

## **Unconfirmed minutes HNELHD JCC Meeting 8 November**

Dear Member,

Attached to this newsletter are the unconfirmed minutes from the most recent Hunter New England Local Health District Joint Consultative Committee (JCC) meeting held on 8 November 2019.

The HSU urges members to read the attached minutes and to contact your local delegate or HSU Organiser with any queries or concerns you might have.

Not a member of the HSU? Now is the time to join and have your say! New members can join by visiting our website at [www.hsu.asn.au/join](http://www.hsu.asn.au/join) or by calling the Union on 1300 478 679. We are stronger together!

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

# Minutes of District Joint Consultative Committee (DJCC)



- DATE:** Friday 8 November 2019
- VENUE:** 1.30pm District Headquarters, Meeting Room #1 including teleconference
- PRESENT:** Michael DiRienzo (Chief Executive) – Chair, Kim Nguyen (Executive Director – Workforce & Allied Health), Karen Kelly (Executive Director - Greater Metropolitan Health Services), Tony Gilbertson (Executive Director – Finance), Marcia Fogarty (Executive Director - Mental Health Services), Paul Craven (Executive Director – Children Young People and Families), Sue Buckman (Nurse Manager – Nursing and Midwifery), Kevin O'Malley, (HR Manager – Corporate), Renee Martin (HR Consultant - Corporate).
- Via VC/Phone:** Edmund Fry (HSU), Michael Kearns (HSU), Josh Howarth (HSU) Joanne McKeough (NSWNMA).
- APOLOGIES:** Elizabeth Grist (Executive Director – Clinical Services, Nursing and Midwifery), Trish Davidson (Executive Director – Medical Services), Ramsey Award (Executive Director – Infrastructure and Planning), Susan Heyman (Executive Director – Rural and Regional Health Services), Matthew Ramsey (HSU), Cindy Paul (HSU), Julie Adamson (HSU), Donna Riley (HSU Representative), Kylie McClelland (HSU Representative), Chris Camilleri (NSWNMA), John Barry (NSWNMA), Lorna Scott (NSWNMA Representative), Julie Kelfer (NSWNMA representative), Jill Telfer (NSWNMA Representative), Christine Schiavon (NSWNMA Representative), Adam Holland (NSWNMA Representative), Damien Lee (ASMOF).

ITEM NO.	TOPIC	DISCUSSION	ACTION	RESPONSIBILITY (TIMELINE)
1.	<b><u>Attendance / Apologies</u></b>	See Above.		
2.	<b><u>Declaration of Conflicts of Interest and Confidential Items</u></b>	Nil.		
3.	<b><u>Confirmation of Previous Minutes</u></b>	Minutes of meeting held on 9 August 2019 were confirmed as a true and accurate record with the exception of the following amendments: <ol style="list-style-type: none"> <li>1. Michael Kearns (HSU) was at the meeting in person not via teleconference.</li> <li>2. HSU advised that the minutes did not include the Chief Executive's confirmation that the Health District is not 'cutting jobs' and there is currently nil restriction on positions being recruited.</li> </ol>		
4.	<b><u>Presentations</u></b>	Nil.		
5.	<b><u>Business Arising from Previous minutes / Outstanding Actions</u></b>	Nil.		

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6.	<p><b><u>General Business</u></b></p> <p>6.1 Consultation on reviews and restructures within the Lower Mid North Coast Sector</p>	<p>Mr Kearns, HSU raised concerns regarding the Health District is not genuinely consulting with HSU in relation to reviews and restructures across the Health District.</p> <p>Mr Kearns, HSU requested that the Health District engages with the Association at the commencement of a review.</p> <p>Mr DiRienzo advised of the recent implementation of the Health Districts Change Management Checklist which aims to ensure that the required consultation occurs at the appropriate time.</p> <p>Mr DiRienzo acknowledged the different types of change and the subsequent different requirements regarding consultation i.e. the review of positions that become vacant due to normal circumstances compared to a significant service review/restructure. Mr DiRienzo suggested the Health District and the HSU work together to confirm expectations regarding genuine consultation for different change management initiatives.</p>	<p>The Health District to send the HSU the recently implemented HNELHD Change Management Checklist.</p> <p>The Health District to arrange a meeting with the HSU to further discuss and confirm the process regarding genuine consultation in relation to change management initiatives.</p>	<p>Kim Nguyen, Executive Director, Workforce &amp; Allied Health.</p> <p>Kim Nguyen and Kevin O'Malley, HR Manager Corporate</p>
	6.2 Consultation on WHS issues	<p>Mr Kearns, HSU raised concerns regarding staff not being consulted regarding WHS issues across the Health District.</p> <p>Mr Kearns, HSU requested updates regarding what Health District sites have undertaken safety education.</p> <p>Mr Kearns, HSU raised concerns regarding a Security/Lock down procedure at Maitland hospital detailed on a document that appears to have been authorised by Ms Di Peers General Manager, Lower Hunter Sector.</p> <p>Mr DiRienzo advised the item 'WHS Consultation' will be on the agenda of the next DJCC to allow for an update to be provided at the next meeting.</p> <p>Mr DiRienzo confirmed that safety is a priority of the Health District.</p>	<p>Mr Nguyen to discuss an action plan with Patricia Robertson, Manager Safety and Risk to promote WHS consultation i.e. update the HNELHD WHS Intranet, develop Flyers and Fact Sheets etc.</p> <p>The Health District will provide the HSU information regarding the rollout of safety education across the Health District.</p> <p>Ms Kelly to review the Maitland Hospital Security/Lock down procedure document and will contact the HSU to further discuss the</p>	<p>Kim Nguyen, Executive Director, Workforce &amp; Allied Health.</p> <p>Karen Kelly, Executive Director, Greater Metropolitan Health service.</p>

