

## MEETING Minutes

**DATE:** Wednesday 15 February 2023

**TIME:** 1.00pm

**VENUE:** Via [Microsoft Teams](#) Conference ID: 138 021 199 5

Or call in (audio only)

[+61 2 8318 0010](tel:+61283180010) ,246960111# Australia, Sydney Conference ID: 246 960 111#

ITEM/DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT REF.
<b>Attendance and Declarations</b>				
Welcome: Acknowledgement of the traditional custodians of the land upon which this meeting is held.				
Present: Taresa Rosten (Chair), Simon Joice, Andrew Little, Zoe Guinea (NSWNMA), Michael Kearns (HSU), Toni Winters, Michael Beguja for Paul Connor, Sheridan Johnston (minutes)		Noted	Chair	
Apologies: Stewart Dowrick, Suzanne White, Kate Meredith, Carolyn Heise, Kathleen Ryan, Clancy Lumb (ASMOF), Paul Connor, James Faull, Tania Langler, Greg O'Donohue (HSU)		Noted	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Nil		Noted	Chair	
<b>Item 1: Presentations</b>				
1.1	Nil			
<b>Item 2: Minutes of Previous Meeting</b>				
2.1	Minutes of Meeting – 16 Nov 2022 <b>Resolution: That the minutes of MNCLHD Joint Consultative Committee meeting of 16 November 2022 be confirms as a true and accurate record.</b> Endorsed by Committee	Endorsed	Chair	
<b>Item 3: Actions Outstanding</b>				
3.1	Action Table – 16 November 2022	Reviewed	Chair	
<b>Item 4: Standing items</b>				
4.1	Report from the Chief Executive <ul style="list-style-type: none"> <li>No report was provided.</li> </ul>	Discussed	S Dowrick	
4.2	Report from the NSWNMA <ul style="list-style-type: none"> <li>Zoe sought to formally escalate to the CE, concerns around nursing and midwifery staffing shortages across the District. She requested a formal response with a plan to address what she described as a 'nursing crisis', and noted that she has been advised that only the CE has delegation to close beds or services. She acknowledged the work done and the productive discussions over recent times with the Nurses Association at a facility level, but commented the staffing challenges are now impacting across the District.</li> </ul>	Discussed	Z Guinea	
4.3	Report from the HSU <ul style="list-style-type: none"> <li>AGMs happening across the sites at the moment.</li> <li>Looking at who the JCC delegates will be for the next 12 months. Have had some internal changes.</li> </ul>	Discussed	M Kearns	

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	<ul style="list-style-type: none"> <li>Michael said he had been advised, following the latest Board meeting, of a restructure or a change in the way the ICT services are being run out of the District. Michael reminded the Committee that any reviews or restructures should be forwarded through to the Secretary. Simon advised any Board endorsement would be contained in the minutes, which are readily available on the intranet.</li> <li>Michael raised the recent incident at Kempsey Hospital in regard to the alleged inmate aggression on an HSA, and requesting an update on what has occurred at the District level, what discussions have occurred and what assurances can be made that this won't happen again.</li> <li>Toni advised that an MoU had been established with the Police and MNCCI and isn't aware of any changes to that MoU. Need to see what protocols are in place.</li> <li>Concerns were raised about the body handling facility at PMBH not being fit for purpose, noting it was built 30 years ago and given an increasingly ageing population. It is understood the number of deceased persons exceeded the capacity of the body handling facility leading up to the Christmas period, causing stress to staff.</li> <li>Another concern relates to WHS and the fridge being wedged up against the wall so staff are unable to manoeuvre correctly when loading a body from the trolley to the compartment.</li> </ul>		
4.4	Report from ASMOF <ul style="list-style-type: none"> <li>No report was provided.</li> </ul>	Discussed	C Lumb
4.5	People Matters Employee Survey Update <ul style="list-style-type: none"> <li>Simon advised that an Action Plan has been developed. This has been co-designed with the Directors of each Directorate. Results have been shared with all staff and are freely available on the intranet. The Action Plan and the monitoring of same, is reported to the Governing Board as part of the quarterly performance report.</li> </ul>	Discussed	S Dowrick
4.6	JMO Culture Survey Update <ul style="list-style-type: none"> <li>As per the action table.</li> </ul>	Discussed	S Dowrick
4.7	Public/Private Partnerships <ul style="list-style-type: none"> <li>No report was provided.</li> </ul>	Discussed	S Dowrick
4.8	Health Safety & Wellbeing <ul style="list-style-type: none"> <li>The LHD is currently at yellow alert status.</li> <li>WHS audits were completed for all 7 facilities throughout the LHD in November/December.</li> <li>In the Coffs Clinical Network, through consultation, we have designated our work groups. We are at the nomination stage for HSRs.</li> <li>Safe Work NSW completed their state-wide compliance program at the end of last year, looking at occupational violence in the hospitals. They visited the maternity ward in Coffs Harbour and the Port Macquarie ED. There were no enforceable actions out of this. We are still communicating with Safe Work around the visit to Port Macquarie and we are providing them material as required.</li> </ul>	Discussed	A Little

