

## Unconfirmed minutes, Lower Hunter Sector Staff Consultative Meeting

Dear Member,

Attached for your reference are the unconfirmed minutes from the last staff consultative meeting held at Maitland Hospital.

All members, especially those working at Maitland, Kurri Kurri, Cessnock and Dungog Hospitals are encouraged to read the minutes. If you have any concerns please contact your organiser Matt Ramsay at [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

**DATE:** *Friday 1<sup>st</sup> November 2019*

**VENUE:** *Meeting Room 1, The Maitland Hospital- t/conf*

**PRESENT:** Di Peers General Manager Lower Hunter Sector (Chair), Nicky Churms Acting Site Nurse Manager Cessnock District Hospital, Paula Richards Acting Director of Nursing & Midwifery, Matt Ramsay HSU, Kim Bassett HSU Sub Branch President, Angela Towns A/DAHCIC, Vanessa Fellows Site Nurse Manager Kurri Kurri Hospital, David Skimmings Manager HealthShare, Keiran Hall Engineering

**APOLOGIES:** Lorna Scott NSWNMA , Patricia Whitehead Acting Site Nurse Manager Dungog, James White Finance Manager, Katie McFadyen Administration Manager, Melissa Hilton HR Consultant, Kim Simpson Volunteer and Community Coordinator, Megan Manning Work Health & Safety Coordinator


**TIME COMMENCED:** *10.00am*

**TIME COMPLETED:** *11.00am*

**MINUTES:** *Melanie Kneppers*

ITEM NO.	TOPIC	DISCUSSION	ACTION / TIMELINE	RESPONSIBILITY
1.	<b><u>Acknowledgement of Country</u></b>	Di Peers General Manager LHS recommended all staff to complete the respecting the difference training.		For Information
2.	<b><u>Present and Apologies</u></b>	As Above		
3.	<b><u>Declaration of Conflicts of Interest and Confidential Items</u></b>	Nil		
4.	<b><u>Confirmation of Previous Minutes</u></b>	Minutes confirmed from 5 <sup>th</sup> September 2019 from Nicky Churms.		

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5.	<b><u>Outstanding Actions/Items</u></b> 5.1 Review of Action List	As per action List		
6.	<b><u>GM Update</u></b> 6.1 The New Maitland Hospital	Matthew Ramsey, HSU organiser requested quarterly meetings to be established to discuss NMH in 2020. Di Peers advised committee if staff require further information on the New Maitland Hospital please make contact with her office and arrangements can be made for appointment with project team if needed. Di Peers advised regular Health Infrastructure Newsletters are sent out to all staff for information on updates.	D Peers to raise request with HNE Infrastructure and provide response at next meeting	D Peers
7.	<b><u>General Business</u></b> {Items for Discussion} 7.1 Car Parking Maitland Hospital	Car parking management plan to install pay and display Machines that accept cash and credit card machine for payment.		For Information
	7.2 IRC Update (AnCOU, TMH ED)	Dispute with NSWNMA remains open in relation to a dispute currently in the IRC relating to ED nursing and ANCOU arrangements.		For Information
	7.3 NHPPD 6.0 KKDH	Paula Richards advised as of this Monday NHPPD has been increased to 6 NHPPD in the KKDH medical unit. Continue to work with staff to recruit to any vacancies that exist to ensure we meet the requirement of 6 NHPPD.		For Information
	7.4 WHS Audit Outcome 16-20 September 2019	Di Peers congratulated all on a positive outcome and advised multiple acknowledgements had been received from the auditors for Lower Hunter		For Information

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		<p>Sector. All details can be found in the Lower Hunter Sector Newsletter that has been sent to all staff copy attached below.</p>  <p>Lower Hunter Sector Newsletter - (</p>		
	7.5 Security Audit Key messages for the Audit	<p>Di Peers advised the committee the Security Audit will take place from the 4<sup>th</sup> November to the 7<sup>th</sup> November 2019.</p> <p>Some key messages for the audit provided from Megan Manning WHS Coordinator as listed below.</p> <ul style="list-style-type: none"> <li>• Ensure all staff are wearing their ID badges</li> <li>• Ensure all high risk staff and staff working in ED (and mental health) incl volunteers are wearing a duress pendant or DECT phone</li> <li>• Ensure Security staff are wearing their ID badge in the correct position on their body so it is visible</li> <li>• The MOU Flowchart is displayed</li> <li>• Know your sites code black procedure and meeting point</li> <li>• Ensure your safety walks are up to date</li> <li>• All staff to be made aware of the new LHS Security brochure (attached) to be emailed today to all staff</li> <li>• Security brochure to be placed on WHS notice boards</li> <li>• Ensure no doors are wedged open</li> <li>• Lock away valuables in lockers provided</li> <li>• Cash handling procedures are in place</li> </ul>		For Information

