

Unconfirmed minutes USCC & AJCC, WNSWLHD

Dear Member,

Please find attached the unconfirmed minutes of the USCC (Union-Specific Consultative Committee) and AJCC (Area Joint Consultative Committee) held with Western NSW LHD on 9 May 2018.

Should you have any queries or comments in regard to these minutes, please contact your organiser Zelda Giblett on email zelda.giblett@hsu.asn.au.

The next USCC & AJCC will be held on Wednesday 8 August 2018.

Not a member of the HSU? Now is time to join and have your say! You can join online at www.hsu.asn.au/join or call 1300 478 679 and join over the phone.

A union's effectiveness and negotiation power depends on the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us to protect and improve your working life.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT

Western NSW Local Health District
Unconfirmed minutes of the meeting of the Western NSW Local Health District & Health Service Union Specific Consultative
Committee (HSU USCC)
Large Conference Meeting room At 23 Hawthorn Street, Dubbo
Wednesday 9th May 2018 at 9:30am

Agenda Item	Issues/Actions	Follow Up Action/Officer
1. Present:	Sandra Duff (Chair) Tiffany Charlton Zelda Giblett Jeff Morrissey Richard Waters Ron Pearson Bec Latter (minutes)	
2. Apologies:	Kerry Leach Wayne Kelly Sharon Carney Scott McLachlan Bryan Billington	
3. Confirmation Of Previous Minutes	Endorsed – Z Giblett Seconded – T Charlton	
Acknowledgement of Country – S Duff		
4. Business Arising – For Discussion		
4.1 SCC Meetings	ZG – still sites outstanding – Baradine, Bourke, Brewarrina, Coolah, Walgett, Cobar, Lightning Ridge, Tottenham	TC will continue to follow up.

	TC – HRP's have been advising that if sites don't reach quorum, minute this and place on staff notice boards. ZG – aware that Dubbo didn't have a quorum last month, however no notification received.	
4.2 Time in Lieu	TC – sent policy back again for comments due back 14/5/18 ZG – aware of comments (part in breach of award)	TC – comments due back from HSU 14/5/18
4.3 Morgue Allowance	ZG – head office waiting on response back from MoH SD – no update on this at MoH Workforce Exec meeting recently.	Place on agenda to discuss update at next meeting
4.4 Study Leave	Process has been clarified - item can be removed.	Item can be removed – no further action required.
4.5 Infectious Cleaning Allowance	TC – clarification around staff entitled to allowance. Need to look further into application across LHD. Will update at next meeting	Place on agenda to discuss update at next meeting
5. Standing Items		
N/A		
6. General Business		
6.1 SCC Meetings	Discussed above 4.1	
6.2 Blood Shute, Dubbo	ZG – spoken to Debbie Bickerton. NUMs are aware, no one feeding back to Deb, will leave with her to follow up. Leave on to check progress. JM- Deb can engage directly with Brian Cusack. RP – can liaise with Deb about this one.	Leave on the agenda to check progress.
6.3 Christmas Leave	ZG – Community Mental Health staff are still being advised the Christmas leave is three weeks	SD & RP to have further discussion

	mandatory. Discussed with the CE last year and advised this would be clarified. SD – memo goes out re: 2 week mandatory shut down with suggestion of 3 week slow down. Opportunity to get excess leave down. SD suggested her and Ron talk to Ops meeting.	
6.4 Leave (Wellington)	ZG – staff are being directed not to take leave (June – August) to deal leave with winter project, then we are asking staff to take excess leave. TC – will follow up with HSM & HR Partner.	TC to follow up request for staff to not take leave (Wellington) with HSM & HR Partner
8. Next Meeting	Wednesday 8 th August 2018, 9.30am	
9. Closure	There being no further business the meeting closed at 10.00am	

..... Date

Chairperson
Sandra Duff

Action List

Agenda Item	Action	By Whom	By When
4.1 SCC Meetings	Will continue to follow up.	Tiffany Charlton	ASAP
4.2 Time in Lieu	Comments due back from HSU 14/5/18	Tiffany Charlton	14 May 2018

4.3 Morgue Allowance	Place on agenda to discuss update at next meeting	Bec Latter	8 August 2018
4.5 Infectious Cleaning Allowance	Place on agenda to discuss update at next meeting	Bec Latter	8 August 2018
6.2 Blood Shute, Dubbo	Place on agenda to discuss update at next meeting	Bec Latter	8 August 2018
6.3 Christmas Leave	SD & RP to have further discussion around mandatory Christmas leave	Sandra Duff & Ron Pearson	ASAP
6.4 Leave (Wellington)	TC to follow up request for staff to not take leave (Wellington) with HSM & HR Partner	Tiffany Charlton	ASAP

