

WNSWLHD: Unconfirmed minutes, AJCC & USCC

Dear Member,

Please find attached the unconfirmed minutes of the AJCC (Area Joint Consultative Committee) and the USCC (Union Specific Consultative Committee) meetings held with Western NSW LHD on 14 November 2018.

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

The next AJCC and USCC will be held on Wednesday 13 February 2019.

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 Via videoconference and the Executive Conference Room, Area Office, 23 Hawthorn Street, Dubbo Wednesday 14th November 2018 at 10.30am. (EST)

Agenda Item	Issues/Action	Follow Up Action/Officer
1. Present	Scott McLachlan Sandra Duff (Chair) Tiffany Charlton Mark Spittal Zelda Giblett Fraser McLelland Jeff Morrissey Steve Teece Katrina Lee Wayne Kelly Margaret Berry Sonia Jackson(Minutes)	
2. Apologies	Richard Waters Adrian Fahy Bryan Billington Sharon Carney Jackie Corliss	
3. Confirmation of previous minutes	Endorsed - K Lee Seconded – Z Giblett	
Acknowledgement to Country	Sandra Duff	
4. Business Arising		
4.1 Capital Works Update	FM – still an issue, not enough duress. 2 serious incidents in the last month and staff not having duress as none available JM – Stocktake of numbers required. Education to staff required on protocols needed. Critical part of everyday PPE. MH to review numbers and what is required.	Jeff to discuss with Jason Crisp

	<p>Not managed by Corporate Services but happy to assist with purchasing KL – Should not have to be raised at this forum. WK – Protocol at Lachlan not working. Need clarification around protocols and who should wear them JM – discussion around this should be held at a local level</p>	
4.3 Pathology Position	TC – has been advertised as .5FTE. Acknowledged the time is has taken. Will send Fraser the recruitment information	Tiffany to send recruitment information to Fraser
4.8 Wellbeing Survey	Discussed in General Business	
5. Standing Items		
5.1 Capital Works Update	<p>JM provided report: Dubbo – progress to stages 3 & 4. Few hurdles and delay with stage 4 but not impacting on service delivery. Impact is on contractual space Cancer Centre Dubbo – Planning and User Group process continues. Tender soon, subject to main contract program MPS program – recent openings at Molong (30/10) and Rylstone (31/10). Well supported by communities Coolah – end of construction, mid-December for completion. At milestone 4 Cobar – Started. In-ground service and basic works underway. Interruption to services will be minimal Lightning Ridge – Health 1 planning continues. Further user group to start design process Mudgee – Decanting stage. A building will be reaccommodated in other spaces. Main works tender closing soon KL – is there a completion date for Mudgee JM – 2020 or early 2021 ZG – where are you up to with Rylstone HA2 extra staff KL – nursing also TC – will summarise and send with the minutes MS – confirmed all roles signed off and somewhere in the process of recruitment</p> <p><i>* Update provided by Tiffany Charlton and added to minutes prior to sending to all:</i></p> <ul style="list-style-type: none"> • Diversional Therapist – 0.5FTE. Position has been recruited to with a successful applicant • 1 FTE AIN commenced 19 November 2018 • 1.74 EEN's currently being advertised • 1 RN has just resigned. The approval to recruit has been submitted 	Tiffany to summarise. SJ to send with minutes – completed

