

## AGENDA

Nepean Hospital Staff Consultative Committee  
10 June 2021, 1000 - 1100  
Nepean Executive Boardroom



**Health**  
Nepean Blue Mountains  
Local Health District

Skype ID – 653870127

HPRM Ref: XX/XXXX

	Subject	Responsibility	Page
1.	<b>WELCOME &amp; APOLOGIES</b>	Brett Williams	
2.	<b>MINUTES OF THE PREVIOUS MEETING ENDORSED</b>	Brett Williams	
	8 April 2021		
3.	<b>ACTIONS ARISING FROM PREVIOUS MINUTES</b>	Brett Williams	
	See action log		
4.	<b>STANDING ITEMS</b>		
4.1	Updates from Facility Managers		
4.1.1	Redevelopment	Paul Isaac	
4.1.2	General Manager	Brett Williams	
4.1.3	Nursing & Midwifery	Kathleen Gradidge	
4.1.4	Operations	Peter Hinrichsen	
4.1.5	Allied Health	Penelope Lees	
4.1.6	Administration	Jonda Stephen	
4.1.7	Work Health & Safety		
4.1.8	Parking	Geoff Oakley	
4.2	HSU Representatives	Randall Millington	
4.3	NSWMNA Representatives	Rodney Steward/ Kerry Rodgers	
4.4	Skills Trade Representative	Paul McNevin	
4.5	ASMOF Representatives	Kerry Seymour	
5.	<b>GENERAL BUSINESS</b>		
5.1			
6.	<b>BUSINESS WITHOUT NOTICE</b>		
6.1			
7.	<b>NEXT MEETING</b>		
	12 August 2021 1000 – 1100 Nepean Executive Boardroom & Skype		

# MINUTES FOR NEPEAN HOSPITAL STAFF CONSULTATIVE COMMITTEE MEETING

8 April 2021 – 10:00am – 11:00 am  
Nepean Hospital Executive Meeting Room 1, Nepean 1  
Building



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*P= Present T =Teleconference A = Apology V = Videoconference Ab = Absent PR = Proxy Attended*

Name	Position	08/04
Brett Williams	General Manager Nepean Hospital – Chair	A
Diane Burton (Chair)	Director of Nursing & Midwifery Nepean Hospital	P
Kashmira De Silva	Director Medical Services Nepean Hospital	A
Peter Hinrichsen	Operations Manager Nepean Hospital	A
Penelope Lees	A/Manager Allied Health Nepean Hospital	P
Jill Mutton	Senior HR Manager	Ab
Melanie Barlow	LHD Human Resources – BP	Ab
Jodie Cowdrey	LHD Human Resources – BP	A
Mary Lawindi	LHD Human Resources - BP	V
Randall Millington	HSU Hospital Representative	V
Lincoln Amos	HSU Industrial Officer	Ab
Rodney Steward	NSWNMA Representative	P
Kerry Rodgers	NSWNMA Representative	P
Paul McNevin	Skills Trade Representative	Ab
Kerry Seymour	ASMOF	Ab
Andrew Teece	HSU	Ab
Jonda Stephen	Patient Services Manager	Ab
Geoff Oakley	TAM Manager	V
Melanie Saville (Secretariat)	A/Executive Assistant to General Manager	P
Amy Wells	Redevelopment	V
Tom Stevanja	HSU Snr Industrial Officer	Ab

## 1 WELCOME & APOLOGIES

- Notable absences
- Only have nursing representation online
- Issues with Skype lobby without host present
- Transition back to F2F

## 2 MINUTES OF PREVIOUS MEETING

- Meeting from previous meeting held 11/02/2021 confirmed by Amy Wells

## 3 ACTIONS ARISING FROM THE PREVIOUS MINUTES

- As per action table

## 4 STANDING ITEMS

### 4.1 Update from Facility Managers

- C/F

### 4.1.1 General Manager

- C/F

### 4.1.2 Redevelopment

- Temporary link has been installed and the Ambulance Bays are starting
- Staff engagement – virtual tours (one held last week) and scheduled regularly
- Health Infrastructure and Communications team are working on detailed packages (Tech and ICT) on what each floor and each section will look like

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- Results from first change readiness pulse survey are now complete and the next survey scheduled for May 2022
- Operational User Groups are all established apart from 4
- For noting: Commissioning champion from each user group are not senior management

**Action:** TOR for user groups to be shared with HSU

### 4.1.3 Nursing & Midwifery

- Continuing consultations with Renal Services around implementation of night shift. Timeline for chairs has been stalled, internal discussions around area to install them. Meeting scheduled for next week to finalise.
- Winter Plan being finalised for approval early next week. Sent out to divisions already and getting further input. Table for exec meeting Monday

**Action:** Table Winter Plan for next NETM 15/04

### 4.1.4 Operations

- C/F

### 4.1.5 Allied Health

- Winter Plan – Allied Health have provided input.

