

## Liverpool Hospital GMU Staff Consultative Committee

Date: Monday 8 February 2021

Time: 3.00pm

Venue: Liverpool Hospital General Managers Unit Boardroom/Skype/Teleconference

### 1. Present and Apologies

Members	Position	Pres.	Apol.
Karen McMenamin (Chair)	General Manager	X	
Grant Isedale (Co-Chair)	Director of Corporate Services	X	
Angela Davey	Director of Finance	X	
Richard Perin	Director of Human Resources	X	
Teena Massart	Ward Clerk, Maternity- HSU Staff Rep		X
Michelle Straub	Procurement Manager – NSWNMA Staff Rep	X	
Christine Stephens	Director Nursing & Midwifery Services	X	
Peter Thompson	Director of Medical Services		X
Kerrie Seymour	ASMOF Representative		X
Sarah Johnstone	A/PA to Director of Corporate Services and Finance		
Kim Naylor	HSU Representative		X
Danny Chau	HR Representative		X
Mirabel Nelson	A/Secretary - NSWNMA Staff Rep	X	
Jenny Tran	Senior HR Rep		X
Heidi Macnamara	NSWNMA Representative		X
Tom Stevanja	HSU Representative	X	
<b>Other Attendees</b>			

Agenda Item Number	Item/Discussion/Decision/Recommendation	Responsibility
<b>2.</b>	<b>Declarations of Interest</b>	
	Nil	
<b>3.</b>	<b>Confirmation of Previous Minutes &amp; Action List</b>	
	Minutes of the Staff Consultative Committee (SCC) meeting held 23 November 2020 confirmed as a true and accurate record.	Confirmation of Minutes: Richard Perin, DHR
<b>4.</b>	<b>Standing Items</b>	
4.1	<b>NSW Nurses &amp; Midwives Association</b> <ul style="list-style-type: none"> <li>Workloads issues with 5F which are being followed up in the reasonable workloads committee</li> <li>Shortage of midwives across the district. Bowral have put a callout to Liverpool offering extra shifts. Concerns this will create a shortage for Liverpool</li> </ul> <b>ACTION:</b> No Actions	Michelle Straub
4.2	<b>HSU</b> <ul style="list-style-type: none"> <li>Nil update</li> </ul> <b>ACTION:</b> No Actions	Tom Stevanja
4.3	<b>ASMOF</b> <ul style="list-style-type: none"> <li>Nil update, no presentative present</li> </ul> <b>ACTION:</b> No Actions	
4.4	<b>Reasonable Workloads Committee</b> <ul style="list-style-type: none"> <li>First meeting of the year is being held on Thursday 11 February 2021</li> <li>Election coming up on the 10 March 2021 for formalise the positions</li> </ul> <b>ACTION:</b> No Actions	Michelle Straub
4.5	<b>COVID-19</b> <ul style="list-style-type: none"> <li>Mas vaccination program currently being worked on at the LHD level</li> <li>Liverpool will be one of the 3 sites within the Sydney basin to roll out the vaccine with a target date 22nd February – this may change. Also the potential for other sites to commence vaccinations</li> <li>The vaccinations will be held in the Ngara education centre on the eastern campus</li> <li>Hours of operation will be 12 hours 7 days a week</li> <li>We are currently working through parking options and ways of getting there</li> <li>We will be vaccinating in line with the federal government policy in terms of what class of worker you are</li> <li>First are class 1A which consist of emergency staff, flu assessment, COVID ward (4E) and hotel quarantine workers</li> <li>Liverpool’s Flu Assessment clinic moved to the TRMEC in January and will need to moved again</li> <li>There have been no positive inpatients for some time and there have been no positive cases within the District for 45 days +</li> </ul> <b>ACTION:</b> Karen to discuss flu assessment relocation with Dwight & District	Karen McMenamin
<b>5.</b>	<b>New Business</b>	
5.1	<b>Biomedical Engineering Services Realignment</b> <ul style="list-style-type: none"> <li>We are seeking to make our biomedical engineering services a district wide service</li> </ul>	Richard Perin

