

## **WNSWLHD: Unconfirmed minutes, AJCC & USCC**

Dear Member,

Please find attached the unconfirmed minutes of the USCC (Union Specific Consultative Committee) and AJCC (Area Joint Consultative Committee) meetings held with Western NSW LHD on 8 August 2018.

Should you have any queries or comments regarding these minutes, please contact your HSU organiser Zelda Giblett via email [zelda.giblett@hsu.asn.au](mailto:zelda.giblett@hsu.asn.au).

The next USCC and AJCC meetings will be held on Wednesday 14 November 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](http://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 colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

## WESTERN NSW LOCAL HEALTH DISTRICT

### UNCONFIRMED MINUTES OF A MEETING OF THE AREA JOINT CONSULTATIVE COMMITTEE In the Executive Conference Room, Area Office, 23 Hawthorn Street, Dubbo Wednesday 8<sup>th</sup> August 2018 at 10.30am. (EST)

Agenda Item	Issues/Action	Follow Up Action/Officer
<b>1. Present</b>	Scott McLachlan Sandra Duff (Chair) Tiffany Charlton Annie Dwyer Adrian Fahy Mark Spittal Zelda Giblett Fraser McLelland Jeff Morrissey Steve Teece Katrina Lee Bryan Billington Wayne Kelly Sharon Carney Jackie Corliss Margaret Berry Bec Latter & Sonia Jackson(Minutes)	
<b>2. Apologies</b>	Richard Waters Kerry Leach Cathie O'Neill	
<b>3. Confirmation of previous Minutes</b>	Endorsed - K Lee Seconded – Z Giblett	
<b>Acknowledgement to Country</b>	Sandra Duff	
<b>4. Business Arising</b>		

<b>4.1 Capital Works Update</b>	<p>JM – action around duress update. JM &amp; FMc resolved since last meeting.</p> <p>FMc – still aren't enough duress alarms in particular during handover period middle of the day – Lachlan Building.</p> <p>JM – Bathurst upgrade being finalised. Orange – need to look at what system looks like into future – integration to wi-fi system. Suggest conversation locally re: number of units available. Happy for FMc to escalate to Jason.</p> <p>FMc – no upgrade anytime soon?</p> <p>JM – trying to get solution to get coverage with wi-fi system. Can look at interim solution with current environment – discussion to be held locally.</p> <p>WK – support schedule has been put out – help with issues.</p>	Fraser to escalate to Jason re: number of duress systems available.
<b>4.2 Hotel Services Recruitment, Rylstone</b>	<p>ZG – agreed number of FTE, just has to be signed off / opening date.</p> <p>AD – still awaiting opening date</p> <p>JM – not at full handover stage yet</p> <p>AD – happy to follow up and get back to Zelda outside meeting</p>	Annie will follow up and get back to Zelda outside meeting.
<b>4.3 Pathology Position</b>	<p>TC – has been advertised. Advertised incorrectly, amended by Pathology.</p> <p>FMc – can we keep on the agenda</p>	To be kept on agenda until recruitment finalised.
<b>4.4 Maxxia – Salary Packaging</b>	Held over – to be discussed in general business	
<b>4.5 Reception Duress Button, Parkes</b>	JM – resolved, no further action required.	Resolved – to be removed.
<b>4.6 Pharmacy Alarm, Parkes</b>	JM – resolved, no further action required.	Resolved – to be removed.
<b>4.7 After Hours Meal Breaks, Orange</b>	<p>ST – this was about JMO meal breaks. KS been talking to OBH, doing an audit.</p> <p>SD – have been involved in conversations and have been speaking with MoH. This item can be removed from this forum, discussions will continue outside of the meeting.</p>	To be removed – discussion to continue outside the meeting.
<b>4.8 Wellbeing Survey</b>	<p>ST – Clayton touched base with Steve &amp; a meeting has been set up for them to discuss</p> <p>SD – initial conversations have started around feedback from the survey. This is the start of conversation which is part of a broader picture around 'Culture'. Will also have People Matter Employee Survey results in the coming months which will allow us to look at as a broader piece of work.</p> <p>ST – recent set of questions which closed last week – more site specific further feedback.</p> <p>SD – conversations will continue to occur – next meeting we can have broader conversations</p>	Item to be tabled at November meeting – broader conversation around 'Culture' including People Matter Employee Survey results.
<b>5. Standing Items</b>		

