

Minutes

HealthShare NSW RNSH & HSU Staff Consultative Committee

2023
13:00 – 14:00
Harmony Hub

Attendance

In attendance:

Nurcan Ozserim, HSNSW (Chair)
Shaun Parisi, HSNSW
Kim Morgan, HSU
Peter Collins, HSNSW
Sumesh Ramachandram, HSU Rep, HSNSW
Sun Naing, HSU Rep, HSNSW
Andre Morales, HSNSW
Virginia Lord, HSU Rep, HSNSW
Lolita Hutchison, HSNSW
Hairul Alom, HSU Rep, HSNSW
Vilma Ramirez, HSNSW
Marcia Espinoza, HSNSW (Secretariat)

Apologies:

Joy Khamma, HSU Rep, HSNSW
Gonzalo Hamdan, HSNSW
Daryl Fletcher, HSNSW
Varun Dahiya, HSNSW
Mary-Jane Slade, HSNSW

Item 2: Action Items	HealthShare NSW noted that:
Item 3: Recruitment Update	HealthShare NSW noted that: <ul style="list-style-type: none"> – Ongoing requisitions for Food services, SSOs and cleaners – Vacancies Cleaning 30.5 /SSOs 9.8 / Food services 12.2 /Linen/Waste 1/ Material handling 0 – From Peter we spoke to the ministry regarding putting applicants on Visa into an exempt contract for the duration of their visa, as 50% of the applicants at visa holders. We are not getting permanent residents applying for the positions. – Still consulting with the Ministry regarding the visa holders can do the 13 weeks we still don't have answers for what happens at the end of 13 weeks <p>Health Services Union noted that:</p> <p>ACTIONS:</p> <p><input type="checkbox"/></p>
Item 4: Development Opportunities	HealthShare NSW noted that: <ul style="list-style-type: none"> – On Going <p>Health Services Union noted that:</p> <p>ACTIONS:</p> <p><input type="checkbox"/></p>
Item 5: Other Business	<p>Health Services Union noted that:</p> <ul style="list-style-type: none"> – Sign in and sign out waiting to hear about a solution re bundy clock <p>As a tempt solution can HealthShare setup for 2 weeks extra tables and books</p> <p>HealthShare NSW noted that:</p> <ul style="list-style-type: none"> – HS has agreed to setup extra tables and split books on a 2 week trial starting 14th April till 27th April, to see if this will speed up the sign on/off process so staff are not standing around waiting and the lines are shorter <p>ACTIONS:</p>

**Item 6:
New Business**

- Procedures on injuries at work, they need to call and report the injury through priority care, if it's life threatening, they go to emergency
- Staff have the choice to go and see their own doctor outside working hours
- Some staff have complaint they have not been allocated their ADO's, some haven't been put in the roster or others have been withdrawn, after 19 days worked they have accumulated hours for an ADO, they can take it with in the 28 days of the month or on the discretion of their manager it can be moved or taken on a later date
- There are PSS staff that have a couple of ADOs banked up which they haven't been able to take due to staff shortage
- What are the rules on staff going from fulltime to reduce hours? They normally get paid out before starting reduced hours
- A staff has been told they can't use their ADOs because they are now in reduced hours and they should have been paid out, Staff member to go and see Vilma so they can discuss and get it all sorted, Vilma has already offered to give her the ADOs with pay
- With LSL we understand they need to book 4 weeks in advanced, if planning to take 3 months of LSL it would be advised to give 12 months in advanced, longer they give the better as we would need to a replacement for staff member, and it takes time to recruit
- About Sick leave, staff have complaint that they have been asked to produce a doctor's certificate after calling in sick for one day and they have not been paid, and they are not in the excess sick leave management
- Staff don't need to produce a certificate unless they are being excess management for their sick leave, after more than 2 days off you will need a doctor's certificate
- Kym to give names to Nurcan to follow up
- Pro-rata annual leave, staff receiving letters as their pro rata has been added to their annual leave and so it has become excessive leave, from Peter pro rata is included on the calculation but not to be used as part of the 30 days, the A/L planner is only there to plan annual leave
- The discussion between managers and staff should be the excessive leave being only the entitlement and the additional leave, which is the Saturdays and Sundays work, the manager needs to know each employee's excessive leave situation
- The Kylie planner is not designed to be the tool to manage excessive leave
- All staff that received the letters we can only direct staff to take their excess leave not the pro rata
- Any affected staff can reach out to Gonzalo for further discussion
- Staff are being forced to take leave when they have requested leave and it's in the planner and then cancel suddenly
- Reviews are still in place

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| | <ul style="list-style-type: none">- There has been a reduction in over time- Acting TACO role at the moment unsure if the role will carry on at RNS or as part of QA team- What will be happening with the training at RNS? Still to be reviewed |
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Open Action Items					
#	Date	Action Description	Owner	Status	Due Date
11	12/7/22	<p>HSNSW to present timeline for rollout of microfibre mops at next SCC..</p> <p>02/03 timeline as to when they will be rolled out? a process needs to be put out</p> <p>13/04/2023 – still using disposable mops, we need to have consultations with IPAC regarding rollout of mops</p>	Nurcan/ Gonzalo	open	On going
17	23/11/22	<p>Gonzalo and Sumesh to catch up re any concerns and provide any feed back</p> <p>02/03 where the mapping of the floors, it is being reviewed at the moment.</p> <p>Jobs are being cancelled, Sumesh to come and raise with HelpDesk</p> <p>13/04/2023 Bindu on site today doing checks, to be reviewed when Gonzalo is back from leave, questions by Sumesh and Andre having discussions regarding time frames to complete tasks</p> <p>There are working group sessions on going for TAS</p>	Gonzalo	Open	
19	2/02/23	<p>Staff have been denied A/leave Gonzalo to investigate it...</p> <p>02/03 Gonzalo is having conversations with staff work in process, suggestion to do 1:1</p> <p>13/04/2023 trying to accommodate all staff, Andre has had conversations with staff trying to accommodate them, we will wait for Gonzalo to update next meeting</p>	Gonzalo	Open	Work in progress