

Meeting of the Western Sydney Local Health District  
Joint Consultative Committee  
No. 2020/4

Date: 3 December 2020

Time: 10:00am

Venue: Office of the Chief Executive, WSLHD Office, Level 1, Westmead

## Minutes

<b>PRESENT</b> <span style="float: right;">☎ (via Skype/teleconference)</span>	
<b>Western Sydney LHD Committee members</b>	<b>Union Committee members</b>
Emma McCahon (EMcC) A/Chief Executive WSLHD	Sunita Gounder (SG) ☎ Organiser, NSWNMA
Luci Caswell (LC) Director People and Culture WSLD	Brendan Roberts (BR) ☎ Organiser, HSU NSW
Carol Farmer (CF) ☎ Executive Director Nursing & Midwifery and Clinical Governance WSLHD	Randall Millington (RM) ☎ Organiser, HSU NSW
Peter Hockey A/Executive Director Medical Services WSLHD	Greg O'Donohue (GO'D) ☎ Organiser, HSU NSW
Jacqueline Dominish Director Allied Health WSLHD	Hannah Schultz (HS) ☎ Organiser, ASMOF
Dominika Nambiar (DN) Senior IR/ER Specialist WSLHD	Trish Dalgeish (TD) ☎ NSWNMA staff delegate, Mt Druitt
Catherine Magrin Executive Assistant to Director People and Culture (Secretariat)	Frances Cavallaro (FC) ☎ Staff delegate, Cumberland, NSWNMA
	Omila Bir (OB) ☎ HSU Staff Delegate, Mental Health
	Debra Owen (DO) ☎ Staff delegate, Westmead, NSWNMA
	Phil Walters (for Alan Barnes) (PW) ☎ HSU staff delegate, Blacktown
<b>APOLOGIES</b>	
Julie Welch (JW) Deputy Director People and Culture WSLHD	Rob Sheehy HSU NSW
	Steve Teece (ST) Industrial Support Officer, ASMOF
	Lui Bilal HSU staff delegate, Security, Westmead
	Neil Mahant (NM) Neurologist, ASMOF delegate
	Alan Barnes (AB) Blacktown sub-branch President, HSU
	Tish Berroya (TB) Organiser, NSWNMA
	Audrey Figue (AF) Staff delegate, Auburn, NSWNMA

## **Item 1 Welcome and Acknowledgement of Country**

The meeting was chaired by A/ Chief Executive, Dr Emma McCahon. Apologies were noted.

## **Item 2 Minutes of the Previous Meeting**

Minutes from 2 September were confirmed as a true and correct record.

## **Item 3 Action Log**

### **3.1 Masks and Goggles**

- Good supply of full face shields for ED. No other concerns raised.

### **3.2 Face to face Orientation**

- An email response was provided by LC on 10 September based on advice from the Ministry and consultation with other LHDs. The advice at that time was WSLHD were continuing to do online orientation and face-to-face for critical elements such as fire, clinical skills and violence aggression.
- Later in the meeting (item 7.2), lengthy discussion took place relating to the request put forward by the HSU to return to face to face orientation or have video link access such as Skype or Zoom.
- LC advised the District is complying with the Award and based on internal risk assessments it is the decision of the District to remain with online orientation. The unions will be notified when this decision changes.

## **Item 4 Presentations**

Nil

## **Item 5 Matters Escalated from the SCCs**

Nil

## **Item 6 Items Raised by Industrial Organisations**

### **6.1 NSW Nurses & Midwives Association**

#### **6.1.1 Provisions at Outdoor Testing Clinics**

- Assurance was given to SG that adequate provisions are being provided for nurses working in the hot weather at outdoor testing clinics. This includes appropriate shelter, water, ice vests, head coverings, a cool space for a break and rotations every 20 minutes. LC advised that, if necessary, staff who need relief can take additional breaks to avoid heat exhaustion. Staff are monitored and get checked by the onsite team leader or clinical lead. The operating hours of more exposed testing clinics can be varied on days of extreme heat. The Director of Integrated Care has oversight of the testing clinics.
- There is still coordination and oversight at the District level. Any concerns relating to PPE or other issues would be reported through to the daily huddle that occurs every morning.
- The point was raised that staff, especially casual staff, may not necessarily be aware of the provisions available and the procedures in place.

