

Unconfirmed minutes Inverell Hospital JCC 13 December 2018

Dear Member,

Please find attached the unconfirmed minutes of the Joint Consultative Committee (JCC) meeting held at Inverell Hospital on 13 December 2018 as well as the agenda for the most recent JCC meeting held 21 February 2019.

If you have any queries or comments regarding these minutes, please contact your local HSU Organiser Cindy Paull via email cindy.paull@hsu.asn.au.

If you know a workmate who isn't yet an HSU member, encourage them to join and have a say in their conditions at work. They can join by visiting www.hsu.asn.au/join or by calling the Union on 1300 478 679.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Minutes of *Joint Consultative Committee*

DATE: Thursday 13th December, 2018

VENUE: *Inverell Health Service – North Wing Conference Room*

PRESENT: Kath Randall, Dorothy Macdonald, Liz Wellard, Kate McCosker, Jo McKeogh (Via phone), Cindy Paull (Via Phone)

APOLOGIES: Mark Andrei, Dymphia Cohen

TIME COMMENCED: 1500hrs

TIME COMPLETED: 1545hrs

MINUTES: Katie Hinton

ITEM NO.	TOPIC	DISCUSSION	ACTION / TIMELINE	RESPONSIBILITY
1.	<u>Acknowledgement of Country</u>	I/we would like to acknowledge the original custodians of this land and pay my/our respects to the Elders both past, present and future for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia.		Chairperson
2.	<u>Present & Apologies</u>	As above.		Chairperson
3.	<u>Declaration of Conflicts of Interest and Confidential Items</u>	Nil		Chairperson
4.	<u>Confirmation of Previous Minutes</u>	The minutes of the previous meeting held on 10 th October, 2018 were received and taken as read: Accepted: Kate McCosker		Chairperson

		Seconded: Dorothy Macdonald		
5.	<u>Outstanding actions/items</u>	Kath to discuss tug issue with Julie – after previous meeting Leigh & Julie discussed – will go back to more frequent pickups. Kath to email Julie.	Kath to follow up with Julie re: tug issue	Chairperson
6.	<u>Presentations</u>	Nil		
7.	<u>General Business</u>			
	7.1 Redevelopment Update	<p>Redevelopment is powering along. They have crushed a lot of rock, preparing the pad. Noise level has been good, no feedback received regarding the noise levels. Vibrations felt at Community Health, concerns were raised, audiometry fine. Kitchen staff have been provided ear plugs if required.</p> <p>Liz Wellard advised the Mental Health room can be noisy – this has only been a one off during telehealth appointment.</p> <p>Stage 1B schematic design in progress, decanting of space early 2020. User groups to be held mid-December.</p> <p>There is a closure of construction site for 2 weeks during Christmas/ New Year period.</p>		Chairperson/ Change Manager
		Fencing is in its final position – there has been nil issues with Ambulance.		
	7.2 Staff concerns raised with Unions	<p>Leigh advised – ongoing issue with access to ED signage – community are still driving down the back entrance. Communication strategy in progress with Community regarding signage. ED staff are also advising community to drive to the front entrance.</p> <p>Community Health staff – arrow to Moore Street. Kath to follow up regarding the communication strategy for Community. Nil other issues raised.</p> <p>Liz Wellard still has concerns in relation to the Physio Treatment Area – not big enough area – area appears to be small – hard to work in there & assess patients properly.</p>	<p>AUS HFG to be sent to Cindy.</p> <p>Belinda Robinson invite to attend these meetings.</p>	Chairperson

		<p>Currently Stage 1B is at Schematic Design. Working within Australian Health Facilities Guidelines. Cindy raised the question – why reduce the space? Now working in a larger space not designed for a clinic space. Detail design to be done next year.</p> <p>Cindy asked if link for AUS HFG could be sent through – Kate to send on. Question raised about what is meant by reduction of space? Conform to guidelines to suit each individual space – more information to be provided during user groups.</p> <p>Different model of care in 1B – this will be a big change. Separate clinic space to office space. Rooms are to be booked, all staff will be required to work together, there has been concerns raised across the board.</p> <p>Working forward with regards to the gym pace, Kate will be meeting with Jane Kerr – Chronic Health Manager for the Area to discuss needs.</p> <p>Moving forward all consult & interview rooms will require to be booked. Clinician spaces required to be mapped out.</p> <p>Noted that it is hard to work out how rooms will be set up – Kate advised this forum is not for raising this. Further conversations to be held between Kate & Liz.</p>	Community communication strategy	
		<p>Cindy discuss in the New Year – meeting to be called in the New Year with Cindy & Redevelopment Group. Kate noted the LHD look at previous builds and see how to move forward.</p> <p>Kath advised she is happy for concerns to be raised at this meeting.</p> <p>WHS – Cindy feels consult required for staff. The Sector WHS Coordinator attends user groups. Kate advised consultation with staff occurring.</p> <p>Kath is away until 21st January.</p> <p>Regarding 1A there are nil issues raised – had been concerns regarding staff parking – staff have been advised not to park in the front carpark.</p>		