	<ul style="list-style-type: none"> <li>• There are people employed across the district but there are still employees at Liverpool, Campbelltown and Fairfield who are employed at a facility based level</li> <li>• The intention is to change their position description and reporting line to become District role of Director of Biomedical Engineering</li> <li>• Their usual place of work will become district rather than a particular facility</li> <li>• We do not anticipate any movement of any employee between the sites, however there may be occasional times where this will be necessary such as relief for leave</li> <li>• FAQ will be publicised</li> <li>•</li> </ul> <p><b>ACTION:</b> Richard to change plan to be provided by HSU for consultation within the fortnight</p>	
5.2	<p><b>Security Enhancement</b></p> <ul style="list-style-type: none"> <li>• We have been working with HSU for the past couple of months regarding a number of issues within the security department</li> <li>• At the end of last year the CE approved 4 strategies</li> <li>• 0.5 enhancement to the security team</li> <li>• Replacement of the contractor security in ED and switching to the HASA model</li> <li>• Introduction of senior security to the team</li> <li>• 12 hour roster for the security team</li> <li>• We are still working with HSU on the these</li> <li>• HSU have indicated that they are not supportive of HASA implementation and have referred back to the Ministry for further discussion</li> <li>• There is a bit of tension around the 12 hour roster, however a resolution is currently underway</li> </ul> <p><b>ACTION:</b> No action, Item to stay on agenda for discussion of progress at next meeting</p>	Grant Isedale
5.3	<p><b>After Hours Mortuary discharges</b></p> <ul style="list-style-type: none"> <li>• This was an issues raised by our CWOS team through the HSU in relation to the discharge of bodies from the mortuary after hours</li> <li>• The afterhours managers have now been trained and will do discharges from the mortuary using patient identification and sign out</li> <li>• They will be supported by the CWOS team who will do the physical moving</li> <li>• This process has been in place for a week and has been working well</li> <li>• This has now been resolved</li> </ul> <p><b>ACTION:</b> No Actions, item is closed</p>	Grant Isedale
5.4	<p><b>Orientation and Union Representations</b></p> <ul style="list-style-type: none"> <li>• Feedback has been received not just from the union but from others in relation to face-to-face orientation</li> <li>• We aren't conducting face-to-face orientations currently due to the COVID-19 outbreak</li> <li>• We have improvised by providing orientation materials in an electronic format</li> <li>• It was requested by HSU to have 1 to 1 orientation for union members and this isn't feasible for the following reasons <ul style="list-style-type: none"> <li>- Breach of employee details</li> <li>- Timing and coordination would prove very difficult</li> </ul> </li> </ul>	Richard Perin

	<ul style="list-style-type: none"> <li>• It was suggested by Tom Stevanja to conduct small group orientation. This was addressed by Richard Perin and is unable to be facilitated due to <ul style="list-style-type: none"> <li>- Room availability and current room capacity guidelines</li> <li>- Orientation requires presentation from a vast range of presenters across the facility</li> <li>- We will relook at this matter in March</li> </ul> </li> </ul> <p><b>ACTION:</b> No Actions</p>	
5.5	<p><b>Meal Vouchers</b></p> <ul style="list-style-type: none"> <li>• A few members have addresses issues when presenting their meal vouchers they have been told they can only spend up to \$12</li> <li>• When using the meal vouchers at Taste Baguette and Jamaica Blue they aren't getting a lot for \$12</li> <li>• The two food outlets also close early and there is no other meal provisions in the evening</li> <li>• It was suggested by Michelle Straub that we move the paying the meal allowance which is \$31.25</li> <li>• Grant Isedale has advised that the new Street Canteen and QuikMart within the hospital has come on board and is in the final stages of putting together meal packages</li> <li>• Communication of the meal ideas were addressed with some of the staff and NUMs</li> <li>• Suggestion by Angela Davey and discussion with the committee around HealthShare providing meals from the kitchen, however regular ordering would be needed which could create a lot of waste</li> </ul> <p><b>ACTIONS:</b> Item to stay on agenda for discussion of progress at next meeting</p>	Christine Stephens & Michelle Straub
<b>6.</b>	<b>Next Meeting</b>	
	Monday 10 May 2021 Boardroom, General Managers Unit/Skype for Business Teleconference Details Ph: 02 9741 5444 Guest Pin: 222 956 916	

MEETING CLOSED – 3.50pm

# ACTION ITEMS

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## Staff Consultative Committee

Actions following meeting held: 8 February 2021

Meeting date and Agenda Reference	Action Required	Member Responsible	Due Date
OPEN ITEMS			
<b>COVID-19</b>	<ul style="list-style-type: none"> <li>Discuss flu assessment relocation with Dwight &amp; District</li> </ul>	GM	
<b>Biomedical Engineering Services Realignment</b>	<ul style="list-style-type: none"> <li>Change plan to be provided to HSU for consultation – within fortnight</li> </ul>	DHR	
CLOSED ITEMS			
24/08/20 (Item 6.1) <b>HASA in ED Implementation</b>	<ul style="list-style-type: none"> <li>PA to DCS to Schedule meetings</li> </ul>	PA to DCS	23/11/2020