WESTERN NSW LOCAL HEALTH DISTRICT

UNCONFIRMED MINUTES OF A MEETING OF THE AREA JOINT CONSULTATIVE COMMITTEE In the Large Conference Room, Area Office, 23 Hawthorn Street, Dubbo Wednesday 9th May 2018 at 10.30am. (EST)

Agenda Item	Issues/Action	Follow Up Action/Officer
1. Present	Scott McLachlan Sandra Duff (Chair) Tiffany Charlton Zelda Giblett Richard Waters Fraser McLelland Jeff Morrissey Kerrie Seymour Steve Teece Katrina Lee Cathie O'Neill Bryan Billington Jacqui Blackshaw (on behalf of Adrian Fahy) Bec Latter (Minutes)	
2. Apologies	Adrian Fahy Kerry Leach Wayne Kelly Sharon Carney Ron Pearson	
3. Confirmation of previous Minutes	Endorsed - K Lee Seconded – Z Giblett	
Acknowledgement to Country	Sandra Duff	
4. Business Arising		
4.1 Capital Works Update	JM – Duress systems (Bloomfield / Bathurst) additional pieces purchased.	

	<p>FMc – is there a timeframe to move over to more modern system? JM – discussion with PPP / Spotless – can't have system sitting too long. Continue to have works in progress – complex site, need to ensure have technology to support new systems. FMc – every time bend over (eg. when showering patients) with current system alarm goes off JM – are parameters that can be sent, will take offline and look at. Duress alarm meeting coming up at Bathurst to discuss. Issues at MPS' also. KL – has been an issue for years JM- definitely on the radar, engaging with Spotless SD – will bring back an update towards the end of the year</p>	<p>JM to follow up issues with Bloomfield duress alarm system with Fraser offline. JM to give update on duress system at next meeting.</p>
4.2 Hotel Services, Rylstone	<p>SD – HR Partner has spoken with Sharon, no changes until new beds are ready to open ZG – keep on agenda, as need to recruit prior to beds opening JM – has been delays with Rylstone, probably looking more around July.</p>	<p>Keep on agenda to discuss progress with recruitment at next meeting.</p>
4.3 Sector Model	<p>SMc – Anne Lea has drawn up a draft map (outlining 3 sectors), expect to be out within the next fortnight.</p>	<p>No further action required at this meeting – item can be removed.</p>
4.4 Pathology Position, Orange	<p>TC – recent advertised again, escalated to Jason Crisp, if not successful with recruitment, have a work around plan. TC will send recruitment link to Fraser.</p>	<p>TC to send recruitment link to Fraser.</p>
5. Standing Items		
5.1 Capital Works Update	<p>JM - Aircon – Admin, Rylstone – temporary location, has improved with weather conditions. Will be sorted with move. Beds, Coolah – looking at another supplier, can provide beds fit through doorways. Working with assets – 5 year plan, talking with HSMs/GMs, will continue to work on strategies/improvements. KL – can we see a policy heat management in particular sites in north west. JM – notification from Corporate Services on 'disaster plan' if cooling fails. Will send through heat/summer strategy) with minutes. JM – Dubbo up to Stage 4 – progressing quickly.</p>	

	<p>MPS – finished Molong, Cobar finishing design, Coolah – progressing, Rylstone – contract issues, supporting HSM with this, will continue to work hard to get across the line. Lightning Ridge, HealthOne – meeting being held today, Mudgee redevelopment – finalised early works package, move of staff to an office in town. Rural minor works program – waiting on finalisation. Orange car park extension – commenced, will accommodate 151 new spaces. Announcement soon re: Bathurst car park.</p> <p>KS – does this information go into newsletter?</p> <p>JM – frequent newsletters locally. Health Infrastructure local process – engaged Comms team, liaise with sites/public, information also available on social media, Health Infrastructure, website, intranet.</p> <p>BS – timeframe for carpark, Bathurst?</p> <p>JM – should be something happening within next 8 weeks.</p>	
6. General Business		
6.1 Director Medical Services Recruitment, Orange	SD – Recruitment DMS – Sid commenced. JMO filled, part-time hours due to reduced hours post maternity leave.	
6.2 Maxxia – Salary Packaging	<p>ZG – know of five staff who have had changes to their salary packaging and only one was notified of the change occurring around remote area housing and changes to entertainment package.</p> <p>TC – spoken with Karen Martin, relationship manager internally. Won't be disadvantaged with ATO, Karen is going to follow through on notifications. Tiff, Zelda, Karen Martin & Maxxia to discuss offline.</p> <p>ZG – will ask Wayne to advise of specific examples when back from leave.</p>	<p>ZG will ask Wayne to email specific examples when back from leave.</p> <p>TC will then arrange a meeting with HR, Karen Martin, Zelda & Maxxia</p>
6.3 CE Update	<p>SMc – have successful applicant for Director Operations, expecting they commence 25/6/18. Will hopefully have announcement out by the end of the week.</p> <p>LHD performing well – on best performance level '0' with MoH.</p> <p>Expecting to deliver on budget, a lot of prep work being done for Winter Strategy, additional funds being released with planning and recruitment for that period.</p>	
6.4 Reception Duress Button, Parkes	<p>ZG – Duress button at reception in Parkes doesn't work. Raised with WHS committee, will take to SCC.</p> <p>JM – will follow up with Matt Gersbach and get this rectified.</p>	JM to follow up duress button (reception, Parkes) with Matt Gersbach
6.5 Pharmacy Alarm, Parkes	ZG – pharmacy alarm, Parkes not working, was noted in November 2017 at SCC meeting and raised at WHS meeting.	ZG to send JM email re: pharmacy alarm, Parkes and