#### **6.1.2 Mental Health SCC and USCCs**

- SG questioned if the Mental Health Redevelopment USCC minutes should be included in the JCC agenda. LC advised it reports into the general Mental Health SCC.
- The NSWNMA and HSU organisers/delegate raised a number of concerns about how these meetings are conducted. It was claimed that there have been occasions where senior management have refused to minute discussions and that some issues raised are not discussed but requested to be referred to different forums. These concerns have been raised directly at each meeting but still remain.

- EMcC acknowledged the concerns although noted those attending these meetings would be asked to confirm the minutes or should raise anything to be amended.
- Organisers were requested to submit the concerns formally in writing so these can be addressed appropriately with Mental Health. Further discussion will occur offline with LC and BR to have an understanding of the particular issues from both sides.
- The process for submitting items to the JCC was discussed noting these should be forwarded to the Secretariat in response to the email requesting agenda items. This gives the District the opportunity to research the matter and bring possible solutions to the meeting.
- RM also informed the Committee that he had requested an urgent meeting with Bill Brakoulias 6 months ago in relation to regrading for Admin staff but never received a response.

### **6.1.3 Maternity Services at Blacktown**

- SG reported the local NSWNMA branch is corresponding with the Acting DON at Blacktown in relation to consultation and recruitment of midwives but expressed concern about the slow progress.
- LC noted for the record that the District is awaiting a response from NSWNMA as to whether or not the District's offer is accepted, including 15 additional midwives, as resolving the dispute. The District has written formally to request acceptance or otherwise of the proposal put forward.
- In the background the District has commenced working towards the commitment made in the correspondence (and the Tab A attachment) which laid out a range of strategies around recruitment in this notoriously difficult area.
- Action has been taken in terms of preparing EOIs and advertisements which are ready to go; commencement of the Birthrate Plus review process; and the reasonable workload committee structure is being put in place.
- LC noted if there is a shortage or crisis, the District is still compliant with Clause 53 whereby the workload is looked at on a shift by shift basis and additional staff are deployed or moved around.

## **6.2 HSU**

### **6.2.1 Dental Services at Blacktown and Mt Druitt**

- HSU organisers raised a number of concerns including that the service is chronically understaffed with increasing waiting lists and claimed that the service at Blacktown is operating unsafely in a facility that is not fit for purpose.
- EMcC acknowledged and responded to the concerns advising the vacancy list has been worked through with Oral Health and there has been a lot of approvals in the last 4 weeks which have moved to recruitment. Waiting lists are coming down with a combination of telehealth and triage. Work is being done on what the service will look like for the facility to meet recommendations coming out of the Centre for Oral Health around spacing between chairs and patients.
- Dental Assistants on fixed term contracts was discussed. EMcC advised there is a plan to advertise some as permanent positions with ongoing funding while some will remain as 12 month contracts. These have been signed off. There is no intention to make people reapply if we can extend a temporary contract.
- Where a position can be made permanent because it is permanently funded, it will be released for advertising so internal people can apply to become permanent. This is the way to proceed in accordance with policy. The District are not aware of any casuals that have a claim for permanency.

### **6.2.2 Termination of all Staff Specialist Radiologists**

- EMcC clarified that radiologists were not being terminated in the new year and that the HSU had been misinformed. The current agreement is being ceased to bring the contracts in line with the Award.
- BR reported that the dispute with the radiologists is impacting on getting information that concerns HSU members. He raised questions about outsourcing of reporting and concerns for admin officers who support doctors in house at Westmead.

- LC advised there are currently outsourcing arrangements throughout the District which will remain in place but will be with a different provider group. This covers out-of-hours periods and reporting for neonates as WSLHD do not have that capacity internally for reporting on these. There is no change in the employment or operational processes.
- BR requested that R Tyson be advised to add this to the CASB action log and to communicate with other staff members in Radiology who feel vulnerable or who have been misinformed.

## **6.3 ASMOF**

### **6.3.1 CEC Maternity Services Review**

- EMcC advised the report will be released once the go ahead is given by the Secretary.

## **Item 7 Items Raised by Local Health District**

### **7.1 WSLHD Organisational Restructure**

- The unions have received a copy of the structure (version 8) to be put in place commencing 7 December as well as a copy of the staged implementation plan.
- Feedback given by the unions and also internally was considered and parts of the structure were changed in response to that feedback. The District are ready to be in touch with affected individuals and assist them into positions hopefully prior to Christmas. Professional leads are being contacted to work out interviewing and advertising arrangements.
- RM reported that conversations had not occurred with Booking and Admissions staff at Blacktown to advise that they are moving from Corporate Services to nursing.
- Staff impacted by the restructure because their job is deleted or significantly altered will be managed in accordance with the Managing Excess staff policy. Staff who cannot continue to do an altered job will be asked to advise their preference for placement. Where more than one person wants a particular placement, a merit process will be run.
- LC advised the CE has given his commitment that there is no VRs or forced redundancies with the restructure.
- Missing sections were noted in version 8 (Oral Health and Westmead Admin). These will be reinstated and the website updated.
- SG enquired about recruitment of the Acting DON positions for Mental Health and Blacktown and M Druitt. LC advised these positions are in the process of recruitment noting they are not part of the restructure.
- SG advised she had received 2 flowcharts indicating a significant restructure of management within Mental Health but with no other information. LC advised she is not aware of this a requested a copy of the email.

