

Unconfirmed minutes HNELHD JCC 11 February 2019

Dear Member,

Attached to this newsletter are the unconfirmed minutes from the most recent HNELHD Joint Consultative Committee meeting held on 11 February 2019.

Please ensure this newsletter is distributed to members for their information.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Minutes of District Joint Consultative Committee (DJCC)

- DATE:** Monday 11 February 2019
- VENUE:** 9.00am District Headquarters, Meeting Room #1 including teleconference
- PRESENT:** Kim Nguyen (Executive Director – Workforce & Allied Health) – Chair, Kevin O’Malley, (HR Manager – Corporate), Karen Kelly (Executive Director - Greater Metropolitan Health Services), Marcia Fogarty (Executive Director - Mental Health Services), Elizabeth Grist (Executive Director – Clinical Services Nursing & Midwifery), Tony Gilbertson (Executive Director – Finance), Matthew Ramsey (HSU), Cindy Paul (HSU), Michael Kearns (HSU), Steph Clarke (Minutes HR Corporate)
- Via VC/Phone:** Susan Heyman (Executive Director – Rural and Regional Health Services), Damien Lee (ASMOF), Jo-Anne McKeough (NSWNMA), Donna Riley (HSU Rep Manning)
- APOLOGIES:** Michael Di Rienzo (Chief Executive), Trish Davidson (Executive Director – Medical Services), Julie Adamson (HSU Rep), Kylie McClelland (HSU Rep)

ITEM NO.	TOPIC	DISCUSSION	ACTION	RESPONSIBILITY (TIMELINE)
1.	<u>Attendance / Apologies</u>	See Above		
2.	<u>Declaration of Conflicts of Interest and Confidential Items</u>	Nil		
3.	<u>Confirmation of Previous Minutes</u>	Minutes of meeting held in 13 August 2018 were confirmed as a true and accurate record		
4.	<u>Presentations</u>	Nil		
5.	<u>Business Arising from Previous minutes / Outstanding Actions</u>	Nil		

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6.	<p><u>General Business</u></p> <p>6.1 Orientations</p>	<p>Michael Kearns advised that some sites (e.g. Manning) only electing to use online orientation with no face to face orientation available or only being available to clinical staff. Requested that the LHD ensure there is an opportunity to meet with all new employees for 30 minutes.</p> <p>Kim Nguyen advised that the LHD will work with the relevant General Manager or site to ensure orientation requirements are met including the opportunity for the respective associations to meet new staff. It was noted that the online training package included a HSU promotional video</p>	<p>Karen Kelly to follow up with General Manager re. Orientation</p> <p>Michael Kearns to provide a list of union contacts and areas of coverage</p>	
	6.2 Allied Health Staff in LMNC Sector	<p>Michael Kearns advised that in 2018 the HSU wrote to the Chief Executive regarding Allied Health staffing at Manning</p> <p>HSU remains unclear about Allied Health staffing levels and plans to fill vacancies.</p> <p>Karen Kelly advised in relation to the Mid North Coast sector there is no intention to remove clinical Allied Health resources. It is about determining if the positions are where and what is required. It was also confirmed that a large number of vacancies had already been recruited to or backfilled.</p>	Karen Kelly to discuss further with HSU	
	6.3 Security Services and misuse HASA classification by facilities within the HNELHD	<p>Michael Kearns acknowledged that a District wide security review was being undertaken. However he stated the Health and Security Assistants are being misused and requested facility managers be made aware of the correct duties for HSA's.</p> <p>It was recognised that these concerns are being reviewed extensively as part of the Security project. This review will be concluded before action is taken</p>		
	6.4 List of current expansion, redevelopment and new facility projects for the HNELHD	<p>Michael Kearns expressed concerned that the HSU weren't being consulted when redevelopment takes place. The HSU requested to be consulted as soon as possible for future developments.</p> <p>Kim Nguyen advised that the new Director Infrastructure and Planning has commenced and will progress things in this regard. This matter will be on the next agenda.</p>	Ramsey Awad to provide update at next meeting.	
	6. Current vacancies across HNELHD	Cindy Paul requested site by site update on vacancies to be provided similar to a current report provided by Dubbo Health	Cindy Paul to provide Kevin O'Malley an	

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		<p>Service.</p> <p>Kevin O'Malley suggested the matter be actioned outside the DJCC with respective Human Resources teams due to the vast number of current and filled vacancies across HNE LHD.</p> <p>Review reporting capabilities and consider what information can be provided.</p>	<p>example of another LHD's monthly vacancy report</p> <p>Kevin O'Malley to review reporting</p>	
7	<p><u>Standing Items</u></p> <p>7.1 Budget Update</p>	<p>Tony Gilbertson provided an update on the LHDs current financial status</p>		
	<p>7.3 Workplace Health and Safety</p>	<p>Kim Nguyen advised of a Safe Work launch to promote Health and Safety.</p> <p>There has been an improvement in the number of incidents, resulting in a reduction in claims. This tracked improvement has been seen the last 4 months.</p> <p>Kim recognised there is ongoing work to be done, noting the LHD's strong interest in safety.</p>		
8.	<p><u>For Information</u></p>	<p>Nil</p>		
9.	<p><u>Business Without Notice</u></p>	<p>Michael Kearns raised the ongoing concern regarding staff travel delays on the JHH campus.</p> <p>Kim Nguyen acknowledged the issue, though noted that the LHD has no control over the public roads. All agreed that Lookout Road was the major issue however until the new bypass is built nothing more can be done.</p>		
10.	<p><u>Next Meeting</u></p>	<p>Monday 13 May 2019</p>		