

Meeting Minutes

Dear Member,

Please find the minutes of the GrBH Staff Consultative Committee from Thursday the 28th of November 2019 [HERE](#).

Also for your information the Action List of this meeting [HERE](#).

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Minutes
GrBH Staff Consultative Committee
Thursday 28 November 2019
1100 - 1200

Meeting Opened: 1107

1. ATTENDEES:

Linda Castelletto	Medical Admin & JMO Manager
Timetaake Baiteke	A/Radiology Manager
Michelle Sleep	A/Business Operations Manager – Chair
Debbie Charles	Deputy Directory of Nursing & Midwifery
Cathy Davis	A/NUM Maternity
Tracey Gaddelin	HSU Organiser
Peter Delaney	HealthShare Manager MLHD
Ena Milne	HealthShare Manager Western Sector
Sunta Torresan	EA to General Manager – Secretary

2. APOLOGIES:

Greg Brylski	General Manager
Dr David Tulloch	Director Medical Services

3. Acknowledgement of Country – Michelle Sleep

4. Confirmation of Minutes – Moved: Tracey Gaddelin Second: Linda Castelletto

5. Declarations of pecuniary interest or perceived conflicts of interest - Nil

6. Actions Arising/ Action List

7. General Business

7.1 Items from HSU

Conditions of Employment (State) Award, Clause 21 Accommodation & Amenities – Survey had gone out to members regarding the redevelopments. Main concern derived from this survey was the matter around Accommodation and Amenities. Showers should be provided. Rest area for staff that is not accessible by public. Ensure hot taps are provided and working. Clause 21 of the award was provided by Tracey. Umer to provide clarifications of inclusions for accommodation/amenities.

7.2 Items from NSWNMA

Reasonable Workload Committee – Branch meeting was held 27 November 2019. Strategies being worked on for staffing issues. Yvonne Peisley sat with Susan Berry after the meeting. Contingency plans requires. Casual pool is building back up. Looking to try other avenues for recruitment eg careers days

7.3 *Items from ASMOF*

Nil items

8. New Business

8.1 Terminal Cleans after hours/weekends – There is a procedure that if a cleaner is called in after hours HealthShare are to direct bill the facility ward. Peter Delaney communicating with Maurice Ahearn to clarify if can be implemented. An on call roster for cleaning staff would need to be briefed and implemented. Looking to clean Ambulatory Care Hub after hours/weekends

8.2 Food to staff after hours – Pre packaged frozen meals are available to staff members

8.3 Change to meeting dates – It was requested the meetings from 2020 be held February, May, August & November. Matter was raised that SCC should possibly be held bi-monthly. Andrew White to advise.

9. Next meeting: Thursday 28 November 2019

10. Close of Meeting: 1151

Action Log for Staff Consultative Committee Meeting Held 28 November 2019

Action required	Person(s) responsible	Timeframe	Notes/Progress
<ul style="list-style-type: none"> Feedback on Administration Working Group – especially admin staff on weekends 	Shirley Velis / Michelle Sleep	20 December 2019	<p>26/09/2019 – Shirley to provide an update to Tracey Gaddelin in relation to the Admin staff working in ED on weekends</p> <p>28/11/2019 – Nothing provided to date. Michelle to assist facilitating response. Michelle will chat with Tracey about solutions</p>
<ul style="list-style-type: none"> Draft policy – After hours escort from ED to Imaging 	Simone Hazelman	8 October 2019	<p>26/09/2019 – Simone to provide Tracey with a copy of the policy</p> <p>28/11/2019 – Tracey not received to date. Sunta to f/up with Simone</p> <p>06/12/2019 – Sunta spoke with Simone who provided email sent to Tracey 01/10/2019. Resent to Tracey with updated policy 06/12/2019</p>
<ul style="list-style-type: none"> CCTV 	Greg Brylski	31 October 2019	<p>26/09/2019 – Greg moving to rectify issue that footage can only be viewed by staff who have licenses (HASA/Security)</p> <p>28/11/2019 – CCTV meeting was to be held 27 Nov but did not proceed. Meeting to be rescheduled</p>
<ul style="list-style-type: none"> Accommodation & Amenities to staff 	Umer Qureshi	20 December 2019	<p>28/11/2019 – Umer to provide Tracey Gaddelin clarification of inclusions for accommodation/amenities available to staff in redevelopment plans</p>
<ul style="list-style-type: none"> Meeting reoccurrences – bi-monthly or quarterly 	Andrew White	20 December 2019	<p>28/11/2019 – Andrew White to find out if SCC meetings should be held bi-monthly or quarterly.</p>
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