

WESTERN NSW LOCAL HEALTH DISTRICT

UNCONFIRMED MINUTES OF A MEETING OF THE AREA JOINT CONSULTATIVE COMMITTEE Downstairs Conference room, Area Office, Dubbo and via Videoconference/teleconference Wednesday 12th August 2020 at 9.30am. (EST)

Agenda Item	Issues/Action	Follow Up Action/Officer
1. Present	Scott McLachlan Sandra Duff (Chair) Tiffany Charlton Jeff Morrissey Mark Spittal Zelda Giblett Bryan Billington Sharon Carney Jo Lemmich Zoe Guinea Kylie Fisher Richard Waters Clayton Spencer Elishka Skelding Annie Dwyer Bec Latter (Minutes)	
2. Apologies	Kerrie Seymour Steve Teece Adrian Fahy Wayne Kelly	
Acknowledgement to Country	Sandra Duff	
3. Confirmation of previous minutes	Confirmed – Z Giblett	
4. Standing Items		
4.1 Capital Works Update	JM – Dubbo is progressing, focus on stage 4. Cancer Centre progressing at a rapid rate. Advancement program established in COVID, hoping to see completion by	

	<p>November. Starting to progress with consultation on car park. Health Infrastructure running user group process to come up with preferred option, likely to be located railway line side of campus.</p> <p>HealthOne, Lightning Ridge – drawing to an end. ZG mentioned how good this looked when out there a couple of weeks ago. JM – consideration to solar to offset a lot of energy consumption, which is great.</p> <p>JM- Mudgee opened which is a great asset to Mudgee and surrounds.</p> <p>ZG – have heard complaints from admin staff, Mudgee around the constant noise of the coffee machine. Is there an ability to look at something to be able to filter the noise.</p> <p>JM – wasn't aware this was an issue, happy to follow up.</p> <p>RW – have taken noise level readings to take to Risk Management. If existing petitions were higher, this may filter the noise more.</p> <p>JM – Clinical Services consultation planning piece happening around Cowra.</p> <p>Blayney MPS – started conversation with Health Infrastructure & LHD. Completion of boiler house should be finalised in next 12 to 14 months.</p>	<p>JM – will follow up noise level of coffee machine for Admin staff, Mudgee.</p>
<p>4.2 CE Update</p>	<p>SMc – trying to get our services back up and running to recover from COVID period during March to May. Appreciate the role the union has played. Next 6 to 12 months will be spent getting into what is the new normal and impact on our services.</p> <p>Numbers are still stable (between 10 and 20). System in Victoria was overwhelmed very quickly. NSW are well on top of contact tracing. Last couple of weeks we have had two confirmed cases, one is not included within our numbers which was a traveller in hotel quarantine. Other case was very well managed and a great example of how we can respond to and minimise risks around. Confirmed case and close contacts are still in isolation. Preparations are in place for a lot of returned services, ED, in-patient, in particularly surgery. Good plan in place to recover. A lot of out-patient, community based services are back up and running with plans in place to protect our patients, carers and workers. Doing our best to keep everyone safe. COVID safe ways working are being looked at with Aged Care sector, making sure plans are in place. A lot of planning around specialist teams/additional workforce if needed to support facilities. Following lessons from Victoria, a lot of work has been done to ensure sufficient stock levels of PPE, infection control training, good plans of where to care for any confirmed cases. Fit testing with staff, making sure they know how to fit PPE, not going to back off on any of this. PPE availability is good at the moment. Developed a good supply level regionally and state-wide. Workforce solutions have been impacted by border closures, have lost</p>	

	<p>staff. We have become less reliant on locum/agency staff. Signed off yesterday, a new recruitment marketing campaign which should see a good response into the future. Sustainable solution for next 12 to 18 months, performance metrics we are still regarded as higher performing LHDs. Watching closely back end March to May, huge spike particularly in some of our base hospitals. Budget is under pressure, some additional funds from Treasury available from COVID. Managed to come in nearly on budget last financial year. The commitment of staff over the last 6 months has been incredible.</p>	
4.3 People Matter Employee Survey	<p>SD – PMES was due to run this October. Decision has been made by MoH that NSW Health will not participate. Provides great opportunity to do some internal pulse surveys, want to focus on people’s wellbeing and touch back on 2019 PMES results and what has worked / been put into place. ZG – will we get these results. SD – definitely feed them back, will be short survey, thinking only 10 questions.</p>	
5. Correspondence	Nil	
6. General Business		
6.1 PPE Training	<p>ES – Prince of Wales Hospital holding open sessions over a number of days observing staff on donning/doffing. Held as drop in centre, was hoping the LHD can do the same. JM – mandatory donning/doffing online module everyone has been asked to do (Clinical / non-clinical). SD – understand competency training held within LHD ES – will forward poster of Prince of Wales sessions. Can a breakdown be provided of what PPE types are available. JM – adequate stock there. QARS report issued each Wednesday sent to CHEOC. In best position since pandemic commenced. Created robust mechanisms of escalation if supply getting low. If any specific sites, let us know and happy to address. Cannot emphasise enough the amount of work Sandra Wharton and relevant teams have done for PPE supply and donning/doffing. ES – is there something we can be provided of what point, what PPE is worn CS – CEC provide that. JL – CEC provide posters when use P2 as opposed to surgical mask ZG – Fit testing, is there anything happening at Dubbo (Zoe Guinea) JL – problems Fit testing is change in products, trying to overcome that challenge. Sandra Wharton doing a lot of work.</p>	

	ZG – is one in Orange or Dubbo? (Zoe Guinea) JL – understanding only one SD – will get in contact with Sandra Wharton	SD will get in contact with Sandra Wharton re: availability of Fit testing
7. Business without Notice		
7.1 Uniform Disposal	ZG – following up the draft wording around uniform disposal TC – still to do some final touches, will get out within the next couple of weeks. Will work with ZG along the way.	TC to provide draft uniform disposal to ZG within next couple of weeks
8. NEXT MEETING	Wednesday 11 th November 2020, 9.30am There being no further business the meeting closed at 10.15am	

Chairperson: Sandra Duff

Date

ACTION LIST

Agenda Item	Action	By Whom	By When
4.1 Capital Works Update	Follow up noise level of coffee machine for Admin staff, Mudgee.	Jeff Morrissey	ASAP
6.1 PPE Training	Contact with Sandra Wharton re: availability of Fit testing	Sandra Duff	ASAP
7.1 Uniform Disposal	Provide draft uniform disposal to ZG within next couple of weeks	Tiffany Charlton	2 weeks