<p><b>5.1 Capital Works Update</b></p>	<p>JM – open the conversation up by asking if there are any particular concerns?  ZG – Coolah – haven't done staff establishment – do we have dates?  JM – handover late September. Rylstone- expecting Health Infrastructure in the coming weeks. Dubbo – Stage 4 is progressing well.  KL – can we ensure there is enough parking at Dubbo  SMc – top priority, have agreed on additional 105 parking spaces, having further conversations with Council  JM – progressing well with parking at Orange &amp; Bathurst  BB – 4 point entry at Bathurst carpark – is there anything going to be put into place for traffic?  JM – have widened a few of the turning points, will be signage/directional adjustments. Have to manage accordingly.  KL – any word on Cowra/Bourke?  JM – recently submitted 2018 capital investment – Cowra is a priority, no update on Bourke.</p>	
<p><b>6. General Business</b></p>		
<p><b>6.1 Maxxia – Salary Packaging</b></p>	<p>ZG – a meeting was going to be set up. Major problems with car leasing. Have a member seeking legal advice re: privacy breach. Huge amount of members unhappy – will pull out. Another LHD has Salary Packaging in-house and have higher intake.  WK – escalating concerns through Bec Latter to Karen Martin about staff receiving varying advice back and holding people's money.  SMc – taken very seriously. Having regular conversations with Maxxia. Security breach was extremely concerning, are really trying to improve service.  ZG – have to do something about it, members threatening to go to media. Ripping off staff members.  JM – performance conversation held last week, serious outcomes to come of that.  SMc – understand over energised approach regarding car leasing, will take back to Josh/Karen  BB – is uptake rate better?  SMc – about 15% better. This is taken very seriously, will provide feedback to Josh.  SD – will keep on the agenda for next meeting</p>	<p>Scott will ensure concerns are fed back to Karen/Josh</p>
<p><b>7. NEXT MEETING</b></p>		
<p>Wednesday 14<sup>th</sup> November 2018, 10.30am</p>		
<p><b>8. CLOSURE</b></p>		
<p>There being no further business the meeting closed at 11.09am.</p>		

Sandra Duff.....Chairperson

.....Date

### ACTION LIST

Agenda Item	Action	By Whom	By When
<b>4.1 Capital Works Update</b>	Fraser to escalate to Jason re: number of duress systems available.	Fraser McLelland	ASAP
<b>4.2 Hotel Services Recruitment, Rylstone</b>	Annie will follow up and get back to Zelda outside meeting.	Annie Dwyer	ASAP
<b>4.3 Pathology Position</b>	To be kept on agenda until recruitment finalised.	Tiffany Charlton	14 November 2018
<b>4.8 Wellbeing Survey Conversation</b>	Item to be tabled at November meeting – broader conversation around ‘Culture’ including People Matter Employee Survey results.	Sandra Duff	14 November 2018
<b>6.1 Maxxia – Salary Packaging</b>	Scott will ensure concerns are feedback to Karen/Josh	Scott McLachlan	ASAP

**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)**  
**Executive Conference Meeting room At 23 Hawthorn Street, Dubbo**  
**Wednesday 8<sup>th</sup> August 2018 at 9:30am**

Agenda Item	Issues/Actions	Follow Up Action/Officer
<b>1. Present:</b>	Sandra Duff (Chair) Tiffany Charlton Annie Dwyer Zelda Giblett Jeff Morrissey Mark Spittal Wayne Kelly Sharon Carney Bryan Billington Bec Latter & Sonia Jackson (minutes)	
<b>2. Apologies:</b>	Kerry Leach Richard Waters Scott McLachlan	
<b>3. Confirmation Of Previous Minutes</b>	Endorsed – Z Giblett	
<b>Acknowledgement of Country – S Duff</b>		
<b>4. Business Arising – For Discussion</b>		
<b>4.1 SCC Meetings</b>	SD – understand there has been ongoing conversations	TC will follow up specific concerns raised (Bourke, Brewarrina, Narromine, Lachlan) and feedback to Zelda.