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			associated situation.	
	6.3 Request for an update on the progress of the NHPPE staffing levels	<p>Ms Buckman provided an update regarding the progress of the NHPPE staffing levels. Nursing hours per patient day are being met across the District and levels will vary depending on demand.</p> <p>The NSWNMA requested further discussion and correspondence occur between the Health District and the NSWNMA in relation to the matter.</p>	The Health District will provide further information to the NSWNMA in relation to the matter.	Sue Buckman, Nurse Manager, Nursing and Midwifery (in Liz Grist's absence)
7	<p><b><u>Standing Items</u></b></p> <p>7.1 Budget Update</p>	<p>Mr Gilbertson provided an update regarding the Health District's current financial position noting the Health District is currently over budget.</p> <p>It is expected that the Health District's financial situation will improve due to fewer expenses that come with the seasonal change. To confirm, while obligations will be maintained regarding hours per patient day etc. the summer months result in downturn in activity, opportunity to maximise planned leave and ultimately a reduction in services and staffing.</p> <p>The Health District advised that strategies for winter 2020 are being reviewed and worked through.</p>		
	7.2 Workplace Health and Safety	<p>Mr Nguyen advised that the Health District confirmed its focus on workplace safety including:</p> <ul style="list-style-type: none"> <li>• good management of psychological and physical injuries inclusive of the return to work aspect and</li> <li>• proactive and continuous improvement in relation to workplace injuries - manual handling, slips, trips and falls including reducing loss time injury frequency rates.</li> </ul>		
8.	<b><u>For Information</u></b>	<p>Mr Kearns requested an update from the Health District in relation to the bushfires in the Foster/Tuncurry areas.</p> <p>Mr DiRienzo advised that the Health District was receiving daily updates via the HNELHD Disaster Coordinator.</p>		

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9.	<p><b><u>Business Without Notice</u></b></p> <p>9.1 Recruitment/Vacancies</p>	<p>Mr Howarth, HSU raised concerns regarding vacant positions not being recruited to across the Health District despite the Chief Executives commitment that there is currently nil restriction on positions being recruited to.</p> <p>Mr Howarth, HSU discussed specific concerns regarding the Health Districts Clinical Information department and noted the impact on staff and ultimately service delivery of vacant management positions (with or without a clinical load).</p> <p>The HSU also raised concern regarding positions being vacant for an extended period of time and removed from the structure, jeopardising the safety of staff and patients.</p> <p>Mr DiRienzo advised that the Health District has nil intention for front line clinical positions to remain vacant nor for staff to be prevented to have their award breaks. However, Mr DiRienzo stated that the Health District seeks to avoid financial crisis and subsequently the Health District will continue to seek opportunities to increase efficiencies to ensure core business can be provided into the future. This includes reviewing positions when they become vacant.</p>	<p>Mr Howarth to send Ms Kelly his concerns regarding the Health Districts Clinical Information department.</p> <p>On receipt of the information Ms Kelly will investigate the matter and consult with the HSU and the Chief Executive regarding the situation</p>	<p>Josh Howarth, Health Services Union</p> <p>Karen Kelly, Executive Director, Greater Metropolitan Health Service.</p>
	9.2 Obstruction from management regarding Association onsite visits	<p>Mr Howarth raised concerns regarding obstruction from management when Organisers have attended Health District sites to meet with staff (example provided was EveryMind unit).</p> <p>Mr O'Malley advised that he had discussed such concerns with Mr Ramsay, HSU the previous day and it is the Health Districts position that the concern is not warranted.</p> <p>Mr O'Malley expressed the Health Districts concern regarding the HSU attending Health District sites unannounced and advised that such action doesn't allow for Human Resources (HR) to support managers in the process i.e. in some instances it doesn't allow for meeting rooms to be organised, nor for HR to</p>	The Health District will liaise with the HSU to confirm a process and expectations regarding on site meetings between staff and the HSU.	Kevin O'Malley, HR Manager, Corporate

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		<p>provide new managers with support/advice regarding the process.</p> <p>Mr O'Malley had suggested to Mr Ramsay that it may be helpful for the Health District and the HSU to work together to adopt more proactive arrangements between the parties when sites are to be visited.</p> <p>Mr DiRienzo, advised the Health District are currently recruiting to a senior HR position and are seeking an incumbent with expertise in industrial relations.</p>		
	9.3 Anglican Care	<p>Mr Howarth, HSU raised concerns regarding requests for Expressions of Interest of employment to HNE staff by Anglican Care at the Gloucester Hospital site.</p> <p>Ms Kelly advised that the Health District meet with Anglican Care on a monthly basis since July 2019. While Anglican Care have been granted access to the site, the Health District have been clear that Anglican Care are not to undertake Expressions of Interest.</p>	Ms Kelly will liaise with Anglican Care regarding the concerns raised by the HSU and will provide the HSU with an update.	Karen Kelly, Executive Director, Greater Metropolitan Health Service.
10.	<b><u>Next Meeting</u></b>	Next Meeting 10am – 12pm, 4 February 2020		