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		<p>and followed</p> <ul style="list-style-type: none"> <li>• Know your emergency procedures</li> <li>• What to do in the event of a bomb threat know what white level inspections are</li> <li>• Emergency procedures flipchart should be under or near every phone</li> </ul>		
	7.6 Christmas New Year Leave	Di Peers gave a general reminder regarding seasonal down turn during December 2019 with a gradual decline, then closure of non-essential services for two weeks from 23 December with services returning from Monday 6 <sup>th</sup> January 2020. Encourage opportunity to reduce leave balances.		For Information
	7.7 Focus on reduction in excess annual leave and ADOs	Di Peers advised focus on excess annual leave and excess ADOs is in place and by the 30/06/2020 staff are to have no more than 20 days excessive leave. We need to make sure staff are getting breaks regularly for a work life balance.		For Information
8.	<p><b><u>Standing Items</u></b></p> <p>8.1 Facilities</p>	<p>For Information: Security System TMH – meeting next Tuesday to discuss ongoing system requirements.</p> <p>Aging infrastructure in general</p>		For Information
	8.2 HealthShare	<p>LHD HealthShare has WHS audit and two weeks after safe and maturity assessment. David Skimmings advised positive feedback. We have matured in the last two years in particular to workplace culture safety huddles and consultation with staff.</p> <p>Di Peers congratulated David Skimmings and Team.</p>		For Information
	8.3 Nursing & Midwifery	<p>Change in names in portfolio</p> <p>Paula Richards Acting Director of Nursing &amp; Midwifery</p>		For Information

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		<p>Nicole Williams will be acting Operations Nurse Manager Women's and Children</p> <p>Paula Richards advised vacancies is a current challenge active recruitment occurring. New Maitland Hospital has been a wonderful incentive to get quality candidates for nursing and midwifery staff.</p> <p>Paula Richards is currently reviewing education portfolio. Multi-disciplinary education for 2020 will also focus on professional development, health and wellbeing for all staff.</p> <p>Women's and children working on a safety culture looking at interventions for clinical physiological first aid wellbeing of staff members.</p>		
8.4	Medical	Nil		
8.5	Administration	<p>People Matters survey results have been analysed and it suggests staff do not feel heard or are receiving messages.</p> <p>Participation in the LHS Roadshows has diminished. The LHS Executive have decided to refresh the approach. LHS Executives will now meet with individual teams to round in their own work location.</p> <p>The LHS Lead Executive plus one other will attend. Di Peers mentioned she has rounded with Linen Services at TMH with great outcomes.</p> <p>Next accreditation 18 months away. Surveyors will spend 65% of time in the field.</p> <p>Members of Allied Health mentioned to Nicky Churms to see how finance is travelling to get</p>		For Information

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		<p>reports quarterly.</p> <p>Di Peers advised SMARTA is available for use at any time adapt information</p> <p>Action: Di to discuss with Andrew Batcheldor how to deliver and improve visual material. Eg Annual or ¼ report poster/dashboard. At a site and sector level. What we do well where improvement is required. Feedback at next meeting.</p>	17/01/2020	Di Peers
8.6	Security	<p>Investigation completed re incident in ED. Commissioned by Health Share Matt Ramsey has requested a copy of the report. David Skimmings has advised to contact Thor Hugginson for a copy of the report.</p> <p>Action David Skimmings to report regarding recommendations and actions taken at next Meeting</p>	17/01/2020	David Skimmings
8.7	Trades	Nil		
8.9	HR	Apology for today.		
8.10	Allied Health, Community and Integrated Care Services	<p>Angela Towns provided an update regarding translation to the Allied Health Assistant award newly in place as of this year. Work has been completed this has been a long process as not all had same qualifications. All staff happy back pay will be paid accordingly.</p>		For Information
9.	<b><u>Other Business</u></b> <i>{items not listed on the agenda}</i>	Nicky Churms SNM advised Nurses Union came for a meet and greet at Cessnock.		For Information
10.	<b><u>For Information</u></b> 9.1			

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11.	<b><u>Next Meeting</u></b> 10.1 The next meeting is scheduled for	<i>Friday 17<sup>th</sup> January 2019</i>		For information

*Signed by Di Peers General Manger Lower Hunter Sector  
Chairperson*