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	<ul style="list-style-type: none"> <li>We continue to work towards our safety focus areas on our health, safety and well being improvement plan. Our focus through December and January was again around occupational violence and aggression.</li> <li>We are also looking at healthy living, with the promotion of the EAP Fitness Passport and most recently, Your Care Hub, which we will be promoting through February and March.</li> <li>Q4, 2022 Safety Leadership Awards - we are looking to do a presentation and an announcement next week.</li> <li>Senior Leaders Forum - we have commenced planning for this, with the theme based on psychological safety in the work place.</li> <li>Schwartz Rounds – Kempsey last December and Coffs Harbour Health Campus on 21<sup>st</sup> February – “Stories of Hope and Inspiration”.</li> </ul>			
4.8	New builds / proposed build updates <ul style="list-style-type: none"> <li>No report was provided.</li> </ul>	Discussed	S Dowrick	
4.9	COVID-19 Furloughed Staff Report <ul style="list-style-type: none"> <li>No report provided.</li> </ul>	Discussed	A Little	
4.10	Fit Testing Report <ul style="list-style-type: none"> <li>Permanent positions have been finalised for the RPP program.</li> <li>A permanent fit testing room has been allocated at Coffs Harbour Health Campus and Port Macquarie Hospital, which is improving our efficiency and delivery of that program.</li> </ul>	Discussed	A Little	
4.11	Recruitment and Retention <ul style="list-style-type: none"> <li>Project team going through each site – Dorrigo is complete and 80% of Coffs Harbour. Hoping to have the first round of eligibility by the end of June.</li> <li>We have committed upwards of \$4m in incentives and retentions, which represents 600 FTE who will receive some form of incentive, depending on location.</li> <li>We have identified about 240 critical vacancies and the remainder hard to fill. This is still a work in progress.</li> <li>Taresa noted it is a difficult policy to implement and will take time. Communication is important and Taresa asked if members are raising questions, to please let us know.</li> <li>Simon advised that nobody will be disadvantaged and all incentives will be back dated to the time the policy was endorsed i.e. July.</li> <li>Simon advised the incentive scheme is open to all health professionals, not just nursing, depending on eligibility.</li> <li>The HSU would like details of the hard to fill and critical vacancies. This will be addressed by Simon’s team at the next meeting.</li> </ul>	Discussed	S Joice	
<b>Item 5: General Business</b>				
5.1	Rural Health Worker Incentive Scheme (RHWIS)			
<b>Item 6: Endorsed Minutes of MNCLHD Staff Consultative Committee Meetings</b>				
6.1	Hastings Macleay Clinical Network Staff Consultative Committee - Not available at time of distribution	Noted	Committee	



ITEM/DESCRIPTION	ACTION REQUIRED	CARRIAGE	ATT REF.
Coffs Harbour Health Campus Staff Consultative Committee Meeting - November 2022	Noted	Committee	6.1

The next meeting is scheduled for Wednesday 17 May 2023, at 1pm.

DRAFT