

## 1 Reserve Rd St Leonards: Time to speak up with your concerns

Dear Member,

As you would be aware, in the latter part of 2020 a number of agencies will be moving to premises at 1 Reserve Road, St Leonards.

The HSU is currently in consultation with HealthShare management to represent members concerns via a Union-Specific Consultative Committee (USCC).

Your HSU Organiser Peter Mason has attended each of those meetings and has visited several of the sites that are involved in this process.

If you haven't had the opportunity to speak face to face to Peter, you can contact him via email [peter.mason@hsu.asn.au](mailto:peter.mason@hsu.asn.au).

It's extremely important that HSU members engage in the process to ensure that their views, issues and concerns can be addressed.

Attached for your reference are the unconfirmed minutes from the most recent USCC meeting.

The next meeting will be held January 23<sup>rd</sup> 2020. If you would like to be part of the discussions, please email your details to [peter.mason@hsu.asn.au](mailto:peter.mason@hsu.asn.au).

Know someone who isn't yet a member of the HSU? Invite them to join and have a say in their conditions at work. New members can join at [www.hsu.asn.au/join](http://www.hsu.asn.au/join) or call 1300 478 679.

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

**1 Reserve Road – Staff Consultative Committee**  
**Draft Minutes of Meeting**  
**Date of Meeting: 10 December 2019**

<b>IN ATTENDANCE:</b>
<p><i>On site:</i>  Paul Gavel, Director Workforce, HealthShare NSW (A/Chair)  Robert Jarvis, Manager, Industrial Relations, HealthShare NSW  Thi Nguyen, IR Advisor, Industrial Relations, HealthShare NSW  Amy Chew, A/g Program Director NWTW, MoH  Peter Mason, Organiser, HSU NSW</p> <p><i>By teleconference</i>  Dennis Ravlich, Manager - Member Industrial Services Team, NSW Nurses' Association  Tom Stevanja, Deputy Industrial Manager, HSU NSW  Catherine Ryan, Industrial Officer, ASMOF</p>
<b>APOLOGIES:</b>
Kerrie Seymour, Industrial Organiser, ASMOF Bob Morgan, Industrial Organiser, ASMOF Rob Sheehy, Manager Organisers (Metro), HSU NSW

	Item	Comment
1.	<b>Attendance and Apologies</b>	Attendance and apologies NOTED as above.
2.	<b>Minutes of Last Meeting</b>	The Committee ENDORSED minutes of last meeting
3.	<b>Actions Arising from Last Meeting</b>	
3.1	<b>Status of 1RR</b>	<p>The Committee NOTED that:</p> <ul style="list-style-type: none"> <li>• Response had been provided.</li> <li>• In summary: <ul style="list-style-type: none"> <li>○ 1RR is not a hospital precinct nor is it under control of RNSH</li> <li>○ The primary purpose of the proposed development is for an office building for administration functions and not for facilities that were ancillary to a specific hospital</li> <li>○ Ownership will be transferred to Property NSW</li> <li>○ Zoning changed to office accommodation</li> </ul> </li> <li>• While negotiation not required under the Award agreed that genuine consultation will continue</li> </ul> <p><b>Status</b> Closed</p>
3.2	<b>Next Meeting Date</b>	<p>The Committee NOTED that:</p> <ul style="list-style-type: none"> <li>• Meeting date set</li> </ul> <p><b>Status</b> Closed</p>
3.3	<b>HSNSW to provide key dates for build</b>	<p>The Committee NOTED that:</p> <ul style="list-style-type: none"> <li>• Outlined under agenda item 4.1</li> </ul> <p><b>Status</b> Closed</p>

