

## MINUTES

### **HNEMH Staff Consultative Committee**

**Wednesday, 7 February 2024 – 9.30am – 10.30am**

**MS Teams**

#### **1 ACKNOWLEDGEMENTS**

The meeting acknowledged the original custodians of the lands on which the meeting was being held, and paid respects to Elders both past, present, and emerging. Lived experience of our consumers and their families also provided.

#### **2 ATTENDANCE & APOLOGIES**

In attendance: All participants attended via Microsoft Teams: -

- Jonathan Holt, General Manager, HNEMH (Chair)
- Madalyn Crockford for Carleen Hassett, Secretariat, HNEMH
- Nadine Dowdell, Service Manager GN, HNEMH
- Joshua Louis, Service Manager Manning, HNEMH
- Gina Blyton, Service Manager Peel, HNEMH
- Elizabeth Kemp, Service Manager Tablelands, HNEMH
- Jennifer Gallagher, Service Manager Mehi, HNEMH
- Darren Bowd, Service Manager HV, HNEMH
- Nicole Asimus, Service Manager MMHC, HNEMH
- Aaron Tammekand, Service Manager Morisset, HNEMH
- Adam Bower, Finance Manager, HNEMH
- Mark Andrew, HR, HNEMH
- Cath Wood, Allied Health Directorate, HNEMH
- Jeremy Lappin, Industrial Officer, HSU
- Tracey Gaddelin, Organiser, HSU
- Matthew Ramsay, Organiser, HSU
- Japa Joshi, Organiser, NSWNMA
- Jodi Gough, NSWNMA

- Cindy O'Neil, Delegate, NSWNMA

#### **Apologies:**

- Fiona Murphy, Service Manager CAMHS, HNEMH

### **3 CONFIRMATION OF PREVIOUS MINUTES**

NIL minutes to confirm due to reinstatement of HNEMH SCC meeting.

### **4 BUSINESS ARISING**

See below.

### **5 STANDING ITEMS**

#### **5.1 Review of Draft Terms of Reference (HNEMH)**

- Reviewed and suggested changes proposed, secretariat will amend offline.
- TOR to be finalised at next meeting

#### **5.2 Update on the rebuild of Mental Health Inpatient Unit at Tamworth (HSU)**

- Detailed design process is finalised and the build has been put out to tender, announcement of successful builder to follow in the near future, completion of work anticipated to be the second half of 2025.
- Rebecca, Gina and Renae (Change Manager) are working on the MOC and continue to engage with the staff as part of this process.
- A separate joint consultative committee is in the process of being reinstated. Information regarding dates will be circulated shortly.
- Question raised regarding involvement of hospital and support services. Advised HSAs, maintenance and shared services have been consulted as a part of the design process. The main hospital also has representation on the project user group and executive user group.
- Question raised regarding carpark and access. Advised that the establishment of the new carparks has been completed. There will be an overall increase in the number of parks at the completion of the works. Any interruptions to traffic flow or carparking will be communicated through the build process, ensuring staff maintain safe access.
- Commitment from HNE MHS to ensure staff are kept well informed, consulted and engaged throughout the build and transition process.

#### **5.3 New Mental Health Facility to be built at Maitland (HSU)**

- Question raised if the Main Maitland Hospital staff would be involved in the communication of the new MH build.

