

## MINUTES

T23/59826

ITEM	DESCRIPTION	NSQHS
<b>1. Meeting Opening</b>		
1.1	Welcome & Acknowledgement to Country	<a href="#">1.02</a>
1.2	Attendance and Apologies (attached)	<a href="#">1.01</a>
1.3	Declaration of Conflict of Interest – Nil declared	<a href="#">1.01</a>
<b>2. Minutes</b>		
2.1	The minutes of the meeting held on 22 February 2023 are awaiting approval. The committee members were requested to review the minutes and email VW with their approval. Note, there were no minutes from the meetings on 19 April 2023 and 21 June 2023 as there was no quorum at each meeting.	<a href="#">1.01</a>
<b>3. Matters Arising</b>		
4.1	Action Table (attached)	<a href="#">1.01</a>
4.1.1	Recruitment of vacant maintenance positions	
	CT advised there are only two vacancies remaining. The gardener position has been readvertised and the Deputy Manager, Facilities Management position has been advertised.  R Millington expressed concern regarding the length of time to action maintenance requests at Engadine Community Health Centre. He has received advice that it takes up to 12 months. CT to review and provide advice to R Millington.	
<b>4. Standing Items</b>		
4.1	<b>General Manager's Update</b> (Vicki Weeden)	<a href="#">1.01</a>
	<ul style="list-style-type: none"> <li>VW thanked R Melan for covering her position for 5 months whilst she was Acting SESLHD Director of Corporate &amp; Legal.</li> <li>The winter activity is high. The Executive Team are discussing how best to support the TSH workforce and will be encouraging staff to have a break over the Christmas/New Year period.</li> <li>The Operating Theatre redevelopment is on track to be completed by Christmas. Nursing recruitment is underway to support the enhanced 24/7 theatre service.</li> <li>We are awaiting advice from the government regarding our budget allocation.</li> </ul>	
4.2	<b>Corporate Services Update</b> (Sharon Carey and Dianne O'Donoghoe)	<a href="#">1.01</a>
	<ul style="list-style-type: none"> <li><b>Domestic Services:</b> Interviews for the Manager position were conducted on 14 August. Reference checks are underway. The Supervisor role was recruited to in March 2023. There are currently 4 FTE vacancies (down from 12 FTE) in Domestic Services which is a significant improvement. There is a rolling ad for casual and full-time staff.</li> </ul> <p>In relation to the TSH Redevelopment, additional FTE have been established for Domestic Services staff and recruitment is underway. R Millington requested to know how additional staff numbers are calculated and SC stated that she would provide him with a FIS template which outlines the formulae for calculating staff numbers.</p>	

	<ul style="list-style-type: none"> <li>• <b>Security Services:</b> Senior Security staff are at full capacity. After reviewing the staff profile, casual positions and 2 FTE full-time vacancies will be advertised.</li> </ul>	
4.3	<b>Nursing &amp; Midwifery Update</b> (Nicole Wedell)	<a href="#">1.01</a>
	<ul style="list-style-type: none"> <li>• MidStart and GradStart interviews have been completed.</li> <li>• Spot checks for NHPPD and BirthRate Plus are continuing. We often meet the nursing hours targets.</li> <li>• The Reasonable Workloads Committee scheduled yesterday had no quorum.</li> <li>• Overseas recruitment will continue in October 2023.</li> <li>• Culture and safety work is underway in the Nursing &amp; Midwifery directorate. The vision encompasses how individual clinicians can embrace, communicate and share experiences regarding culture and safety within their role.</li> <li>• VW advised that the Director of Nursing &amp; Midwifery position will be advertised following the retirement of Jan Heiler.</li> </ul>	
4.4	<b>People &amp; Culture Update</b> (Aleksandra Milenkovski & Tanja Andric)	<a href="#">1.01</a>
	<ul style="list-style-type: none"> <li>• The PMES is commencing on 21 August 2023 and will run for 4 weeks until 15 September 2023.</li> <li>• Transition to PAT is underway. Lunch and Learn sessions have been scheduled for managers and staff.</li> <li>• Cheers for Peers Wall: This is a PMES Action Plan initiative. Staff have an opportunity to recognize fellow colleagues for their outstanding contribution.</li> <li>• The exit survey process has been revised. A QR code is now available on the separation checklist and a template has been created to send to separating staff with a view to collecting more data that will assist with retention strategies.</li> <li>• The People &amp; Culture workforce and recruitment teams have a team of three staff dedicated to each site and a dedicated Recruitment Partner. There has been significant improvement in the recruitment timeframe.</li> </ul>	
4.5	<b>Allied Health Update</b> (Brielle Gosch)	<a href="#">1.01</a>
	<ul style="list-style-type: none"> <li>• There is significant discontent amongst the Allied Health staff following the vote for the pay increase choice with the HSU. There are currently staffing gaps in all disciplines and the level of discontentment will make it more difficult to attract and retain workforce. R Millington clarified that the pay offer was made by the government (not the HSU). The salary cap that has been imposed on staff for the last 12 years, has now been removed. R Millington stated that he is happy to speak to Allied Health staff regarding the award modernisation process and will encourage them to join their vocational groups to have input into the new award process. BG supported R Millington scheduling a meeting with Allied Health staff.</li> <li>• An Allied Health Service Review has been undertaken to address gaps in the governance of the service. The structure of each discipline is being reviewed with a view to creating a workplace where staff retention is high and career pathways are supported.</li> <li>• Two Aboriginal Liaison Officers have been onboarded.</li> <li>• A palliative care enhancement has been temporarily filled pending finalisation of the models of care.</li> </ul>	