### **7.2 COVID-19 Update**

- EMcC provided an update on the current situation. Daily COVID meetings are still occurring. The District went from amber to green inside the hospitals about 2 weeks ago. There is still a process of identifying people going through the COVID clinic. All screening clinics are still running. Volunteers are not back because they are a vulnerable group. Surge capacity planning is still being maintained.

## **Item 8 Next Meeting**

The next meeting will be held on Thursday, 4 March 2021 at 10am via Skype (external); WSLHD Executive meeting room, Level 1, Westmead (internal)

## WSLHD Joint Consultative Committee Action Log

**Meeting No:** 2020/4

**Meeting Date:** 3 December 2020

DATE RAISED	ITEM NO	ITEM	ACTION	COMMENT	RESPONSIBLE	STATUS
3.12.20	6.1.1	Provisions at Outdoor Testing Clinics	Contact General Manager for I&CH to ensure information is being communicated to all staff of provisions available and confirm procedures in place for extra breaks if required and report back to SG.	Completed. GM ICH advised re concerns	Luci Caswell	<b>Closed</b>
3.12.20	6.1.2	Grading for MHS Admin staff	F/u with MHS		Luci Caswell	<b>Open</b>
3.12.20	6.2.2	Staff Specialists Radiology Dispute – Concerns for HSU members	Contact GM Westmead to communicate with other staff members in Radiology who feel vulnerable or who have been misinformed to confirm there is no change in employment or operations for admin staff.	Completed. GMs advised	Luci Caswell	<b>Closed</b>
3.12.20	7.1	WSLHD Restructure	LC to speak with HR about consultation that occurred with Bookings & Admissions staff with reporting change from Corporate Services to Nursing	Ongoing. Information being provided through email or meetings with the team	Luci Caswell	<b>Closed</b>
			Missing sections from Version 8 (Oral Health and Westmead Admin) to be added to restructure document	Completed. Revisions can be seen on WSLHD intranet	Luci Caswell	<b>Closed</b>
3.12.20	7.1	SG considers that a significant restructure is occurring in MHS without consultation	SG to provide LC with email that she received, including flow charts		Sunita Grounder	<b>Open</b>

DATE RAISED	ITEM NO	ITEM	ACTION	COMMENT	RESPONSIBLE	STATUS
3.9.2020	6.2.3	Face to face orientation	LC will make enquiries about face to face orientation and the request to HSU to provide an online training video	Email response provided by LC on 10/9/20	Luci Caswell	Closed Sept 2020
3.9.2020	6.3.1	Masks/Goggles	Communicate to GMs regarding ready access of orange and white masks for ED staff	Completed.	Luci Caswell	Closed Dec 2020
			Advise GMs of issue that goggles do not fit over eye glasses and enquire about other alternative.	Enquiries made with GMs. Face shields are available. Email response provided to ASMOF on 11/9/2020		Closed Dec 2020
5.9.19	3.3	Flexible Work Arrangements	Redevelop policy that meets organisational needs of the District	Policy finalised for distribution to Exec and then to be distributed for consultation with the unions within the next few weeks.	Dominika Nambiar	Closed Sept 2020
5.3.20	6.2.1	List of Divisions at Westmead and Blacktown and HR staff	Provide list to HSU	List provided to HSU by Blacktown and Westmead HRBP Managers. HRBP staff list not provided due to changes within the teams.	Dominika Nambiar	Closed Sept 2020
5.12.19	6.3.1	Workload issues for senior staff specialists	Provide feedback to Neil Mahant on his concerns about the disassociation between activity data versus services provided	<p><b>September 2020</b> Neil Mahant did not attend meeting. The Chair requested ASMOF to liaise with NM. Further clarification about data matching should be referred to the Westmead DMS or EMcC</p> <p><b>June 2020</b> Reopened by NM. No feedback received from Westmead level.</p> <p><b>March 2020</b> Referred to Medical Services via Office of the EDO in January for follow-up</p>	Emma McCahon	Closed Sept 2020
4.6.2020	7.1	Revised Terms of Reference	Determine if CE supports changing membership for staff delegates to " <i>up to 5 workplace delegates</i> " to cover the 5 major hospitals.	Terms of reference updated to correct title of DN&MCG and updated number of staff delegates. Endorsed by Committee.	Luci Caswell	Closed Sept 2020