	<ul style="list-style-type: none"> • 1 AIN position currently being advertised • Advertising for casual AIN/EEN/RN • EEN that undertook transition to practice as RN will go into a 1 FTE after the new graduate program • 1 FTE Hospital Assistant has been approved and recruitment underway <p><i>The HSM Susan Gawthorne has advised that all the staff will be orientated and trained as soon as possible, to ensure that there is appropriate staffing levels to provide patient and residential care services. Susan is willing to discuss any staffing concerns with NSWNMA or the HSU.</i></p>	
6. General Business		
6.1 Pathology position	Discussed in Business Arising	
6.2 People Matter Employee Survey results and Wellbeing Survey conversation	<p>SD – lots of conversations held across the District. Employment Engagement Index (EEI) and Culture Index (CI) continue to improve. Major improvements at some sites. Has been discussed at LDN's and DLF's. Meetings held with HSM's, GM's and Directors asking for 3 priorities they want to work on for their site and their target for engagement for 2019. Common themes include communication, development of frontline leaders, and early resolution of grievances, behavioural /CORE values. JMO Wellbeing survey ran again, closed a few days ago. Awaiting feedback. Increasing EAP service with culture funding received. Additional EAP Counsellor position currently advertised as a targeted position and will be based in Dubbo.</p> <p>KL – really well done increasing the culture survey</p> <p>FM – discussed MH survey results. Senior Managers results were worse this year. Is there a plan to address these?</p> <p>SD – MH response rate is very low, which does not discount the responses provided but we aren't getting all opinions</p> <p>TC – work has been commenced in this space. Initial meeting with Jason Crisp. Staff forums will be held to discuss the results. Currently recruiting to management team vacancies. People Management Skills program being held in December and places secured for MHDA managers</p> <p>FM – Staff are differentiating between Senior Manager and immediate Manager. Broader direction of service and recruitment to senior level will assist with this</p> <p>TC – Dubbo MHDA had good increase in survey response. Will look into more clarification of who are Senior Managers for next year's survey</p> <p>MS – Discussions held with Jason around results and Leadership action in roles for a number of years. Recruitment is the first step and the focus is on this</p> <p>SD – will continue to check in with Managers across the year. Will keep on agenda</p>	Keep on agenda for February 2019 meeting

	for next meeting	
7. Business Without Notice		
7.1 CE update	<p>Update on general performance: Financial challenges this year with recruitment, rostering and support for staff and increased number of agency nurses and local Dr's. Minor change to Executive structure – review of CGU 12 months ago which flagged the need to look at the role of CGU. Decision has been made bring CGU & N&M together. Position Description soon to be approved by MoH. Consultation to be commenced with staff. SD – has had conversations with HSU and NSWNMA and formal correspondence to be sent by the end of this week. Consultation to commence next week with Gerard Rooney from People Strengths Consultancy</p>	
7.2 Updates	<p>MS - work underway to reinvigorate Patient Flow and remote support. Looking at how to use technology to support staff across the District. Rural sites within 1 hour of base hospitals winter profile being reviewed to potentially assist with post-surgery care. More discussions to be held in 2019 KL – nil further ZG – nil further WK – wants clarification if you have to onto new employee online or you won't get paid. Some literacy issues for some staff SD – not mandatory, will still be paid. JM – nil further FM – nil further ST – JMO's seeking access to annual leave and requests knocked back consecutively since January as OBH unable to provide cover. Is there a reluctance to use locum services? MS – will take on notice and respond after discussing with Orange GM ST – Meal breaks – out of hours. Would like this back on the agenda SD – spoke with Kerrie Seymour today and will have a response in writing to her by the end of this week SJ – 2019 meeting dates to be circulated</p>	<p>Mark to discuss with Orange GM and respond to Steve out of meeting</p>
8. NEXT MEETING	Wednesday 13 th November 2018, 10.30am	
8. CLOSURE	There being no further business the meeting closed at 11.15am.	

Sandra Duff.....ChairpersonDate

ACTION LIST

Agenda Item	Action	By Whom	By When
4.1 Capital Works Update – previous meeting	Jeff to discuss duress alarm stocktake with Jason Crisp	Jeff Morrissey	ASAP
4.3 Pathology Position	Tiffany to send recruitment information to Fraser McLelland	Tiffany Charlton	ASAP
5.1 Capital Works Update	Tiffany to summarise Rylestone update and send to Sonia to send with minutes	Tiffany Charlton	completed
6.2 People Matter Employee Survey	Keep on agenda for February 2019	Sonia Jackson	14 February 2019
7.2 Updates	Mark to discuss JMO annual leave with Orange GM and respond to Steve Teece	Mark Spittal	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 14th November 2018 at 9:30am

Agenda Item	Issues/Actions	Follow Up Action/Officer
1. Present:	Sandra Duff (Chair) Tiffany Charlton Zelda Giblett Jeff Morrissey Wayne Kelly Mark Spittal Sonia Jackson (minutes)	
2. Apologies:	Richard Waters Sharon Carney Bryan Billington Scott McLachlan	
3. Confirmation Of Previous Minutes	Endorsed – Z Giblett, with an amendment to 4.1 in previous minutes	SJ to update previous minutes with amendment 4.1 to specify Forbes, not Lachlan
Acknowledgement of Country – S Duff		
4. Business Arising – For Discussion		
6.1 Morgue Allowance	TC – nil further advice from MoH. Looking at consistency and out-dated wording. Each LHD is applying the allowance in a different way. To be kept on agenda	Keep on agenda to discuss following advice from MoH

