

Unconfirmed minutes: Wagga Wagga Base Hospital USCC

Dear Member,

Please find attached the unconfirmed minutes of the USCC (Union Specific Consultative Committee) meeting held in Wagga Wagga on 16 July 2018.

Should you have any queries or comments regarding these minutes, please contact your organiser Tracey Gaddelin via email tracey.gaddelin@hsu.asn.au.

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 HSU NSW 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

Minutes of Wagga Wagga Union Site Consultative Committee Meeting 16th July 2018

Present: Peter Delaney, Tracey Gaddelin, Shellie Lawlor, Lorraine Conlan, Liz Curtis, Sharon Seaton

Secretariat: Desrae Middleton

Apologies/Non-attendance:

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ITEM	COMMENT	ACTION
Opening of meeting	Peter Delaney	
Confirmation of minutes from previous meeting	Elizabeth Curtis	
Actions arising from previous meeting	NA	
Correspondence	<ul style="list-style-type: none"> • Terms of Reference – discussed and verified. Amended frequency to reflect monthly meetings • Chair: Peter Delaney. Liz Curtis to Chair in Peter's absence. • Secretariat: Liz Curtis. Desrae Middleton to Secretariat if required. • FAQ to be attached to the minutes • FACT Sheet to be attached to the minutes 	<p>To be sent out by Peter Delaney</p> <p>Peter Delaney to send FAQ to be attached to the minutes</p> <p>Peter Delaney to send FACT sheet to be attached to the minutes</p>

Minutes of Wagga Wagga Union Site Consultative Committee Meeting 16th July 2018

<p>Actions arising from previous meeting</p>	<p>❖ Agenda: The following Items to constitute the agenda:</p> <ul style="list-style-type: none"> • WHS including LTI's • Special Projects • Service Agreements and Change of Service requests • Rostering and Shift Requirements • Equipment requirements • New Business • Business Arising without Notice <p>❖ Training in Tugs: Query assessment of training competency and formal sign off process</p> <p>❖ PSS Rostering: Staff raising concerns that implemented roster pattern needs further clarification. Reiterated that Roster patterns have been provided to Full Time staff until early 2019. Acknowledge that patterns relate to AM shifts and Pm shifts only, not position numbers. Note: information must relate to current roster pattern when querying clarification.</p>	<p>Ongoing Food services completed Chris Alchin will now train staff.</p> <p>Raised at all staff meetings – no issues raised thus far.</p> <p>Ongoing.</p>
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	<ul style="list-style-type: none"> ❖Mental Health Orientation for PSS staff when beginning roster rotation – Lorraine Conlan to provide role clarity of duties for cleaning staff. ❖Dyson Vacuum cleaner to be purchased with a 2 hour battery life ❖Newsletter for cleaning staff - new equipment could be listed as to what has been purchased so far. Innovation area on housekeeping notice board. Notice of guidelines around staff swaps. ❖Traffic Management Plan, back dock lift usage – no longer allowed to access the lift from the back dock, potential for staff to be harmed. Back door closed to anyone not required to be there for their role. ❖New bins required to replace broken and damaged ones. ❖New van on site, risk assessment has been done. Staff assessment to follow. Work schedules completed ❖EOI for leading hand housekeeping ends 19.7.18. ❖Procedure around the cleaning of mental health with 2 staff. At times cleaners are not working 	<p>Ongoing - Liz to follow up with MLHD Trainer to see if health share staff can be included in MLHD orientation which is held on the 2nd Monday of each month.</p> <p>PO Raised awaiting pickup.</p> <p>Safety team meets last Tuesday of month. Looking at an Interactive screen / combining Food and PSS staff for meetings.</p> <p>Back dock remains closed to all staff not required on dock. John and Kathy to look at friction test next week. We have 4 tugs and 3 teams, perhaps we need to look at work schedules first.</p> <p>Liz to contact Seto and arrange 4 more bins.</p> <p>Awaiting john to do competency.</p> <p>Interviews held, all applicants that were interviewed will be on a 3 month trial starting next roster.</p>
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	together and on weekends and public holidays limited staff.	Ongoing
New Business	<p>WHS Manual handling training for all staff to commence shortly. Specific to food and housekeeping – to be held over 5 days. Estimated date 31st November.</p> <p>Staff contacting the union prior to speaking to management about some issues, and at times have tried to use the union as a threat.</p> <p>Recruitment – food have 6 new staff almost ready to commence, GAS3 position as well as a .5 and a casual pool has been advertised, as well as a full time position.</p> <p>Cleaning - 22 applicants interviewed, assorted positions filled, plus staff to fill a casual pool.</p> <p>Rosters – must be posted 2 weeks prior to start date, union informed that the housekeeping roster was not posted on time.</p> <p>Discussion around staff called into work without 24 hours' notice, to be paid overtime.</p>	<p>Freedom of association – they can contact the union.</p> <p>Management to seek clarification on this ruling through HR.</p>
Date of next meeting	10th September 2018	WWBH Ground Floor Meeting Room 2