	Item	Comment
3.4	HSNSW to advise HSU of numbers in pillars/other organisations	The Committee NOTED that: <ul style="list-style-type: none"> <li>• Provided out of meeting</li> </ul> <b>Status</b> Closed
3.5	HSNSW to advise of carparking spaces	The Committee NOTED that: <ul style="list-style-type: none"> <li>• There was no staff carparking on site</li> <li>• Limited visitor carparking was available</li> </ul> <b>Status</b> Closed
4.	<b>Agenda Items</b>	
4.1	<b>Overview 1 Reserve Road</b>	The Committee NOTED that: <ul style="list-style-type: none"> <li>• First agencies to move in approximately mid-June/August</li> <li>• Building is 96% waterproof and work commencing on internal fittings</li> <li>• MoH working with agencies regarding changes and any unique requirements such as mandated confidentiality of documents and relocation consultants working with agencies to help prepare for the physical move</li> <li>• There will be no offices, even for executive level</li> <li>• All desks will have 2 monitors or large curved monitors, be sit/stand adjustable, and technology will follow the staffer</li> <li>• All staff will have their own locker but not assigned desks</li> <li>• Teams will have storage/compactus spaces</li> <li>• 1 staff member in a team will be the anchor point and sit in a nominated area; the rest of the team to find desks near the anchor point</li> <li>• Anchor points will also be considered based on accessibility or workplace adjustment requirements</li> <li>• Staff will have access to all floors; Level 1 will be meeting rooms with concierge; Level 6 will be “genius bar” for any technology issues</li> <li>• No general parking for staff; some temporary wellness parking (e.g. injured, heavily pregnant); 20-30 visitor parking spaces; there will still be staff pool vehicles</li> </ul> <b>Actions</b> For noting
5.	<b>Other Items/New Business</b>	
5.1	<b>Working from Home (WFH)</b>	The Committee NOTED that: <ul style="list-style-type: none"> <li>• Unlikely staff will be directed to work from home; general practice is that WFH is available but the employer remains responsible from WHS perspective so assessment and approval is required</li> <li>• Policy exists but being revised policy under development</li> </ul> <b>Actions</b> HSNSW to share WFH policy
5.2	<b>CEC – scanning of files</b>	The Committee NOTED that: <ul style="list-style-type: none"> <li>• CEC required to retain documents electronically and needs to scan it</li> <li>• Any queries about process should be directed to CEC</li> </ul> <b>Actions</b> For noting
5.3	<b>1RR Tours before opening</b>	The Committee NOTED that: <ul style="list-style-type: none"> <li>• Query whether walkthroughs being arranged prior to move</li> <li>• Expect that walkthroughs will be available</li> </ul> <b>Actions</b> HSNSW to clarify whether tours will be available

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5.4	Childcare	<p>The Committee NOTED that:</p> <ul style="list-style-type: none"> <li>• Staff will not have priority for childcare centre onsite but will negotiate on access to waitlist before wider community</li> <li>• There are options for childcare generally in St Leonards but limited availability for ages 0-2</li> </ul> <p><b>Actions</b> For noting</p>
5.5	Union consultation with agencies	<p>The Committee NOTED that:</p> <ul style="list-style-type: none"> <li>• HSU requested they be invited to staff meetings at the agencies so they can have some time to talk to staff</li> </ul> <p><b>Actions</b> HSNSW to liaise with agencies regarding consultation</p>
5.6	Draft Terms of Reference	<p>The Committee NOTED that:</p> <ul style="list-style-type: none"> <li>• Changing from SCC to USCC</li> </ul> <p><b>Actions</b> HSNSW to amend draft Terms of Reference</p>
6.	Date of Next Meeting	2pm - 23 January 2020

#### ACTIONS ARISING

Date	Action	Responsibility	Current Status
10/12/19	HSNSW to circulate WFH policy	HSNSW	Open
10/12/19	HSNSW to clarify walkthrough arrangements	HSNSW	Open
10/12/19	HSNSW to liaise with agencies about HSU consultation	HSNSW	Open
10/12/19	HSNSW to amend draft Terms of Reference	HSNSW	Closed