

## Unconfirmed minutes, Lower Hunter Sector Staff Consultative Meeting

Dear Member,

Attached for your reference are the unconfirmed minutes from the last staff consultative meeting.

While your HSU organiser wasn't unable to attend the latest meeting, if you have any concerns you wish to discuss please don't hesitate to get in touch with Matt Ramsay on 0419 553 105 or email [matthew.ramsay@hsu.asn.au](mailto:matthew.ramsay@hsu.asn.au).

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD



## Minutes of *Lower Hunter Sector Staff Consultative Meeting*

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**DATE:** *Thursday 2<sup>nd</sup> May 2019 10:00 – 11:00*

**VENUE:** *The Maitland Hospital - Meeting Room 1 Teleconference 49 245 803*

**LHS Staff Consultative Meeting Members:**

LHS - Lower Hunter Sector General Manager

LHS - Director of Nursing and Midwifery

LHS – Director of Allied Health, Community and Integrated Care Services LHS

LHS – Senior Human Resources Consultant

LHS – Site Nurse Manager Site Nurse Manager Kurri Kurri District Hospital

LHS – Administration Manager

***Delegate if DoNM is unable to attend*** - LHS – Operations Nurse Manager – Acute Services, Palliative Care and Nursing Workforce  
Manager HealthShare – The Maitland Hospital

Staff Delegates

Health Services Union

Australian Salaried Medical Officers Federation of NSW

New South Wales Nurse and Midwives Association

LHS Engineer – The Maitland Hospital

LHS Engineer - Cessnock District Hospital

**IN ATTENDANCE:**

*Di Peers (DP) General Manager LHS*

*Kim Bassett HSU Staff Representative*

*Lynn Hurst, Senior HR Consultant*

*Bruce Pritchard (BP) TMH Engineers Department*

*Angela Towns, Acting Director Allied Health, Community and Integrated Care Services LHS*

*Linda Davidson (LD) Director of Nursing and Midwifery LHS*

*Katie McFadyen (KMcF) Administration Manager LHS*

*Damien Lee (DL) ASMOF Representative*

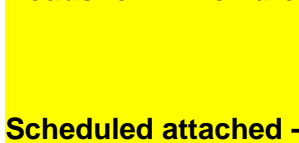

*Gail Gifford (GG) HealthShare TMH*


**APOLOGIES RECEIVED:***Simon Andrews, Acting Cessnock Hospital Maintenance**Paula Richards, Nurse Manager, Women's and Children's LHS – to be deleted from this committee with ONM Acute Services to attend**Marcel Kelly, Acting Manager HealthShare**David Skimmings (DS) Manager TMH HealthShare**Matthew Ramsay HSU Organiser CCLHD, HNELHD – HNE NSW/ACT/QLD**Lorna Scott – LCHC Branch President, NSWNMA**Vanessa Fellows – Site Nurse Manager Kurri Kurri District Hospital***Delegate if DoNM unable to attend** - Kane Wyborn – Operations Nurse Manager - Acute Services, Palliative Care and Nursing Workforce**TIME COMMENCED: 10:32****TIME COMPLETED: 11:07****MINUTES: Catherine Cunningham**

ITEM NO.	TOPIC	DISCUSSION	ACTION / TIMELINE	RESPONSIBILITY
1.	<b><u>Acknowledgement of Country</u></b>	I would like to acknowledge the Traditional Custodians and community members of the land we are meeting on today, the Wand pay my respects to Elders, past and present.		Chair – General Manager LHS Di Peers
	<b><u>Present and Apologies</u></b>	As listed above		Chair
2.	<b><u>Declaration of Conflicts of Interest and Confidential Items</u></b>	Nil		Chair
3.	<b><u>Confirmation of Previous Minutes</u></b>	Minutes dated 1 February 2019 were accepted as a true and accurate record by Angela Towns		
4.	<b><u>Outstanding Actions/Items</u></b>	Short Notice of sick leave notification in team meetings	completed	

