

WESTERN NSW LOCAL HEALTH DISTRICT

UNCONFIRMED MINUTES OF A MEETING OF THE AREA JOINT CONSULTATIVE COMMITTEE Via Commercial Avenue, Dubbo and Microsoft Teams Wednesday 14 February 2024 at 9.30am. (EST)

| Agenda Item | Issues/Action | Follow Up Action/Officer |
|--|---|--------------------------|
| 1. Present | Sandra Duff (Chair) Mark Spittal Adrian Fahy Zelda Giblett Wayne Kelly Tiffany Charlton Jeff Morrissey Bryan Billington Gail Owens Angela Firth Tracey Coyte Josh Carey Guy Noble Bec Latter (Minutes) | |
| Apologies | Mark Arnold Richard Waters | |
| 2. Acknowledgement to Country | Sandra Duff | |
| 3. Confirmation of previous minutes | Confirmed – Zelda Giblett, Seconded – Tiffany Charlton | |
| 4. Business Arising | | |
| 4.1 Recruitment Report | SD – January recruitment report attached with papers. On state-wide group that is currently looking at how can fast track Occupational screening / systems etc, in attempt to cut out any double handling / unnecessary time. Also working on Employee Health Assessments, hoping to have online as part of the ROB system. ZG – recruitment over the Christmas period, can we look at as essential service and not be a part of mandatory close down. | |

| | | |
|--|--|--|
| 4.2 PMES report | Completed. | |
| 4.3 On-boarding of staff | TC – fed back to Managers, currently working on 30, 60, 90 day conversations and Orientation to include wellbeing questions. | |
| 5. Standing Items | | |
| 5.1 CE Update | MS – fantastic January period, no major crisis. Number of big challenges across rural in particular with Workforce, putting a lot of strain on LHDs financially. Good news with our New Grads. Seeing some great developments, Cardiology Services, Dubbo (stenting cases). Thank you to staff as new services can be a real stretch. People Strategy still a focus. We are currently financially challenged, we will eventually see that turn around. | |
| 5.2 Capital Works Update – New Service Developments | JM – contract has been awarded for Cowra redevelopment. Staged approach – Blayney. Bathurst – schematic design on public display, feedback is positive to date. Working with Cabonne Council how push through planning / early works for Canowindra. Key Health Worker Accommodation – nearly finished Tranche 1, entering Tranche 2. Working on solutions for Dubbo accommodation. Sitting on state committee to look at how bring more capital. Asset world / capital world – continues to be busy. ZG – facilities at both Warren and Condobolin look good. JM – confirmed that Bathurst Parking is flagged as high risk. ZG – suggestions using council block with shuttle bus service for staff. BB – lack of parking whilst construction occurs is worrying. JM – other alternative to reallocate fleet vehicles. Having Council onboard will help us in future. | |
| 5.3 People Strategy Update | SD – Large cohort of New Grad Nurses & Allied Health professionals. Entry level programs continue – SBATs, Leadership programs continue. Currently running pilot – Civility & Respect in the Workplace, part of feedback from PMES & EAP. TC - WNSWLHD has developed an in-service package to educate staff on Civility and respect in the workplace. The in-service promotes a positive culture and bringing awareness to uncivil behaviours. Incivility is behaviours which may be perceived as inconsiderate, disrespectful and/or rude. Unlike bullying, the intent of incivility may not be malicious in nature, but rather prompted from thoughtlessness, stress, systematic issues out of our control, or differences in individual values and opinions. The need for this training was identified largely though information and | |

| | | |
|---|---|--|
| | <p>feedback which was received through the LHDs Employment Assistance Program and the People Matters Survey results.</p> <p>The in-service is structured into 5 x fifteen-minute sessions. The program can be delivered flexibly via one 1½ hour session or smaller sessions delivered across a chosen timeframe. The flexibility aims to accommodate a broad range of employees across our district with differing work commitments and workloads etc. Sessions include civility and respect 101, an incivility TED talk, self-reflection on uncivil behaviour, an action plan for workers and an optional action plan for leaders. The in-service has been advertised on the home page of the WNSWLHD intranet which allows for teams/leaders to self-nominate. The first sessions have been delivered at Bathurst Health Service last week. Feedback received to date has been positive and participants have suggested that the program be delivered across the district, which may have positive impacts and assist with culture shift</p> <p>SD – excess leave down, premium labour costs still a real concern.</p> | |
| 6. General Business | | |
| 6.1 Security, Lachlan | WK – a lot of problems fixed, slow process of building up trust in system. Item can be removed, bring back to committee if needed. | |
| 6.2 Security, Bourke | <p>ZG – Security company provide services, thought had on boarded staff FTE. JM & Sharla out there reviewing PDs.</p> <p>JM – working with another company REDI.E – indigenous company use as pathway to take up employment opportunities to assist with the gap in FTE. Other strategies in place to upskill, EOI sent out.</p> <p>ZG – talk to Lightning Ridge, do Aged Care Program, tend to do a lot of HASA work.</p> | |
| 6.3 SCC Meetings | <p>ZG – have dropped off. Spoken with Sonia about issues with particular site.</p> <p>TC – will continue to follow through.</p> | TC will continue to follow through re: SCC meetings. |
| 7. Business without notice | | |
| Access control issue, Brewarrina | <p>ZG – issue with door unlocking at random times, Brewarrina. Gone back through SCC minutes, can't find where has been flagged.</p> <p>JM – will follow up with Jamie Goodlet / Brian Cusack.</p> | JM to follow up on access control issue, Brewarrina. (completed – JM advised ZG on 14/2 this has been rectified) |
| 8. NEXT MEETING | <p>Wednesday 8 May 2024, 9.30am.</p> <p>There being no further business the meeting closed at 10.18am</p> | |

Chairperson: Sandra Duff

Date









55
M
Resistant
20
Anti-Adhesive