	JM – send to JM in an email and will follow up	will follow up
6.6 After hours meal breaks, Orange	KS – after hours meal breaks (JMOs), Orange – given unpaid meal break. Award says shifts other than Monday to Friday must be paid meal breaks. Have written to Orange – JMO Manager copied DMS. If don't get a response will raise with CE. TC – happy to raise to be discussed at JMO meetings.	TC will raise meal breaks with the JMO Manager Orange
6.7 JMO Wellbeing Survey	KS – wondering what plan is following the outcomes of the JMO wellbeing survey. SD – Sandra, Clayton & Serena Porges are meeting to discuss, happy to come back with our plan at next meeting. SMc – recruitment to Director Prevocational Education Training Program (DPET) - Doctors great networking, supervision models. Ran focus groups 12 months ago – good traction rostering, social/emotional support. Holding JMO meetings at Bases.	SD to bring back what plan is from JMO wellbeing survey to August meeting.
6.8 People Matter Survey	SD – People matter survey happening again in June. Launch communication at an LHD level soon.	No action required.
7. NEXT MEETING	Wednesday 8 th August 2018, 10.30am	
8. CLOSURE	SD thanked and farewelled Jacqui Blackshaw (relocating and going to work with HETI) There being no further business the meeting closed at 11.23am.	

Sandra Duff.....Chairperson

.....Date

ACTION LIST

Agenda Item	Action	By Whom	By When
4.1 Capital Works Update	JM to follow up issues with Bloomfield duress alarm system with Fraser offline.	Jeff Morrissey	ASAP
	JM to give update on duress system at next meeting.		8 August 2018
4.2 Hotel Services, Rylstone	Provide update on recruitment at next meeting.	Sandra Duff	8 August 2018
4.4 Pathology Position, Orange	TC to send recruitment link of Pathology position to Fraser.	Tiffany Charlton	ASAP
6.2 Maxxia – Salary Packaging	ZG will ask Wayne to email specific examples	Zelda Giblett	ASAP

	when back from leave. TC will then arrange a meeting with a Human Resource Partner, Karen Martin, Zelda & Maxxia	Tiffany Charlton	
6.4 Reception Duress Button, Parkes	JM to follow up duress button (reception, Parkes) with Matt Gersbach	Jeff Morrissey	ASAP
6.5 Pharmacy Alarm, Parkes	ZG to send JM email re: pharmacy alarm, Parkes and will follow up	Jeff Morrissey	ASAP
6.6 After hours meal breaks, Orange	TC will raise meal breaks with the JMO Manager Orange	Tiffany Charlton	ASAP
6.7 JMO Wellbeing Survey	SD to bring back what plan is from JMO wellbeing survey to August meeting.	Sandra Duff	8 August 2018

Summer Preparation Awareness Strategy 2017 / 2018

Know your type of Air Conditioner.
If you don't know, ask your Maintenance staff.

Refrigeration Air Conditioning including Split Systems

Use only when and where necessary, ensure Air Conditioning systems are turned off when the building is not occupied, for example overnight and during weekends.

For maximum comfort, the temperature of rooms should be set at 22.5°, this may vary by 1 degree + or - .

Energy wastage and the risk of plant failure increases when settings are set too low (16 to 18 degrees) or the doors and windows are left opened.

Keep the air conditioned environment as secure as possible.

Evaporative Air Conditioning

Evaporative coolers require that some doors or windows are slightly open so that the fresh, cool air produced by the air conditioner can easily flush out the hot air inside your building.

If this air flow is restricted the unit will not work efficiently and the air inside the building will become saturated with moisture resulting in warm humid conditions.

Breakdowns and Maintenance of Systems

All Air Conditioning Systems within Western NSW Local Health District are maintained by in-house staff.

If you experience a failure or require assistance with air conditioning problems please contact local Maintenance staff first.

If a repair cannot be actioned locally, the Maintenance Supervisor will then escalate to the Trade Base that is responsible for that facility.

Bathurst and Orange Health Facilities are maintained by Spotless and you should put your normal request through the Spotless Help Desk.

