

## **Unconfirmed minutes AJCC WNSWLHD 13 February 2019**

Dear Member,

Please find attached the unconfirmed minutes of the AJCC (Area Joint Consultative Committee) meeting held with Western NSW LHD on Wednesday 13 February 2019.

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

The next AJCC meeting will be held on Wednesday 8 May 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 13<sup>th</sup> February 2019 at 10.30am. (EST)

Agenda Item	Issues/Action	Follow Up Action/Officer
<b>1. Present</b>	Scott McLachlan Sandra Duff (Chair) Tiffany Charlton Mark Spittal Zelda Giblett Fraser McLelland Jeff Morrissey Katrina Lee Wayne Kelly Richard Waters Sharon McIntyre (ShMc) Adrian Fahy Bryan Billington Sharon Carney Sonia Jackson(Minutes)	
<b>2. Apologies</b>	Steve Teece Margaret Berry Lauren Lye	
<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>4.3 Pathology Position</b>	ShMc – provided update. Successful applicant, position offered and declined. Readvertised, hoping to interview next week.	Remove item from agenda
<b>7.2 Updates</b>	MS – provided correspondence to ASMOF. Any further issues to be taken offline	MS to send a copy of the correspondence to SD & KS

<b>5. Standing Items</b>		
<b>5.1 Capital Works Update</b>	<p>JM provided report:</p> <p><u>Dubbo</u> – stage 3 &amp; 4 hit a great milestone with renal relocation contract awarded to ‘Lipman’. Contract start up workshop held 1<sup>st</sup> Feb 2019 with all stakeholders to commence this month.</p> <p><u>4A works</u> – picked up and progressing better than previously</p> <p><u>Western Cancer Centre Dubbo</u> – planning continues. Hoping for tender the first quarter of this year.</p> <p><u>MPS Stage 5</u> – ahead of schedule at Cobar with contractor performing well</p> <p><u>Coolah</u> – Final Occupancy Certificate completed. Official opening is next Monday 18<sup>th</sup> February</p> <p><u>Lightning Ridge Health One</u> – Schedule of Accommodation drawings process is continuing with consultants, progress continues to ensure available budget can meet expected SOA</p> <p>KL – rebuild or refurbishment?</p> <p>JM – rebuild</p> <p>JM – extension of Health One off existing MPS, ‘built off site, brought on site’. Will be like a Community Health, needs to fit in available budget</p> <p>ZG – queried if Pathology has been consulted as delegates have made contact advising their allocated space won’t fit their requirements</p> <p>JM – early project user group processes to fit with schedule of accommodation. Still some work to be done in that space. Advised Zelda to discuss this with Vicky Scott, Lightning Ridge HSM. Jeff will also raise at a follow up meeting</p> <p><u>Mudgee</u> – early works set for mid-February completion. Demolishment of CHC/Nursing home nearing completion. Main works contract approved December 2018, GC21 contract start up workshop being held 19<sup>th</sup> Feb</p> <p><u>Cowra Hospital</u> – LHD continues high level planning for new facility to be constructed, this site remains the LHD’s top capital investment need</p>	
<b>6. General Business</b>		
<b>6.1 Quality, Clinical Safety &amp; Nursing Directorate</b>	<p>SM – provided update on the new structure for this merged Directorate. Adrian Fahy appointed to the role and has commenced the process of reviewing how to bring the teams together, structure, priorities etc.</p> <p>AF – Having conversations with all relevant areas. Working with all services in the Directorate to review clinical care, how do we improve practice across our services and engage with patients, improve patient experiences and clinical care. This will</p>	

	include Quality & Safety and the identification and management of clinical risk including how to obtain data, respond to concerns and how we look at serious incidents including RCA's, morbidity and mortality, whilst also working in a collegial way with Allied Health, Nursing etc. KL – timeline? AF- commenced in position on 21 January and now meeting with all teams, understanding their priorities. Will stay as the LHD DON in terms of structure	
<b>6.2 People Matter Employee Survey</b>	SD - Kept on agenda to not lose momentum. Next survey is June 2019. At next meeting will discuss what we've done and with member help get some feedback on what's been done FM – MHDA managers are doing a great job with the information sessions they are providing SD – Agreed and also acknowledged the HR Team's contribution with this	Add to agenda as a Standing Item
<b>7. Business Without Notice</b>		
<b>7.1 CE update</b>	Performing on best performance level. Financial challenges continually being worked on. Lots of work around recruitment into vacant roles. Extremely busy December/January period which was busier than the winter strain on Base hospitals. Additional beds opened. Working with Primary Health Network and GP Network. KL – queried if higher triage categories. Tamworth opened 10 extra beds SM – Multitude of factors, 4-5's higher than the June/July period, GP's close books, waiting times pushed out. Most parts of the State have seen a similar increase. Monitoring the impact of the heat on a daily basis, not big numbers	
<b>7.2 Safe Working Hours</b>	KL- wants to ensure compliance with Safe Working Hours and rostering of shifts MS – discussed at Operations meetings. Not aware of any issues	
<b>8. NEXT MEETING</b>	Wednesday 8 <sup>th</sup> May 2019, 10.30am	
<b>8. CLOSURE</b>	There being no further business the meeting closed at 10.55am.	

Sandra Duff.....Chairperson

.....Date

### ACTION LIST

Agenda Item	Action	By Whom	By When
<b>7.2 Updates (previous meeting)</b>	Send a copy of correspondence provided to ASMOF to Sandra Duff and Kerrie Seymour	Mark Spittal	ASAP – completed
<b>6.2 People Matter Employee Survey</b>	Add to agenda as a Standing Item	Sonia Jackson	May 2019