6.2 Infectious Cleaning Allowance	<p>TC – currently in discussions at IRC. MoH doing work around the classifications WK – queried why some LHD’s pay their wardsmen. Spotless aren’t but staff who transition are. Forbes staff member had allowance removed in 2016 and still not put back on TC – Decision made by IRC as to who’s entitled to the allowance. Paid per shift when required to do infectious cleaning. Will look into Forbes staff query ZG – comes under the Award ‘on a regular basis deal with patients who are infectious’. Staff at small sites consistently work with infectious patients TC- HSM also needs to be involved in the discussion to understand the background SD – 2 separate issues. Forbes to be taken offline and overall issue to be kept on agenda</p>	<p>Keep on agenda for February 2018 meeting</p> <p>TC to send allowance information to Wayne</p> <p>TC & SD to review offline and finalise ASAP</p>
5. Standing Items		
N/A	nil	
6. General Business		
6.1 Morgue Allowance	Discussed in Business Arising	Keep on agenda
6.2 Infectious Cleaning Allowance	Discussed in Business Arising	Keep on agenda
6.3 People Matter Employee Survey	SD – held over to discuss in AJCC later today	
6.4 PET Surveys	<p>ZG – contacted by members that requests to assist are handle differently at each site. Needs to be the same across the LHD. Some sites are told they must do this, some are asked to assist. SD – Feedback received is that staff with no patient contact are enjoying the opportunity to</p>	MS to discuss offline

	<p>meet patients ZG – happy for staff to ask to volunteer but this is not consistent. 1 staff member was disciplined for not doing this properly SD – happy to discuss with the 1 site offline MS – general principle is to obtain feedback from family and patients whilst also giving staff an opportunity to engage with clients and services.. Uptake across the LHD is lower than desirable. Smaller sites are different to larger bases – one size won't fit all. Important for this to continue ZG – concerned staff will be reprimanded if they decline MS – happy to work through this offline</p>	
6.5 HAG2 transporting patients outside facility	<p>ZG – HAG2 requested by HSM to volunteer to transport when Patient Transport not available. Has been raised with HSM and Hotel Manager TC – happy to discuss offline to resolve issue</p>	TC to discuss offline
6.6 Recruitment of Health One, Manager – Molong	<p>ZG – Vacant since June/July. Staff asking where recruitment is up to TC – Role currently being advertised. Will send info to Zelda</p>	TC to send information to Zelda
7. Other Business		
7.1 Change to Industrial Officer	<p>ZC – advised change in Industrial Officer for WNSWLHD. From 19/11/18 Luke Maroney will take over for Brendan Edgehill. Will send details to Sonia for minutes. Greg O'Donoghue will continue representation for USCC's for Security and HASA</p>	ZG to send contact details to SJ – completed Luke Maroney – 0438 729 907, 02 9929 4949 luke.maroney@hsu.asn.au
7.2 2019 Meeting dates	<p>SJ - finalising dates and room bookings. Will be circulated ASAP</p>	SJ to circulate 2019 dates

8. Next Meeting	Wednesday 13 th February 2019, 9.30am	
9. Closure	There being no further business the meeting closed at 10.00am	

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Chairperson

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Date

Sandra Duff

Action List

Agenda Item	Action	By Whom	By When
3 – Endorse minutes of previous meeting	Update previous minutes with amendment 4.1 to specify Forbes, not Lachlan	Sonia Jackson	ASAP – complete
6.1 Morgue Allowance	Keep on agenda to discuss following advice from MoH.	Tiffany Charlton	Next meeting – February 2018
6.2 Infectious Cleaning Allowance	Keep on agenda to discuss at next meeting Send information on allowance to Wayne TC and SD to review Forbes issue offline and finalise ASAP	Tiffany Charlton Sandra Duff	Next meeting – February 2018 ASAP
6.4 PET surveys	MS will look into further and discuss with Zelda offline	Mark Spittal	ASAP
6.5 HAG2 transporting patients outside facility	TC to discuss with HSM and Zelda offline	Tiffany Charlton	ASAP
6.6 Recruitment of Health One, Manager – Molong	TC to send information to Zelda	Tiffany Charlton	ASAP