	<p>TC – progressing well, majority of sites are holding meetings  ZG – Bourke held last Monday. Concern with Brewarrina, shows meeting held March and then again on 6 August. Minutes from March weren't sent until 18/5/18. Narromine held 25/7/18 – no minutes received.  SC – can confirm meeting went ahead.  TC – will follow up.  WK – scheduling of local meetings need to be inline with USCC  SC – had same issue at Narromine, had conversation &amp; changed  TC – happy to have conversation with HSM and get back to Wayne</p>	
<b>4.2 Time in Lieu</b>	TC – comments received from HSU. Captured those comments & changed to ensure inline with Award, will send and finalise.	TC – will send finalised version of TIL Policy to HSU and finalise.
<b>5. Standing Items</b>		
N/A		
<b>6. General Business</b>		
<b>6.1 Morgue Allowance</b>	<p>ZG – waiting on advice from MoH. Keep on agenda. ZG &amp; Tim Robinson, Spotless are meeting to discuss further.  TC – MoH contacted her directly to be on a committee to discuss.</p>	Keep on agenda to discuss following advice from MoH.
<b>6.2 Infectious Cleaning Allowance</b>	<p>TC – IRC set down ruling this week, will get advice from MoH around that &amp; will circulate.  WK – still not paying allowance</p>	TC – will get advice from MoH & discuss further

	ZG – applies to Wardsmen who are entitled to allowance TC – happy to look into and advise	
<b>6.3 Blood Shute, Dubbo</b>	ZG – completed	Item can be removed
<b>6.4 Gardener/maintenance staff member working hours, Wellington</b>	ZG – contacted by members/HSM that this position was only advertised 0.4FTE, was 1 FTE – no consultation. JM – will look into. WK – position is Area position, hours reallocated where needed. ZG – no evidence where remaining hours have gone. SD – JM will follow up offline.	JM will look into further offline and advise Zelda.
<b>6.5 Christmas Close Down</b>	ZG – Orange CMH – demanding staff take three weeks leave over Christmas. CE was going to ensure they knew this was not to be directed. TC – will discuss with Manager offline.	Tiffany to discuss with Orange CMH Manager offline and discuss with Zelda.
<b>6.6 Timeframe Concern, Narrromine</b>	SC – early June, HSU member – Narrromine was asked to attend a meeting which SC attended as support person, following a complaint received. Met with Manager advised further investigation take place & would get back to member in a timely manner. Nothing happened, SC followed up at July SCC, still nothing – waiting over 2 months. TC – will ask HRP to look into.	Tiffany to ask HR Partner to look into and advise Sharon.
<b>8. Next Meeting</b>	Wednesday 14 <sup>th</sup> November 2018, 9.30am	
<b>9. Closure</b>	There being no further business the meeting closed at 10.00am	



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Chairperson

Sandra Duff

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Date

### Action List

<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>	<b>By When</b>
<b>4.1 SCC Meetings</b>	TC will follow up specific concerns raised (Bourke, Brewarrina, Narromine, Lachlan) and feedback to Zelda.	Tiffany Charlton	ASAP
<b>4.2 Time in Lieu</b>	TC will send finalised version of TIL Policy to HSU and finalise.	Tiffany Charlton	ASAP
<b>6.1 Morgue Allowance</b>	Keep on agenda to discuss following advice from MoH.	Tiffany Charlton	Next meeting - November 2018
<b>6.2 Infectious Cleaning Allowance</b>	TC – will get advice from MoH & discuss further.	Tiffany Charlton	Next meeting - November 2018
<b>6.4 Gardener/maintenance staff member working hours, Wellington</b>	JM will look into further offline and advise Zelda.	Jeff Morrissey	ASAP
<b>6.5 Christmas Close Down</b>	Tiffany to discuss with Orange CMH Manager offline and discuss with Zelda.	Tiffany Charlton	Next meeting - November 2018
<b>6.6 Timeframe Concern, Narrromine</b>	Tiffany to ask HR Partner to look into and advise Sharon.	Tiffany Charlton	ASAP