### 4.1.6 Administration

C/F

### 4.1.7 Work Health and Safety

- Ongoing problem with security and mental health with who takes responsibility
- Security ignore duress alarms and watch movies on their phones or leave as they feel the work is “all too much”
- Guards assigned to protect the hospital are called to Mental Health to respond to Duress which is causing a deficit for the hospital
- Risk Assessments completed

**Action:** Raise with GM of MH and provide a response to HSU

### 4.1.8 Parking

- Free parking has finished and the minister recommenced fees and all parking areas surrounding the hospital
- Free covid passes have been deactivated
- 325 new parking passes have been offered
- Waitlist down to 304 (9 week wait)
- Query timeframe for new parking structures – Master Plan has another structure in the future, nothing within the next 5-6 years
- The Penrith City Council have been approve to build a 750 space carpark (free parking) next to the Station Street Building and linking buses to Kingswood. This is 2km from Nepean Hospital.
- Query why underground parking under the 2 towers was not planned
- Parker Street Carpark has works on new high voltage switch gear – funding through ARP and MoH

**Action:** Query capacity around West Block Carpark to increase levels which has been suggested as an option for the West Block Master Plan

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### 4.2 HSU Representatives

- Concerns around the numbers of Wardsperson on the floor at any one time. Members state there should be 8 on duty when there are only 3. Department Manager and Deputy are counted on the floor
- Community Centres (Child and Youth on high street) 606 comes under Mental Health are refusing HSU entry. This has to be taken up with the LHD.
- Dispute around the library at BMDAMH which has been slated for closure, HSU met with GM BMDAMH and they are happy to provide a space

**Action:** Follow up on staffing at BMDAMH Library

### 4.3 NSWNMA Representatives

- Covered in other points
- Reminder the Winter Beds plan needs consultation when the plan is finalised

**Action:** Winter Beds plan needs consultation when the plan is finalise

### 4.4 Skills Trades Representative

- C/F

### 4.5 ASMOF

- C/F

## 5 GENERAL BUSINESS

- Nil

## 7 BUSINESS WITHOUT NOTICE

- Nil

## 8 NEXT MEETING

Thursday 10 June 2021

1000 - 1100

Nepean Executive Boardroom & Skype option

**ACTIONS**

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**ACTIONS DUE**

Meeting Date	Item/Issue	Action Required	Responsibility	Progress/Status	Due Date
27/8/20	Restructure	Information required on further consultation	B Williams  M Lawindi	Feedback 10/2/21 from Jacqui Clark in relation to restructure – papers are to be finalised and will formally go into consultation. New division of Cancer Services for Nepean Hospital Divisional Structure – for noting will formally go into process over next couple of weeks & will need to write to unions.  Update 08/04 - No formal correspondence to date, still with workforce. There is no specific timeline awaiting confirmation from WSLHD – HSU require 1 month from date of letter for consultation with members	
11/02/21	Parking issue for on call staff in emergencies – Cathlab need closest possible access to the hospital	Christine to do some benchmarking – possibility to provide parking outside the boomgates however this is a decision for Security & the General Manager. As this stage the only option is North Block as it caters to Staff safety & fairly to all staff. Brett to have a conversation with Peter Hinrichsen by the 12/02/21 and Peter to liaise with Kerry, with interim response.	G Oakley P Hinrichsen B Williams	08/04 – Peter on leave, Di to follow up with Brett  Cath lab staff continue to have problems and some don't have parking permits (need to pay multiple times if called back)  Query reinstating one shot tickets as an option	
11/02/21	Restructure of Finance BPs	Randall to email Brett in relation to FBP's change in reporting line & increasing workloads.	B Williams	08/04 – Randall has sent email. Need clear direction on who they work for and report to	