- Acknowledged the importance of communicating and consulting with Main Hospital Staff as appropriate throughout the design and construction process. The announcement of the new build was notified to the main hospital staff specifically in a separate and tailored announcement, and they will continue to be kept up to date.
- Multiple information and briefing sessions have been held with staff to date and will continue. A high level of consultation is occurring with both staff and consumers to ensure it is fit for purpose.
- Services that will be moving to this new site are Medium Secure Unit (20 beds), Low Secure Unit (24 bed), High Support Unit (20 bed).
- The Project User Groups (PUG) have commenced and have been very well attended by the staff and the input has been highly value.
- Likewise community participation groups with consumers, community and Aboriginal partners have been commenced ensuring input from a wide variety of different stakeholders including Aboriginal partners.
- The design is currently in the process of developing and finalising concept plans for this new build.
- Once clearer timelines and plans for the next stages have been set this will be communicated to staff.
- Question raised regarding the connection with the main hospital including shared services.
- Advised that the majority of the service will be standalone, however there will a number of linked services that will work together and/or flow through the hospital. These services are currently being identified prior to consultation and collaboration with then with relevant services.
- It is important that there is strong relationship and connection between the services and this is one of the main reasons for collocation. This includes the need for clear clinical and service support linkages and pathways.

#### **5.4 Future of Morisset Hospital (HSU)**

- Question raised regarding the future of the Morisset site.
- Advised that HNEMH is expected to vacate the whole site in its entirety. A process and timeline is being established and will be communicated once known. Vacating the site will include all HNE operated and owned facilities including the cottages that are rented.
- Once the land is vacated it will be managed by Property NSW.
- Other partners who also utilise the site will also be notified and communicated with within this process.

#### **5.5 Vacancy report – more than three months – incentivise (HSU)**

- The association is requesting to be routinely provided with vacancy reports.
- MH to review out of session and provide feedback.
- Request for update on incentives .
- Advised that MH are working in line with the retention/incentives policy, noting that inline with policy that some but not all positions/services (i.e MH and General physical services) may not be activated at the same time.

- Incentive meetings are run monthly by Kim Nguyen, where this information is provided for the whole of district. Query if there is an AH rep on this committee
- Question raised regarding Community MH Nursing positions and the risk of them becoming multidisciplinary positions.
- Nursing positions are pivotal to Community MH, the challenge is to ensure service delivery without compromising Nursing positions. There are no planned long term change to the nurse profile. DON advised that there are a number of strategies in place to actively attract and recruit Nurses to the Community to fill the vacant Nursing positions.

#### **5.6 Updates on any review that are underway (HSU) / Pending or proposed restructures (HSU)**

- Operations Manager
  - No new reviews or changes to communicate
  - Amalgamation of Lake Macquarie/MH Line into the Greater Newcastle & Intake service this officially changed in November.
  - First nursing grading meeting is occurring on Friday 9<sup>th</sup> February, there are a few positions to be graded within this grading meeting.
- Allied Health Directorate
  - News Residential Eating Disorder Centre (REDC) workforce in the process of final stages prior to recruitment, pending grading committee so that positions. Positions then to be advertised as soon as possible.
  - Questions regarding parking on the Lake Macquarie site and if there was an expansion in parking as a part of the REDC development. No in scope for the project, but MH are currently reviewing.
- Director of Nursing
  - Lookback review around specific consumer within Karoiki at Morisset. Outcome and findings expected next month and will be shared.

#### **6 NEW BUSINESS**

Nil to discuss.

#### **7 PRESENTATION/REPORTS**

Nil presentation.

#### **8 DATE OF THE NEXT MEETING**

**7 May 2024**

**ACTION LIST – as at 7 February 2024**

Issue / Action Required	By Whom / When	Retain / Delete
<b>Vacancy Reports</b> <b>07/02 – Association to receive vacancy reports.</b>  <b>07/02 – Jonathan &amp; Cath to follow up whether there is Allied Health representation to HNE Incentive meeting with Kim Nguyen</b>	 <b>Jonathan/ Ongoing</b>  <b>Jonathan &amp; Cath / May meeting</b>	 <b>Retain</b>  <b>Retain</b>
<b><u>Organisational Structures</u></b> <b>07/02 – Organisational structure and senior contact listing to be distributed with minutes.</b>  <b>07/02 – Associations to send updated listing with members.</b>	<b>Secretariat / With minutes</b>  <b>? / May meeting</b>	<b>Retain</b>  <b>Retain</b>