4.6	<b>Director of Operations Update</b> (Vicki Weeden for Renata Melan)	<a href="#">1.01</a>
	In R Melan’s absence, VW advised the key priorities are: <ul style="list-style-type: none"> <li>• Finalisation of supporting Garrawarra and implementation of the Mental Health model of care.</li> <li>• Completion of the Southcare refurbishment and ramp.</li> </ul>	
<b>5. New Business</b>		
5.1	<b>Recruitment and rosters for Operations Assistants</b>	
	R Millington advised that a 24-hour roster will not be accepted until the roster is fully staffed. He advised that self-rostering worked well in the past and staff are now leaving due to the way the roster is currently being managed. Following an unsuccessful attempt to have a meeting to discuss this issue, R Millington advised his members that he would request another meeting in a fortnight’s time. Currently, there is only 1 person on duty in the afternoon and evenings which is unsafe practice.	
5.2	<b>Lunchroom for Wardspersons</b>	
	R Millington advised that several wardspersons are unhappy that there is no dedicated space for them to eat meals and have been told they cannot sit in staff tearooms on the wards. VW advised there are generic tearooms on the campus, seating in the atrium, outdoor courtyards and an outdoor eating area in the Wellness Garden. A dedicated space will not be provided as there is no space for this onsite. VW clarified the issue stating that they are sitting together as a group in one shared space. WH also stated that wardsperson’s breaks are staggered on the roster so a continuous service can be provided. R Millington will meet with the group in the coming weeks to clarify the issues.	
5.3	<b>Updated Terms of Reference</b>	
	The Terms of Reference has been revised in line with other sites in the SESLHD. Committee members are to review and advise of any changes by the next meeting.	
<b>6. Documents for Noting</b>		
6.1	The minutes of the SESLHD Joint Consultative Committee on 23 February 2023 were tabled for information. The minutes of the meeting on 1 June 2023 are yet to be endorsed.	<a href="#">1.01</a>
<b>7. Business without notice</b>		
7.1	<b>Speech Pathology Office</b>	
	R Millington queried when Speech Pathology staff will return to their original space. BG advised that the office has been repaired and once the staff are comfortable from a wellbeing perspective, they will move back in.	
<b>8. Next meeting</b>		
18 October 2023 at 11am in the Executive Meeting Room.		

