

*P= Present T=Teleconference A=Apology V=Videoconference Ab=Absent PR=Proxy Attended*

<b>TERMS OF REFERENCE COMMITTEE MEMBERS</b>	<b>Position</b>	<b>Attendance</b>
<b>Kay Hyman</b>	<i>[Chair] Chief Executive, NBMLHD</i>	V
<b>Jacqui Clark</b>	<i>Director, People and Culture</i>	V
<b>Cathy Crowe</b>	<i>Director, Community and Integration</i>	A
<b>Julie Williams</b>	<i>Executive Director, Nursing and Midwifery</i>	V
<b>Karen Arblaster</b>	<i>Director, Allied Health and Community Programs</i>	V
<b>Helen Parsons</b>	<i>District Director Medical Workforce</i>	V
<b>Bronwyn Boyling</b>	<i>A/General Manager Lithgow Hospital</i>	A
<b>Elizabeth Harford</b>	<i>General Manager Blue Mountains Hospital</i>	V
<b>Matthew Russell</b>	<i>Acting, Director, Mental Health Services</i>	V
<b>Brett Williams</b>	<i>Director Hospital Services</i>	V
<b>Randal Millington</b>	<i>HSU</i>	V
<b>Alistair Ball</b>	<i>NSWNMA Organiser</i>	V
<b>Tiffany Tran</b>	<i>ASMOF</i>	V
<b>Invitees</b>		
<b>Belinda Gow</b>	<i>Manager, Industrial &amp; Employment Relations</i>	V
<b>Greg Driver</b>	<i>Manager, Workforce Services &amp; Performance</i>	V
<b>Gaye Wright</b>	<i>Manager HR</i>	V
<b>Peta Fedeli</b>	<i>District Manager Workforce Safety and Wellbeing</i>	V
<b>Amy Wells</b>	<i>Representative for Redevelopment Manager</i>	V
<b>Andrew Teece</b>	<i>HSU Workplace Representative</i>	V
<b>Shahbaz Saleemi</b>	<i>HSU Workplace Representative</i>	V
<b>Kerry Rodgers</b>	<i>NSWNMA Workplace Representative</i>	V
<b>Rodney Steward</b>	<i>NSWNMA Workplace Representative</i>	V
<b>Joannah Mitchell</b>	<i>Secretariat</i>	V

### 1. WELCOME & APOLOGIES

Acknowledgement of country provided by CE  
**Apologies** - Paul Isaac

### 2. Chief Executive – NBMLHD Update

The Chief Executive advised the committee members on the following:

- The Chief Executive advised the committee members that COVID-19 is consuming a lot of time for all Staff. NBMLHD Public Health department is assisting with the neighbouring and other LHD's across the state. Our LHD is reporting lower local cases.
- Fit Testing has been stepped up for the LHD, also the surety of PPE for our staff.
- A number of staff are working from home across the LHD.
- Clinical Staff are being supported by the COVID-19 team (Purple Team).
- The CE thanked all staff, as the LHD is now recording 30,000 vaccinations. The vaccination hub has extended hours and is now operational 7 days a week.
- The CE provided gratitude to the Surgical Team as the LHD finished at the end of the Financial Year with a 000 result. All patients received their surgeries.
- Professor Emily Hibbard is leading a research study to look at JMO wellbeing. It is an 8 session Project, 1<sup>st</sup> part of the project has been completed and results for NBMLHD JMO's has recorded a positive outcome.
- Future surgeons completed a science exam, for NBMLHD it was a 100% pass rate
- Nepean Redevelopment construction has ceased for a 2 week period, however the 2 weeks will not affect the timetable.

### 3. MINUTES OF PREVIOUS MEETING

- The Minutes from the previous meeting 24 April 2021 were accepted.

#### 4. ACTIONS ARISING FROM THE PREVIOUS MINUTES

- Parking for on call staff – *This matter was referred to the Geoff Oakley and the parking team. The parking team have put strategies in place for the on call staff. – Matter closed*
- DPC to provide breakdown of the number of Doctors employed at NBMLHD for ASMOF – *DPC to provide the information to ASMOF*
- National Doctors Day – *Tiffany Tran to provide this information later this year 2021 or early 2022*
- Agenda Items for NR USSC to be sent to secretariat – *Matter closed*