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	reporting line & workload matters.	Brett to refer onto district finance / provide Randall with Luke Bellman's contact details.		Follow up with Brett	
08/04/21	Mental Health Security	Ongoing problem with security and mental health with who takes responsibility as they do not fall under Nepean Hospital. Brett Williams to liaise with MH GM and provide a response to HSU	B Williams		
08/04/21	West Block Parking	Query capacity around West Block Carpark to increase levels which has been suggested as an option for the West Block Master Plan	A Wells		
08/04/21	BMDAMH Library	Follow up on staffing requirements	P Hinrichsen		
<b>ACTIONS NOT YET DUE</b>					
22/10/20	Redevelopment	HSU requested more information relating to staffing levels for the new build – taken on notice	B Williams	<p>Currently going into negotiations with ministry re numbers – will have a further update by next meeting.</p> <p>We will look at staff planning once we have clarity on what we have to work with – this has not been considered at this stage. Hold over until next meeting.</p> <p>08/04 – HSU met with local member regarding parking, there is future plans for parking but not to manage the current state Held over till 15/04 till meeting with GM and MoH</p>	
22/10/20	Face 2 Face Orientation	When can unions recommence participating as clinical and fire are already doing so.	HR BP	Still doing virtual orientations as State is still at Amber alert – if unions are wanting content added they need to provide that content to	

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			R Milligan	<p>education so that it is captured in the orientation program.</p> <p>HSU would like a Zoom link for 30min if NH &amp; LHD are willing – currently an adhoc process.</p> <p>HSU to put concerns into email – Brett to forward &amp; liaise with HR &amp; ETS. Happy to have reconsidered what HSU thinks is required.</p> <p>08/04 – Randall to chase email (as above)</p>	
08/04/2021	Winter Plan Consultation	Arrange Consultation Meeting with NSWN&MA when Winter Plan is finalised	D Burton		
<b>ACTIONS COMPLETED</b>					
27/8/20	Uniform allowance	Needs to put into writing	JF	<p>Closed.</p> <p>Will come back if required.</p>	
22/10/20	Issues escalated to JCC not being addressed	To discuss with the Director Mental Health for issues to be escalated between SCC Nepean Hospital and SCC Mental Health	B Williams	<p>Closed.</p> <p>Issues raised around Security coverage have been raised at MH SCC &amp; JCC. Mental Health utilising Security from NH General &amp; Security are not allowed to bill Mental Health for this.</p> <p>As of last week Rebecca has acknowledged to undertake risk assessment with a review of staffing for Mental Health Security. Process to follow re next week's staffing.</p> <p>Brett to write back to Rebecca &amp; Cathy acknowledging Risk Assessment is coming through and ask that once finalised a copy is sent to Randall (HSU) and cc Brett &amp; JCC.</p>	

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22/10/20	Domestic Staff stripping and making beds	Their Award only states making beds – to be discussed with NUM for APC	P Hinrichsen	Closed. Reviewed bed making stats - 2 incidents in 1 month. Dru has followed up with NUM – staff asked to report back if still experiencing these issues.	
27/8/20	A/L Planning	Discuss with all NUM's re nursing staff not taking leave for more than one year  Examples of CSO's allocating A/L in rosters without approval and LSL being denied without excess A/L balances to be provided.	D Burton  R Steward/K Rodgers	Unions are still hearing from members that staff are being directed to take pro-rata leave even after a new round of letters have gone out re staff planning into 2022 where balance was presented including pro rata leave. Excess leave policy only applies to annual leave act 1994 – no extra leave/accrued leave. Need definition around annual leave.. Brett to advise on HR & come back to Unions.  08/04 – Memo distributed from LHD clarified that pro rata leave is not to be taken - closed	Complete
22/10/20	Out of Order Public Toilet in multi storey car park	To further review FTE and costings	P Hinrichsen	Peter followed up with Geoff who provided costings if we were to provide cleaning service. This was not supported as it was not in the models for multi storey carparks, hence why it is locked.  LHD unable to maintain as it is a private partnership.  08/04 – closed	
08/04/21	User Groups TOR	Share with HSU	A Wells	Complete	
08/04/21	Winter Plan	Winter Plan being finalised for approval early next week. Sent out to divisions already and	D Burton	Complete	



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		getting further input. Table for exec meeting Monday			
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