

# MINUTES

## Industrial Meeting Record

### Staff Joint Consultative Committee Meeting

|                          |   |
|--------------------------|---|
| <b>Quarterly Meeting</b> | <b>May 2022</b>                               |
| <b>Date:</b>             | <b>Tuesday 24 May 2022</b>                    |
| <b>Time:</b>             | <b>1 pm to 2 pm CST (1.30 to 2.30 pm EST)</b> |
| <b>Venue</b>             | <b>Auditorium, first floor, BH CHC</b>        |

### Distribution List

| Name               | Attendance | Position  |
|--------------------|------------|---|
| Umit Agis          | N          | Chief Executive   |
| Melissa Welsh      | Y          | Director Allied Health, Partnerships & Innovation FWLHD |
| David Green        | Y          | Director People & Culture FWLHD (Chair)                 |
| Chelsea Anderson   | Y          | Representing Nursing, Midwifery Directorate             |
| Dr Timothy Smart   | Y          | Director Medical Services                               |
| Julie Manoel       | Y          | Director Nursing and Midwifery and Manager BHHS         |
| Jodie Miller       | Y          | A/Director of Clinical Operations FWLHD                 |
| Denise McCallum    | Y          | General Manager District Health Services                |
| Tracey Coyte       | Y          | 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   |
| Marshall Kelly     | N          | TEU delegate  |
| Nicholas Hanford   | Y          | TEU delegate  |
| Steve Teece        | N          | Assistant Industrial Officer, ASMOF                     |
| Teagan Derham      | Y          | Secretariat   |

### Present

### Apologies:

Umit Agis, Katrina Lee, Zelda Giblett, Greg Braes, Marshall Kelly

### 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 February Meeting tentatively confirmed and accepted. Roslyn Ferry.

## Matters arising and actions from previous meeting

### Action List items

1. Report from CE – Hold over.
2. COVID Update – Ross Ferry noted issues in receiving COVID update and vacancy listing.  
**Action: David to follow up with Branko Licul regarding the daily COVID numbers. David to follow up regarding vacancy listings. Check they are being sent to the TEU.**
3. 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.
4. New Award – Provided. Out of session discussions regarding meal breaks for casuals and casual conversion to permanent to occur between David and Ros Ferry.
5. Non-Clinical Team Leader Positions – For follow up. Jodie and Ros Ferry to set up meeting out of session.
6. SCC Local Meeting – Complete, remove from list.
7. SCC Meeting Dates – Complete, remove from list.

### New Award

Ros Ferry raised concerns on the delays of implementing the new award. David Green advised consultation is in progress with Ministry, Directors and Managers regarding the 30 minute unpaid meal break and will work with the Ministry to move into the formal consultation process with Unions and staff.

Back pay has been paid and Healthshare have committed that outstanding queries will be dealt with by the end of the month, 31 May 2022.

Out of session conversations to occur regarding meal breaks for casuals and casual conversion to permanent to occur between David and Ros Ferry.

### SCC / USCC Meetings

Ros advised that these meetings had not been scheduled in some people's diaries and the date had to be moved. Ros raised the importance that these meetings need to occur at least a week before the JCC in case matters arise that need to be escalated.

Julie and Ros mentioned that the one hour put aside for the SCC / USCC meeting was not long enough and that the possibility to amend the meeting duration to one hour and 15 minutes was agreed on by both parties.

### Anderson Report

Ros has requested that Judy Robinson provide more information around the Anderson Report and what recommendations have been completed and what ones are still in progress.

**ACTION: Judy to provide detailed Anderson Report to Ros Ferry out of session.**

### PMES Survey Results

Unions stated that they have not received copies of the PMES Survey report.

**ACTION: David to supply a copy of the PMES Survey results to all unions.**

## Standing Items

### 4.1 Report from Chief Executive

Held over.

David advised the committee that Far West LHD has been granted one off additional funding to assist with ongoing staffing issues. This funding is to be used by 30 June 2022. This funding can be used to assist in recruiting more staff and or to help relieve existing staff to enable them to take leave.

The LHD welcomes the funding however notes that this funding is needed ongoing. Nick asked if this funding is across all staffing levels and David confirmed that it is.

Ros raised concerns that the funding has been used for other purposes within the LHD. Jodie asked Ros for clarification on her concerns. Ros stated that external security is being used to fill Ward Service Officer rolls instead of recruiting to these positions. Jodie clarified that advertising to these positions has been ongoing with little interest both internal and external. Ros and Nick requested to be informed of the progress of security recruitment to avoid voicing concerns regarding this.

Further discussions to be had out of session between Ros and Jodie regarding the Team Leader positions.

### 4.2 Report from Director of Clinical Operations FWLHD

LHD workforce challenges continue among the district. Contributors to this are staff being furloughed due to COVID-19, staff vacancies and also Influenza A.

Jodie advised that the LHD is actively attempting to recruit and source agency nurses in the interim by using some of the additional funding that was granted. Areas of impact are nursing, clerical, security and other specialty areas. Despite shortages of staff, there has been no closure of services for LHD and we have been able to redeploy staff to critical areas.

Patient Transport position meeting is scheduled for later this week between Ros, Jodie and David.

### 4.3 People Matter Employee Survey Report

PMES Survey response for the period of 23 August 2022 to 17 September 2022 was 42% which is a decline on the 69% response rate from 2019.

Top 3 areas of concern were, Grievance Handling, Recruitment and Action on Survey results.

Top 3 areas we did well in were, Customer Service, Risk and Innovation and Job Purpose and Enrichment.

LHD has developed an action plan that focuses on 5 areas:

- 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 are focuses on the PAT (Performance and Talent) system. Changes have been made to the system to help create a more user friendly system.

Ros raised issues with lack of access to communal computers for some staff in their roles to be able to complete mandatory training. Nick advised the group that the BHHS has computers situated in tea rooms, medical/surgical wards and praised them for this. Issues still remain in regards to staff having the time available to complete these training sessions whilst on shift.

Ros mentioned that a Training Day for staff to complete mandatory training would be helpful. David made comment that conversations regarding a training day to complete mandatory training should be organised between staff and managers to assist with this.

Quarterly updates on the PMES results are provided at the Staff Forum.

Brilliance nominations continue to be entered with about 30-40 entries per month. All Brilliance nominations are forwarded to the recipient and their line manager to promote awareness of recognition.

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

### **5.1 BHHS SCC Meeting Minutes – 17 February 2022**

Provided for information.

### **5.2 Balranald Health Service SCC Meeting Minutes – 17 May 2022**

Provided this information.

### **5.3 Dareton Health Service SCC Meeting Minutes**

Nil.

### **5.4 Menindee Health Service SCC Meeting Minutes – 21 April 2022**

Provided this information.

### **5.5 Ivanhoe Health Service SCC Meeting Minutes – 16 February 2022**

Provided this information.

### **5.6 Wilcannia & White Cliffs Health Service SCC Meeting Minutes – 10 May 2022**

Provided for information.

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

Nil report.

## 5.8 Wentworth Health Service SCC – 3 March 2022

Provided this information.

### Item 6 New Business

Nil

### Item 7 Business without Notice

Tracey mentioned the importance of getting back to some regularity for the NSWNMA meetings.

David made quick mention regarding the ongoing recruitment to the Director Clinical Operations and also the Director Performance and Strategy positions.

### Item 8 Next Meeting

23 August 2022

### Meeting closed

1:52 pm CST.

### Certified as a correct record

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Signature

\_\_\_\_\_  
Date