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5.12.19	3.5	Behaviour Under Management Implementation Plan (BUMP)	Discuss with CE if copy can be provided to the NSWNMA for review and consultation	The plan has been approved by the Chief Executive and Blacktown are now working on implementing BUMP. A copy can be provided to the Nurses Association.	Carol Farmer	<b>Closed June 2020</b>
5.12.19	6.1.1	LHD Nurse Management structure	For further update since last JCC	CE spoke about the restructure process for the District which has been supported by the joint Medical Staff Councils to recommence.	Luci Caswell	<b>Closed June 2020</b>
5.12.19	6.1.2	Removal of Drug Health Level 3 NUM position from Fleet Street and completion of review	Refer matter to Nursing.	NUM took a redundancy in early 2018. The matter went to the Industrial Relations Commission. The staffing profile was reduced to 2 NUMs and team leader roles were implemented in 2 locations to support the change in structure.	Carol Farmer	<b>Closed June 2020</b>
5.3.2020	3.5	Model of care for geriatric wards (C51) to manage behavioural patients	Refer to Nursing at Blacktown to look into involving multidisciplinary team (ED and Head of Geriatrics)	Links in with BUMP.	Carol Farmer	<b>Closed June 2020</b>
5.3.20	6.1.2	Westmead Redevelopment handover	LC to speak with Matt Sydenham about the possibility of a walk through for unions prior to official handover to District	Handover occurred early due to COVID-19. USCCs being organized to discuss staffing profile.	Luci Caswell	<b>Closed June 2020</b>
5.3.20	6.1.3	Backfill of Deputy DON Auburn	Follow-up backfilling DDON role while acting in DON position	Lengthy period of leave that the DON of Auburn was expected to take did not occur.	Carol Farmer	<b>Closed June 2020</b>
5.3.20	6.2.4	Couriers dispute	Follow-up with HSU on status	7 affected couriers. 5 have roles with Pathology West and the remaining 2 will have driver roles within the LHD.	Dominika Nambiar	<b>Closed June 2020</b>
5.3.20	6.3.1	14/10 JMO rostering rule	Check with EMcC about providing de-identified report of non-compliance occurrences	ASMOF rep not present. Update provided by EMcC on work that is ongoing in particular to resolve non-compliance, in particular, Obs & Gynae.	Luci Caswell	<b>Closed June 2020</b>
5.3.20	6.3.1	List of ASMOF questions	Emma McCahon to reply directly	Verbal responses provided to Hanna Schultz at the last meeting	Emma McCahon	<b>Closed June 2020</b>

DATE RAISED	ITEM NO	ITEM	ACTION	COMMENT	RESPONSIBLE	STATUS
5.12.19	6.3.1	Workload issues for senior staff specialists vs activity data	Refer to Medical Services on behalf of Neil Mahant for follow-up locally by Westmead and local SCC.	Referred to Medical Services via Office of the EDO in January.	Robynne Cooke	<b>Closed March 2020</b>
5.12.19	6.2.1	Mental Health Executive positions	Discuss with CE regarding ED Mental Health position description being multi-grade and not just staff specialist	Advice received from CE that the NSW Health Secretary mandates that the position be a psychiatrist and report to the CE.	Luci Caswell	<b>Closed March 2020</b>
5.9.19	3.2	Escalation of matters to the JCC	Email Managers of staff nominated as main delegates for each SCC to inform dates and expectation that staff be released to attend meetings.	Difficulty in getting delegate names from organisers. Unions to provide names when possible.	Dominika Nambiar	<b>Closed March 2020</b>
5.12.19	3.4	Stage 2 Blacktown Hospital redevelopment	Update to be provided on 2 disputes being managed in relation to ED and OT and relocation of ICU	Issues being managed through dispute process.	Carol Farmer	<b>Closed March 2020</b>
5.12.19	3.5	Staff safety in non-clinical areas	RC to speak with Security about CCTV cameras in Westmead car park	Advice received from Head of Security at Westmead that 885 CCTV cameras are located in Westmead car parks	Robynne Cooke	<b>Closed March 2020</b>