**

Rosslyn mentioned delays in implementing conditions of the new award relating to the 30 minute meal break which is now unpaid. An interim arrangement has yet to be established for the Ward Services Officers and Switchboard Operators. David required clarification as in previous meetings it was thought to be agreed that the interim arrangements for EDSA's would be in place for the Ward Services Officers and Switchboard Operators also.

Rosslyn confirmed that Marshall Kelly was taking the proposal back to the Ward Services Officers for their input however he has since retired. Rosslyn stated that "Status Quo" should remain until an interim arrangement is agreed upon and if this cannot be agreed on, the next steps are to go to IRC. David reiterated that a meeting between BHHS and BHTEU is scheduled for 31 August 2022 to further discuss issues raised and will address these interim arrangements for Ward Services Officers and Switchboard Operators and come to an agreement without having to go to IRC.

Conflicting information being provided to Switchboard Operators and therefore request for Troy McKenna to be invited to be meeting on 31 August 2022 to further clarify.

## Standing Items

### 4.1 Report from Chief Executive

Held over.

In Brad's absence, David has advised the committee that Brad Astill is the interim Chief Executive until recruitment to the position has been finalised.

### 4.2 Report from Director of Clinical Operations FWLHD

In Jodie's absence, David has asked if there is any specific information outside of the scope of the current meetings that the unions would like to have feedback on which can be provided by Jodie out of session.

Rosslyn requested clarification around how long Jodie would be acting in the Clinical Operations position. David advised that recruitment to the position has paused in the interim while the Chief Executive position is being recruited too and in return, Jodie has been extended for a further 6 months (approximately February 2023).

Rosslyn further added that there are outstanding matters dating back to 2018 which also need to be addressed. Rosslyn confirmed that these issues will be raised at the meeting held 31 August 2022 and ongoing.

### 4.3 People Matter Employee Survey Report

PMES Survey response for the period of April 2022 – June 2022.

LHD focus areas are:

- Recruitment
- Grievance Handling
- Learning & Development
- Action on Results
- Recognition
- Senior Management

CE has approved the Blue Flagging of My Health Learning modules CORE Chat and Code of Conduct for all staff. There is promotion and education for managers about utilising the NSW Health Managers Portal for addressing Grievances and Concerns. A member of the People & Culture team will provide a 15 minute demonstration session about how to use the Managers Portal.

There are focuses on the PAT (Performance and Talent) system. Changes have been made to the system to help create a more user friendly system. Regularly weekly training is available for staff via teams to assist in how to navigate the system and additional one on one support is available at request.

A brief update of the PMES actions is provided in the monthly Focus staff newsletter and quarterly update on the PMES results were provided at the Staff Forum in July.

As a part of recognition, there was a specially designed notebook, pen and T-Shirt that was given to all staff as a gift of appreciation. The Aboriginal artwork on these gifts were specifically designed for the Far West LHD and symbolise our district.

Senior Managers are having regular contact with their teams and staff across the organisation. Some executive who are situated at the CHC building are spending 1 to 2 days a week at the BHHS to provide support directly into the Health Service.

PMES 2022 Survey is now open until 16 September. Response rate is currently at 15% as of 15 August 2022. One major change with the way the PMES is presented is that we will now be able to identify individual units and teams. This allows us to identify demographics of the survey, meaning where teams receive 10 or more surveys a report will be generated. The report for teams is an opportunity for managers to have an inward view about what is working well and what needs attention in their teams.

## **Item 5 SCC Minutes for Information**

### **5.1 BHHS SCC Meeting Minutes**

Nil report.

### **5.2 Balranald Health Service SCC Meeting Minutes**

Nil report.

### **5.3 Dareton Health Service SCC Meeting Minutes – 10 August 2022**

Provided this information.

### **5.4 Menindee Health Service SCC Meeting Minutes**

Nil report.

### **5.5 Ivanhoe Health Service SCC Meeting Minutes – 17 August 2022**

Provided this information.

### **5.6 Wilcannia & White Cliffs Health Service SCC Meeting Minutes**

Nil report.

### **5.7 Tibooburra Health Service SCC Meeting Minutes**

Provided this information.

### **5.8 Wentworth Health Service SCC –**

Nil report.

Zelda made mention about the lack of SCC meetings being held on a regular basis. All committee members agreed that it is important for all Health Services to be holding these meetings to address any concerns that arise and if they cannot be address at that time they are then escalated to this JCC Meeting. The committee discussed that these meetings should be held 3 weeks before a JCC Meeting to allow time to escalate issues and or reschedule if need be. Meeting papers should also be distributed one week prior to a meeting.

**ACTION: Email to be sent to all Health Services advising of the importance of these meetings taking place. Teagan to reschedule the dates for all SCC/USCC for Health Services to ensure they take place 3 weeks before a JCC meeting.**

## **Item 6 New Business**

### **6.1 WHS Ivanhoe**

Zelda raised concerns around a storage cupboard in the corridor of the Emergency Department which has 6 unsecure shelves. Zelda advised that these shelves are currently fixed to the hand rail by 3 cable ties, screwed to a wall and propped up by wooden pavers in a sloping area. This has been flagged on the Risk Register since 24 April 2018 and nothing has been addressed. A capital works application has been submitted and requests that this be addressed urgently as it is a major WHS risk.

**ACTION: David to follow up with Ivanhoe Health Service, Denise McCallum & Maintenance Team to address WHS risk.**

## **Item 7 Business without Notice**

Rosslyn and the HSU has requested that the vacancy listings continue to be sent to BHTEU and HSU on a weekly basis.

**ACTION: David Green to follow up with Recruitment Team to ensure BHTEU and HSU are included in weekly vacancy listings.**

Rosslyn requested clarification around if WHS meetings were being held in Broken Hill and if so, who is on the committee. Julie confirmed that WHS meetings are held monthly. Committee members to be provided to Rosslyn out of session.

**ACTION: David Green to provide WHS Meeting Committee Members to BHTEU and HSU.**

Rosslyn requested information around when the Chief Executive position will be recruited too. David advised that there is currently no timeline.

Rosslyn requested information around when the Director Performance & Strategy will be recruited to as well. David advised that Gunjan Kothari is acting in this role. Interviews are currently underway and are hoping to be in a position to make an offer within the next week.

Rosslyn asked if MEMO's regarding updates to Executive please be forwarded to BHTEU and HSU.

## **Item 8 Next Meeting**

22 November 2022

### **Meeting closed**

2:10 pm CST.

### **Certified as a correct record**

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Signature

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Date