**ACTIONS – OUTSTANDING**

Mtg Date	Action	Responsible	Status
22/2/23	<b>Recruitment of vacant maintenance positions and time taken to action requests</b> The following positions have been advertised: Gardener and Deputy Manager, Facilities Management. CT to review the length of time it takes to action maintenance requests for the Engadine Community Health Centre.	CT	Pending
16/8/23	<b>Approval of minutes dated 22 February 2023</b> One committee member is to review the minutes and email VW with their endorsement.	All	Pending
16/8/23	<b>Number of Domestic Services staff for the Operating Theatre redevelopment</b> R Millington requested to know how additional staff numbers are calculated. SC stated that she would provide him with a FIS template which outlines the formulae for calculating staff numbers.	SC	Pending
16/8/23	<b>Vote on pay increase vote (HSU)</b> There is significant discontent amongst the Allied Health staff following the vote for the pay increase choice with the HSU. R Millington to schedule a meeting with the Allied Health staff regarding the award modernisation process and will encourage them to join their vocational groups to have input into the new award process.	R Millington	Pending
16/8/23	<b>Recruitment and rosters for Operations Assistants</b> R Millington advised that a 24-hour roster will not be accepted until the roster is fully staffed. Self-rostering worked well in the past and staff are now leaving due to the way the roster is currently being managed. A representative from the surgical stream is to be invited to the next meeting to discuss these concerns.	Surgical Stream Rep	Pending
16/8/23	<b>Updated Terms of Reference</b> Committee members are to review and advise of any changes to the revised TOR by the next meeting.	All	Pending

**ACTIONS – CLOSED**

Mtg Date	Action	Responsible	Status
22/2/23	<b>Mental Health Rehabilitation -</b> R Millington advised that he has now been invited to attend the Mental Health SCC and will discuss the lack of updates provided in relation to impending MHR changes at their next meeting.	P & C	Completed

The Sutherland Hospital  
TSH Staff Consultative Committee  
16 August 2023 at 2pm  
Executive Meeting Room/Teams



Health  
South Eastern Sydney  
Local Health District

**CERTIFIED A CORRECT RECORD**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

KEY TO NATIONAL SAFETY and QUALITY HEALTH SERVICE STANDARDS (NSQHS)	
National Standard 1	<a href="#">Clinical Governance</a>
National Standard 2	<a href="#">Partnering with Consumers</a>
National Standard 3	<a href="#">Preventing and Controlling Infections</a>
National Standard 4	<a href="#">Medication Safety</a>
National Standard 5	<a href="#">Comprehensive Care</a>
National Standard 6	<a href="#">Communicating for Safety</a>
National Standard 7	<a href="#">Blood Management</a>
National Standard 8	<a href="#">Recognising and Responding to Acute Deterioration</a>

# The Sutherland Hospital – Staff Consultative Committee - Attendance 2023

Key: **P** Present **O/L** Present Online **A** Apologies **N** Non attendance



TITLE	ATTENDEE	22 February	19 April (No quorum)	21 June (No quorum)	16 August	18 October	20 December
General Manager TSH / Garrawarra (Chair)	Vicki Weeden	P	A (Renata Melan)	A (Renata Melan)	P		
Director of Nursing & Midwifery	Joanne Newbury	P	A	P	A (Nicole Wedell)		
Director of Operations	Renata Melan	P	A (Greg Cramery)	A (Greg Cramery)	A		
Director of Shared Clinical Services	Brielle Gosch	-	-	-	P		
Nurse Manager, Clinical Workforce Services	Wendy Howard	P	A	A	P		
Lead HR Business Partner	Aleksandra Milenkovski	P (Deb Shea)	A (Tanja Andric)	A (Tanja Andric)	P + Tanja Andric		
Allied Health Representative	Mickson Yam	A	P	P	P		
Security Manager	Scott Howard	P	P	P	P		
NSWNMA TSH Branch Representative	Elizabeth Turner	P	A	P	P		
NSWNMA Representative	Georgia Armstrong	P	A	A	A		
HSU Representative	Randall Millington	P	P	A	P		
Lead HR Business Partner Corporate & Legal	Shannon Allwright	A	A	A			
<b>Rotational Basis:</b>							
Head, Facilities Management, SESLHD	Clayton Tubbs	A	P	A	P		
Head, Security Services, SESLHD	Diane O'Donoghoe	A	A	P	P		
Head, Corporate Support Services, SESLHD	Adrianna Scotti-Roberts	P	A	P	A		
<b>Co-opted attendee:</b>							
SESLHD General Manager, Corporate Services	Sharon Carey	-	-	-	P		