#### Standing Items

##### 5.1 Health Services Union noted the following:

- The HSU advised the committee members that the meal breaks for Security is still a matter to be rectified for the LHD. The HSU has advised members to ensure they provided with an uninterrupted meal break and they may leave the Hospital site.
- Shahbaz Saleemi advised the committee a COVID-19 positive patient was brought to the ED Thursday 22.7.2021. Shabez noted there is an issue with staff transferring the patients from the ED to ward 5A, as no PPE provided to those security staff. Concerns were raised regarding non-clinical staff who are around COVID-19 positive patients. Further discussions were held relating to the following:
  - What is the level of training for staff re PPE and Fit Testing? DPC advised the Fit testing is now in the remit of WPC and over the last few months work has been progressing in this area. Director Nursing and Midwifery advised staff training has occurred noting concentrating on the high risk areas. Fit testing for staff will be recorded in StaffLink.
  - HSU raised how does the LHD prioritise who should be considered for fit testing? Security staff has face to face contact with patients and therefore should be considered.
- The Security at Mental Health issue is still open, this matter is pressing and the LHD will keep the HSU up to date on progress.

**Action: DPC to look into the incident that took place 22.7.2021 in ED and information to be provided to the HSU**

##### 5.2 NSW Nurses and Midwifery Association noted the following:

- The NSWNMA raised if casual staff are included to be fit tested?
  - The LHD responded noting once the data is available the unions will be updated accordingly.
  - Director Nursing and Midwifery advised all ICU staff have been fit tested and UG Students.
  - Theatres have advised fit testing of staff is a high percentage and is continuing. GM BMDAMH advised all COVID-19 screeners have been fit tested
  - All high risk areas is having fit testing rolled out.
  - DPC advised the reporting data is to be addressed. MoH has allocated resourcing and the LHD is currently recruiting to these positions. Once the data is accurate the LHD will be able to monitor who has and has not been fit tested.
- Brett Williams advised the committee in NBMLHD 3 COVID-19 positive patients, the status of the patient referred to by S in 5A is yet to be confirmed.

**Action: DPC to advise Unions if fit testing is being provided for night shift staff**

**Action: DPC to provide data of staff fit testing to unions within two weeks**

##### 5.3 ASMOF

- ASMOF raised the policy regarding secondary employment noting an update was completed without Union consultation in 2020. ASMOF noted the union would like to discuss the policy and put forward amendments.

**Action: Belinda Gow to contact ASMOF to discuss concerns regarding secondary employment policy.**

##### 5.4 Nepean Redevelopment- Amy Wells reported and provided the Committee members with an update:

- Construction for Stage 1 has been shut down, at this stage there is no identified risk to the completion date
- The recent COVID-19 outbreak may affect procurement of equipment for the new build
- Tower one will be ready for moving into by around end of March, 2022 for the move. Additional resources will be sought to provide assistance with the transition.
- Stage 2 Nepean Redevelopment business case is ready to be submitted to the MoH.

- Workspace accommodation is being addressed and work is being done on this issue.
- The Chief Executive noted the Redevelopment Team has been doing a fantastic job, and the migration is an exciting development.
- Randall Millington enquired about the budget for the uplift in staff for the Nepean Redevelopment. The Chief Executive advised the committee that the uplift in staff is not yet confirmed. WPC will communicate to the unions once the uplift has been confirmed.
- Randall Millington spoke to recruitment, noting it is taking the LHD 4-5 months to recruit a cleaner, noting this is a grave concern to the union members which relates to the Nepean Redevelopment staff uplift. The Chief Executive advised that there is planning for the uplift, noting that WPC is working on this. The Chief Executive advised staff will be provided for day one, however, those numbers are still to be confirmed.

**Action: DPC to follow up on the time recruitment are taking to fill positons.**

## 6. WHS & USSC Meetings

### 6.1 WHS – Report noted.

### 6.2 USSC Reports/Minutes

#### Minutes:

- Nepean Hospital
- Blue Mountains
- Mental Health

All Noted

## 7. Business without notice

- The HSU noted the COVID testing Clinic at Nepean Hospital is near the main staircase people are transitioning through the hospital. Brett Williams advised that Security should be there to control that, also noting security and cleaning staff will be advised of this issue.
- The NSWNMA referred to the annual leave memo and requested clarification around the pro rata component. The DPC advised that the pro rata is not included, in the leave to be taken.

**Action: Julie Williams to send the Annual Leave memo to the NSWNMA union**

**NEXT MEETING: 22 October 2021**  
**Meeting closed at 10.01am**