Chairperson

Inverell Health Service Joint Consultative Committee Meeting

Action List as at 13th December, 2019

Issue and Action	Responsible Officer	Meeting Date	By When	Outcome/Action Completed
Belinda Robinson (ICH HSM) to be invited to attend these moving forward.	HSM EA	13.12.2018	1 st meeting held in 2019	Katie to invite Belinda Robinson (ICH HSM) to attend these meetings as part of Stage 1B. Completed.
Tug Issue – Kath to discuss with Julie Philips- Lewis.	HSM	10.10.2018	1 st meeting held in 2019	Kath & Julie to discuss tug issue.
Community communication strategy	HSM	13.12.2018	1 st meeting held in 2019	Kath to discuss with Communication Team regarding strategy for Community.
Australasian Health Facilities Guidelines link to be sent to Cindy Paull.	Change Manager	13.12.2018	1 st meeting held in 2019.	Kate McCosker – to send through link. Completed.
NOD – Ambulance Entrance – Kath & Kate to touch base with Ambulance	Change manager/ HSM	13.12.2018	1 st meeting held in 2019	Touch base with regards to NOD – Ambulance Entrance.




Joint Consultative Committee

Date *Thursday 21st February, 2019*
Time *1500hrs*
Venue *Inverell Hospital – North Wing Conference Room*

If you are unable to attend the meeting please ensure that your apology is recorded by contacting Katie Hinton - Administration Assistant – 67 219 519

AGENDA

Item No.	Agenda Item	Person leading discussion
1.	<u>Acknowledgement of Country</u> I/we would like to acknowledge the original custodians of this land and pay my/our respects to the Elders both past, present and future for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia.	Chairperson
2.	<u>Present and Apologies</u>	Chairperson
3.	<u>Declaration of Conflicts of Interest and Confidential Items</u>	Chairperson
4.	<u>Confirmation of Previous Minutes</u> Meeting held on Thursday 13 th December, 2018 were received and taken as read. Accepted: Seconded:	Chairperson
5.	<u>Outstanding Actions/Items</u> Nil	Chairperson
6.	<u>Presentations</u>	
7.	<u>General Business</u> 7.1 Redevelopment Update 7.2 Staff concerns raised	Chairperson/ Change Manager

8.	<u>Standing Items</u>	All
9.	<u>Other Business</u> <i>{items not listed on the agenda}</i>	All
10.	<u>For Information</u> 10.1 – NOD <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  NOD - Inverell Hospital Redevelopi </div> <div style="text-align: center;">  NOD 27 - Inverell Hospital Redevelopi </div> </div> 10.2 – Staff Information Session <div style="text-align: center;">  info session flyer Feb 19.pdf </div>	All
11.	<u>Next Meeting</u> 11.1 The next meeting is scheduled TBA.	Chairperson



Notice of Disruption

Inverell Hospital Redevelopment

Notice of Disruption No. 20 **Truck movement from** **Swanbrook Road**

Description of works:

Trucks will be entering from Swanbrook road and delivering to site compound near rehab building.

Dates of disruption:

30th October for approximately 2 weeks

Services/Area Affected:

Please see attached drawings for truck travel path.

Level of Disruption:

Impact on vehicle movements:

Minor disruptions, there will be spotter to direct traffic.

Impact on pedestrian movement:

Minor disruptions, there will be spotter to direct pedestrians.

Impact on hospital services: Nil

Impact on essential services: Nil

Impact on helicopter services: Nil

Dust, noise and vibration impact:

Vehicle noise during truck access/egress.

Staff are reminded that safety is every ones responsibility.

**NO MATTER WHAT YOU DO,
SAFETY STARTS WITH YOU.**

It is important to follow direction given, proceed with caution around construction zones and report identified hazards.

Contact:

Kate McCosker, Change Manager

Phone: 02 6721 9113

Mobile: 0429 074 661

Email: catherine.mccosker@hnehealth.nsw.gov.au

Authorised by:

Kath Randall, Health Service Manager

Phone: 02 6721 9504

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Site Location

