

WESTERN NSW LOCAL HEALTH DISTRICT

UNCONFIRMED MINUTES OF A MEETING OF THE AREA JOINT CONSULTATIVE COMMITTEE Via Commercial Avenue, Dubbo and Microsoft Teams Thursday 31 August 2023 at 1.30pm. (EST)

Agenda Item	Issues/Action	Follow Up Action/Officer
1. Present	Sandra Duff (Chair) Mark Spittal Mark Arnold Adrian Fahy Andrew Gallagher Zelda Giblett Wayne Kelly Annie Dwyer (for Tiffany Charlton) Jeff Morrissey Bryan Billington Bec Latter (Minutes)	
Apologies	Tiffany Charlton Tracey Coyte Michelle Picone Josh Carey Debbie Groves Richard Waters	
2. Acknowledgement to Country	Sandra Duff	
3. Confirmation of previous minutes	Confirmed – Zelda Giblett	
Presentation – Bathurst Health Service Redevelopment	Amy Wells & Jo Holden presented. Bec to send presentation with minutes.	Bec to send presentation with minutes.
4. Business Arising		
4.1 People Strategy Report	Bec sent report with meeting papers – complete. No further action required.	

4.2 Recruitment Delays	SD – understand Bec shared recruitment timeframe report with ZG. State sets 40 days, we have worked really hard to chase up where hold ups were, eg. Culling. Centralised a lot of the process. Have made some changes with Staff health process. Had been some vacancies within the recruitment team. We are going to continue to work on this. Have also cut down on the amount of selection criteria in our PDs. Will continue to provide ZG with recruitment reports quarterly.	Provide another recruitment report for next meeting.
5. Standing Items		
5.1 CE Update	<p>Concept design, Bathurst really great. Encourage you all to look at the design when circulated.</p> <p>Blayney – travelling along nicely.</p> <p>Cowra – working though site works, design matters.</p> <p>Key Health Worker accommodation – a lot of work, motel units, Wellington (tranche 2).</p> <p>New Government – new special enquiry, hopefully will deliver some good outcomes. Very important piece of work. Really hopeful will be positive.</p> <p>Fortnightly Upper House Parliamentary enquiry.</p> <p>Big challenges ahead of use with new Government</p> <ul style="list-style-type: none"> - Different priorities - Some investment we may have to change - Budget allocated in September, 9 month period rather than 12 months <p>Changes on level of incentives MM6 & MM7</p> <p>Number of Health Agencies met with VET representatives to talk through the way TAFE offer services / courses. Aware of processes we would like to see TAFE to work more smoothly. Lots of opportunity for TAFE to be far more responsive.</p> <p>PMES – really want to encourage people to fill out. Want to get best sense of reality. Please push through networks.</p> <p>Time to Care survey – survey state level – 3 themes, recruitment, mandatory training and rostering.</p> <p>ZG – agree on 3 topics, create huge problems for all our sites.</p>	
5.2 Capital Works Update – New Service Developments	<p>Key Health Worker Accommodation – Collarenebri (Tranche 1) - handed over January 2024, Walgett – November 2023, Baradine – January 2024, Mudgee – Mid May 2024, Condobolin – early December 2023.</p> <p>Called for applicants to complete HASA training, have had positive response approximately 12 enrolled. Training commences shortly.</p> <p>SD – incentives for these positions, if leave within 12 months, pay back percentage.</p>	Bec to send details with minutes of HASA training.

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5.3 People Strategy Update	SD – finalising People Strategy – Annual Report. Will send around to the group once published. Really proud of what we have achieved so far.	Bec to send People Strategy Annual report once published.
6. Business without notice		
6.1 Support Services Manager	ZG – concerns new Support Services Managers being employed, a few managers are rostering themselves on weekends, Public Holidays. Confusion requirements of the role – hands on/admin requirements, don't wear appropriate PPE. HSMs need to be reminded – specific things in FTE review on what duties these staff are meant to be doing. AD – will have discussion with Caren and Sharon to remind HSMs.	Annie to discuss Support Services manager duties with Caren / Sharon to discuss with HSMs.
8. NEXT MEETING	Wednesday 8 November 2023, 9.30am. There being no further business the meeting closed at 2.31pm	

Chairperson: Sandra Duff

Date