5.	<b><u>Update from General Manager</u></b>	<b>5.1 New Maitland Hospital update – General Manager, LHS (Di Peers)</b> <ul style="list-style-type: none"> <li>• Communications updates from NMH Project Team</li> <li>• Ensure robust consultation process to start early – DP consulting with ELT Dr Ramsey Awad around consultation – at district level ongoing however DP has urged workforce RA over next three months stakeholder engagement Plan – consultation over the duration of the project</li> <li>• This meeting is a good forum for NMH consultation</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Communication Hub screens near the café at TMH and update at the roadshows at LHS sites (held every month)</li> <li>• Action: DP roadmap at the next meeting</li> <li>• Nil operational decisions made</li> </ul>		
6.	<b><u>Information – Brief Items</u></b>	<p><b>6.1 Facilities – Engineer Manager, (Bruce Pritchard)</b></p> <ul style="list-style-type: none"> <li>• Nil issues</li> <li>• LD – facility update</li> <li>• Dungog is starting redevelopment for JCCC happening at DCH</li> <li>• Cessnock undergoing works in CSSD supported by KKDH</li> <li>• CDH main corridor will be replaced included the flooring</li> </ul>		
		<p><b>6.2 HealthShare – Delegate for Manager HealthShare (Gail Gifford)</b></p> <ul style="list-style-type: none"> <li>• Demanding work for HealthShare staff at the moment-patient in Med 2 bed 13 re: patient requiring 24 hour security</li> <li>• Patient transferred under NDIS requiring nil medical care for last week (inpatient two weeks) – challenging situation and charge costs to NDIS provider</li> <li>• My Food Choice – staff trained; roll out 14<sup>th</sup> June</li> <li>• Interviews ongoing for re-applying of positions to access HGD - Cost neutral</li> <li>• DP – LHS was not aware of My Food Choice HGD/consultation required re: HGD</li> </ul> <p><b>ACTION: TMH HealthShare Manager to brief the GM LHS</b></p>		
		<p><b>6.3 Nursing and Midwifery – Director of Nursing and Midwifery (Linda Davidson)</b></p> <ul style="list-style-type: none"> <li>• International Midwives Day on 5<sup>th</sup> May</li> <li>• 10<sup>th</sup> May International Nurses Day – celebrations at all LHS sites</li> <li>• Winter Plan coming out – increase activity and support for patients and staff – being prepared ready for staffing surge – proactive plans in place</li> <li>• DP – note we are in a difficult financial position as winter funding not available this year as was previous</li> <li>• LD – some industrial issues TMH – questions around Liberal promise re: grading's – waiting for State direction</li> <li>• Nursing hours as to Close Observation Unit – discrepancies re: State</li> </ul>		

		<ul style="list-style-type: none"> <li>• KKDH – AHNM have concerns re: workload with covering ED and After Hours</li> <li>• CDH - Reasonable Workload Committee established re: staffing</li> </ul>		
		<p><b>6.4 Medical – Damien Lee, ASMOF</b>  <b>Office accommodation</b></p> <ul style="list-style-type: none"> <li>• Raised at TMH Medical Staff Council</li> <li>• District is aware of dispute with MoH in terms of MoH rescinding of guidelines.</li> <li>• Office accommodation Clause 24 of the Award.</li> <li>• In terms of floor plans for NMH need to consider the Award and status quo</li> <li>• DP – consultation occurring at District level, and welcome further information how this is progressing at State Level</li> </ul> <p><b>ACTION: Damien will check if ASMOF will fund staff bbq at Roadshow which are held across the LHS each month.</b></p>   <p>CA0079 - LHS Roadshows 2019.pd</p> <p><b>Scheduled attached -</b></p>	DL	
		<p><b>6.5 Administration – Katie McFadyen Administration Manager LHS</b></p> <ul style="list-style-type: none"> <li>• Admin staff have concerns re: NMH Workforce</li> <li>• KMcF will update staff following the information today from General Manager LHS – staff at existing hospital will transition across to NMH</li> </ul>		
		<p><b>6.6 Security – Delegate for Manager HealthShare – Gail Gifford</b></p> <p><b>6.6.1 Security Audit</b>  <i>See report below by Lynn Hurst – Security Review</i></p> <p><b>6.6.2 Code Black Review –</b></p> <ul style="list-style-type: none"> <li>• District Review – submissions due end April</li> <li>• LH – Bob Hull was holding visits around district recently - Bob Hull preparing report</li> <li>• State Level – Mr Peter Anderson visit to TMH 9<sup>th</sup> May – has prepared interim report for MoH</li> <li>• LHS code black group meeting regularly – how we manage code blacks locally – LD / DS will report at next meeting</li> </ul>		

