

13, July 2023  
10:00 – 11:00  
Dharug 1 and 2 - CHC  
Building

## Minutes

### HealthShare NSW RNSH & HSU Staff Consultative Committee

#### Attendance

#### In attendance:

Gonzalo Hamdan, HSNSW (Chair)  
Daniel Keigaldie Gog Tapeh, HSNSW  
Kim Morgan, HSU  
Peter Collins, HSNSW  
Mary-Jane Slade, HSNSW  
Lolita Hutchison, HSNSW  
Shaun Parisi, HSNSW  
Vilma Ramirez, HSNSW  
Joy Khamma, HSU Rep, HSNSW  
Hairul Alom, HSU Rep, HSNSW  
Marcia Espinoza, HSNSW (Secretariat)

#### Apologies:

Sumesh Ramachandram, HSU Rep, HSNSW  
Sun Naing, HSU Rep, HSNSW  
Daryl Fletcher, HSNSW  
Nurcan Ozserim, HSNSW (Chair)  
Virginia Lord, HSU Rep, HSNSW

<b>Item 1:</b> <b>Minutes of the previous meeting</b>	Endorsed
<b>Item 2: Action Items</b>	HealthShare NSW noted that: close actions 19 and 20
<b>Item 3:</b> <b>Recruitment Update</b>	<p>HealthShare NSW noted that:</p> <ul style="list-style-type: none"> <li>– HS Recruitment on going and tracking well.</li> <li>– Cleaning positions have been challenging to fill, we are getting a lot of casuals but not many fulltime</li> <li>– HS will be organising a virtual open recruitment day which will cover a lot more, and more people are able to register and join on the day further updates next meeting as to when the open day will be on</li> <li>– A couple of weeks ago we had a crew here at RNS doing some filming for the advertisements and to be included in the virtual recruitment.</li> <li>– Recruitment has been centralised and going well.</li> <li>– For Gonzalo to report at next meeting if the open day recruitment will go ahead again</li> </ul> <p>Health Services Union noted that:</p> <p><b>ACTIONS:</b></p> <p>□</p>
<b>Item 4:</b> <b>Development Opportunities</b>	<p>HealthShare NSW noted that:</p> <ul style="list-style-type: none"> <li>– PSS have finished and completed the EOI for the development opportunities for now, cleaners and SSOs are interested in opportunities for 2 team coordinator and 1 supervisor role</li> </ul> <p>Health Services Union noted that:</p> <ul style="list-style-type: none"> <li>– From HSU staff are being moved to different roles and cleaners and SSOs do not know who they need to see or report to for work related issues or queries, they are not sure who supervisors are or team co-operators, staff are told to see one person and then another etc</li> <li>– Is it possible for HS to share an organisation chart to follow the reporting line, for Kym to have a reporting line</li> </ul> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>– Gonzalo to send Organisation chart to Kym and let staff know during Huddles who their direct contacts are</li> </ul>

<b>Item 5: Staff Establishment</b>	<p>HealthShare NSW noted that:</p> <ul style="list-style-type: none"> <li>- Main focus at the moment</li> <li>- We have centralized recruitment, to end up with a strong workforce.</li> </ul> <p>Health Services Union noted that:</p>
<b>Item 6: Other Business</b>	<p>Health Services Union noted that:</p> <ul style="list-style-type: none"> <li>- Regarding industrial action that took place on 15<sup>th</sup> June, I notified HS in the previous meeting forum that way you would have the opportunity to put on extra staff on the day</li> <li>- It was disappointing that our members where given letters of disciplining nature for taking the industrial action</li> <li>- We try and notify as much staff as possible.</li> <li>- All managers were aware of I/A</li> <li>- Measures were put in place but were ignored by the staff</li> <li>- Suggestions for future HS to put out memos for staff to follow instructions on an I/A</li> <li>- HSU notifies the ministry of health when an I/A will take place</li> <li>- I also have notified HS</li> <li>- On the 27<sup>th</sup> July there will be voting for all HSU members between 10 and 11am, members need to do this in person so they need to attend</li> <li>- The ministry has agreed that staff will be paid for that time</li> <li>- Daniel from HS will attend to mark off names only for the purpose of knowing which areas at the hospital are not covered during the voting</li> <li>- HSU members only voting and if new people want to join</li> </ul> <p>HealthShare NSW noted that:</p> <ul style="list-style-type: none"> <li>- We do apologies for the wording in the letter, the letters were intended for the employees that were taking part of the I/A and they were asked to sign out and back in when returning or notify their supervisor, so we knew where they were and which areas to cover while I/A was happening, staff were just to follow the rules</li> <li>- There needs to be ground rules when there is an I/A, we can support each other.</li> <li>- HS in future will do a memo so all staff follow the procedure and process</li> <li>- We will put out a memo so they can follow a process of letting the Helpdesk know so they are not allocated any jobs during that time</li> <li>- Suggested that it's a joint notification letting staff know they need to notify their supervisor that they will be away from their area for that hour</li> </ul> <p><b>ACTIONS:</b></p>