In the case of major failures, system design and technical details please contact the Engineer that is responsible for your area. Matthew Gersbach for Eastern Sector (0427 293 556) or Brian Cusack for Central Sector (0409 669 109).

Electrical Storms Loss of Power

If you lose power, please make sure all your plant and equipment is working so if damage was caused we can record the information for insurance. If a non-urgent plant, this can be checked on the next working day.

If unsure, please check with your on-site Maintenance Supervisor.

Most facilities are fitted with a back up generator that is tested as to Standard regularly by Maintenance staff, if you do have a power outage make sure you let your Maintenance Supervisor know so he can re-fuel the generator.

Pest Control

Make sure your Hotel Services Manager has arranged spraying for pests (ants, spiders, mice, white ants etc.)

Emergency Management Preparedness

The seasonal outlook for summer 17/18 in NSW is for above normal bushfire activity (see map below). Information from the Bureau of Meteorology indicates that day and night time temperatures will be higher than average, with a lower than average rainfall across the summer season, which contributes to the bushfire risk.

Bushfire is almost always associated with periods of **Extreme Heat**, and staff should ensure they maintain awareness of temperature predictions and implement prevention strategies to avoid negative health impacts across the summer.

- Drink cold drinks and eat smaller cold meals such as salads and fruit
- Wear light coloured, loose fitting clothes made from natural fibers like cotton
- Stay out of the sun
- If you must go outside, apply sunscreen and wear a hat
- Plan your day to avoid strenuous activity outdoors between 11:00am & 17:00pm

Keep your environment cool

- Close windows and doors, shut curtains and blinds
- Use air conditioning – do not adjust from recommended settings
- Turn off unnecessary lights and computers

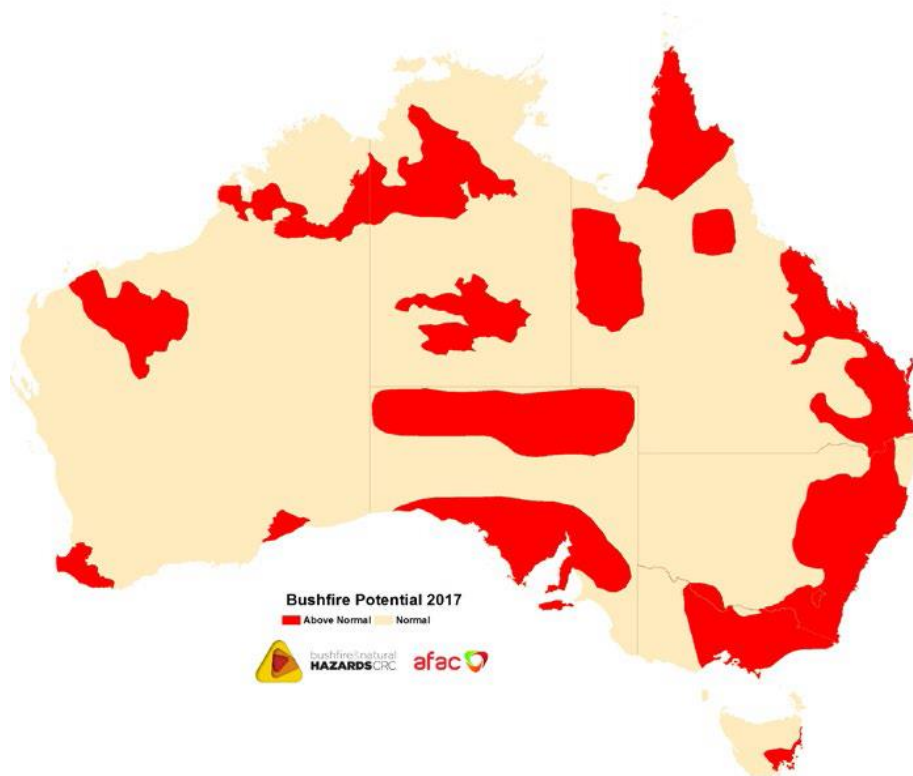
Bushfire season commenced 1 September 2017 for most NSW areas, and all sites should ensure they have completed the Bushfire Hazard Inspection.

Southern Australia Seasonal Bush Fire outlook 2017-2018

Published Date: 05 Sep 2017

Summary

Large areas of Australia, especially along the east coast and inland, face above normal fire potential for the 2017-2018 fire season.



The official storm season runs from October to March, but storms can happen at any time of the year. Some basic steps to prepare for the storm season include:

- Trim over hanging tree branches
- Park your car under cover or away from trees or power lines
- Secure or put away loose items around the yard or on the balcony
- Check that your roof is in good repair
- Clean your gutters and downpipes

For notification of an Emergency Response activation, contact the on-call Health Service Functional Area Coordinator, (HSFAC) on the 24 hour contact line 02 6881 8567.