		<p><b>6.7 Trades – Engineer TMH (Bruce Pritchard)</b></p> <ul style="list-style-type: none"> <li>• Workload on trades steady</li> <li>• Undergoing works at</li> </ul>		
		<p><b>6.8 HR – Senior Human Resources Consultant (Lynn Hurst )</b></p>  <p>HR Brief to LHS SCC _ 2 May 19.docm</p> <p><b>6.8.1</b> Security Review: Consultation meetings have been held in Lower Hunter Sector. Currently consultation meetings are being held in the rural and regional sites. “Work Bans” remain in place at Maitland Hospital.</p> <p><b>6.8.2</b> Aboriginal Employment: The Aboriginal Employment target for HNELHD is 5%, current Lower Hunter Sector are at 3.91%.</p> <p><b>6.8.3</b> Employee Vaccination Compliance – Transfer to Vaxlink From 1st April 2019 employee vaccination compliance information is stored on a state-wide database called Vaxlink.</p> <p><b>6.8.4</b> New/Updated Policies &amp; Procedures: PD2019_012: Uniforms Policy IB2019_008: Commonwealth Paid Parental Leave PD2019_010: Leave Matters for NSW Health Service PD2015_049 PCP1: Staff Responsibilities when using Social Media/Networking for Personal and Professional Use IB2019_005: NSW Nurses and Midwives' Association Annual Conference and Professional Day 2019 (3-5 Jul 19) PD2015_049:PCP 2: Use of Personal Mobile Phones or Communication Devices and Phone Call/Telephone Management in the Workplace</p>		
		<p><b>6.9 Allied Health, Community and Integrated Care Services – A/Director (Angela Towns)</b></p> <p>HNELHD –</p> <ul style="list-style-type: none"> <li>• Winter Plan – working with all disciplines how</li> <li>• Transition to allied health assistant Award – some staff have alternative qualifications</li> </ul>		

		<ul style="list-style-type: none"> <li>• District working party to pay staff equitable Felicity McLean</li> <li>• Community health nurse manager position vacant – working with DoNM and HR</li> </ul>		
		<p><b>6.10 General Manager LHS – (Di Peers)</b></p> <ul style="list-style-type: none"> <li>• June Naylor, LHS Director of Allied Health, Community and Integrated Care Services has retired effective from 1<sup>st</sup> July</li> <li>• June has been on leave with Angela Towns Acting DoAH, CICS</li> <li>• Angela Towns will continue in this role until 30<sup>th</sup> November 2019 wherein advertising for the position will proceed</li> <li>• Focus on achieving targets and budget reduction from MoH of growth funding 19/20</li> <li>• ETP 4 hour rules – we are off the weekly watch and on monthly progress report with March and April expectations met</li> <li>• ESAP Elective Surgical Activity Performance – overdues in categories in elective care</li> <li>• ESAP is proving to be a challenge – working closely with clinicians in anaesthetics, orthopaedics and ENT on achieving target</li> </ul>		
7.	<b><u>Items with notice</u></b>	<p><b>Lorna Smith, NSWNMA Rep (apology)</b></p> <ul style="list-style-type: none"> <li>• NSWNMA has advised funding for barbecue was declined.</li> </ul>		
8.	<b><u>Next Meeting</u></b>	<p>The next meeting is scheduled for  <b>Friday 2<sup>nd</sup> August 10:00 – 11:00hrs, Meeting Room 1 TMH Teleconference: 49 245 803</b>  (Schedule is first Friday of month – every three months)</p>		



Signed by Chair: Di Peers

Date minutes sent: 15<sup>th</sup> May 2019