<p><b>Item 6: New Business</b></p>	<ul style="list-style-type: none"><li>- Annual leave request has been handed in and they have been told that their paperwork has been misplaced.</li><li>- Staff are not being notified if their A/L request has been approved, the procedure for the A/L the form is handed in and stamped by supervisor and a copy is given to employee for their records. Communication is not coming back to staff to let them know if it has been approved, they cannot do any bookings. Staff need to put in their contact numbers, Kym to let Gonzalo know who the staff members are that have had paperwork go missing</li></ul>
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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> <p>17/05/23 Feedback from staff, complaints too much of strains on their backs</p> <p>8/06/2023 waiting on outcome from IPAC meeting as we need the go ahead from IPAC due to also high risk of COVID</p> <p><b>13/07/23</b> Daniel to provide Policy from IPAC in writing regarding mops not to be used as per policy. The policy is currently being reviewed and that is the reason that there will be no changes as yet so we will continue using disposable micro fibre mops</p>	Gonzalo	Open	Review 13 <sup>th</sup> , July
			Daniel	Open	By 10 <sup>th</sup> Aug
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>	Gonzalo	Open	Work in progress

		<p>There are working group sessions on going for TAS</p> <p>17/05/23 updates discussions over the tasks are not in sequence and that's due to TAS is not all completed the system re shuffles jobs, staff are not happy with the system, system went down last week as Telstra was down.</p> <p>Originally Virginia was attending the TAS working group when they first started. There are interviews on now for a new group to be engaged and continue with TAS working group, once the meetings start all issues will be discuss and resolved and once cleaners is up and running properly, we will start with SSOs</p> <p>8/06/2023</p> <p>Working on the communication dropouts, had a few meeting on the subject. Timeline? still don't have a set date due to recruitment which will be finalised week of 16<sup>th</sup> June, once completed we will have a working party</p> <p><b>13/07/23</b> TAS project team putting out an EOI they encourage all staff to come back with feedback. Staff have been notified through Huddles 5 staff have been offered to the TAS team from both AM and PM shifts</p> <p>Hairul and Sumesh ( to be discussed) and Terry from AM and Sanita, Virginia and Georgette from PM</p> <p>All issues will be provided to the team for the meeting</p>			
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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> <p>17/05/23 updates Excess annual leave letters they will be fixed so that it doesn't reflect the pro-rata, staff that affected they are encouraged to come and see Gonzalo any discussions or concerns</p> <p>8/06/2023</p> <p>Gonzalo and Peter have sent out new letters with dates changed.</p> <p>Pro-rata still not right as Sumesh has received a new letter but still not right</p> <p>Gonzalo to review with Peter.</p> <p>Daniel to share information with other supervisors and be ready for staff queries</p> <p>13/07/23 this is close now has completed all staff with issues have seen Gonzalo face to face and all resolved</p>	Gonzalo	close	Close
20	17/05/23	<p>for HS to report monthly on the staff establishment and vacancies per department, what are the staffing levels?</p> <p>08/06/2023</p> <p>HelpDesk 1, Cleaners casual 72, SSOs 106 Casuals, Food services 6 and Material</p>	Nurcan	close	close

		<p>Handling 1. This will be put in as an Item in the agenda for monthly reporting</p> <p><b>13/07/23 close</b> as it's reported in standing agenda item</p>			
21	17/05/23	<p>Gonzalo to share the training schedule</p> <p>8/06/2023 Gonzalo to share next meeting</p> <p><b>13/07/23</b> training schedule has received and it's being reviewed by HSU members, Gonzalo to get back next meeting</p>	Gonzalo	Open	10 August