



## Minutes of Joint Consultative Committee

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**DATE:** Thursday, 12<sup>th</sup> December 2024

**VENUE:** TEAMS

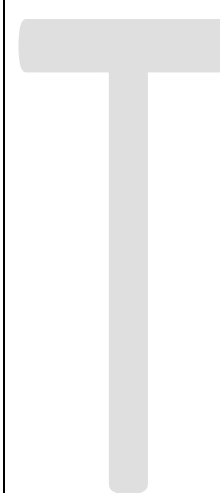
**PRESENT:** Jodi Nieass (Chair), Belinda Ford, Steven Varley, Matthew Ramsey, Ivette Jude, Sharon Lawson, Shirley Graham, Jalpa Joshi, Michael Sutton, Joohyung Oh

**APOLOGIES:** Nil

**TIME COMMENCED** 12:30hrs      **TIME COMPLETED:** 13:17hrs      **MINUTES:** Shirley Graham

ITEM NO.	TOPIC	DISCUSSION	ACTION / TIMELINE	RESPONSIBILITY
1.	<u><b>Acknowledgement of Country</b></u>	Acknowledgement of Country by Jodi Nieass. I/we would like to acknowledge the original custodians of this land and pay my/our respects to the Elders both past, present and future for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia.		
2.	<u><b>Present and Apologies</b></u>	Around the room introductions as this is the first meeting.		Chairperson
3.	<u><b>Declaration of Conflicts of Interest and Confidential Items</b></u>	Nil		

4.	<b><u>Confirmation of Previous Minutes</u></b>	No previous minutes as this is the first meeting.		
5.	<b><u>Outstanding Actions/Items</u></b>	No outstanding actions.		
6.	<b><u>Presentations</u></b> 6.1	Nil		
7.	<b><u>General Business</u></b> 7.1 Redevelopment Update	<p><b><u>Redevelopment project update</u></b></p> <p>SG presented an overview of the project history, including the plans that were made 18 months ago before the project was put on hold due to insufficient funds.</p> <p>The project is Stage 2 of the Manning Redevelopment with a budget of \$100million.</p> <p>A master plan was developed by the Architect and user groups developed the detailed design. The hospital is land locked and there are insufficient funds for a green site (whole new hospital on another site). Therefore, space needs to be made to allow a new building on campus.</p> <p>Consideration was given to ensure connectivity on site as previous projects had not achieved this very well.</p> <p>The Master plan includes- demolition of the Administration Building (Building 9), Mortuary, Pathology, Pharmacy, Facility Maintenance Unit.</p> <p>A new building encompassing IPU's, Pathology, Mortuary, Pharmacy with a connection spine from the new building through the existing hospital to separate patient movement and public movement.</p>		

		<p>Reconfiguration of the loading dock, front entry and reception area.</p> <p>The Master plan and detailed design were completed. The project stalled due to insufficient funds.</p> <p>2024- Funds have been increased to \$180 million. A value management approach has been taken and the project has commenced with early works.</p> <p>Early works include demolition of the Mortuary, Administration building and the Victoria Fever ward.</p> <p>The new in-patient units will be built with a modified spine connecting the building to the hospital. A new mortuary will be on the lower floor. The next stage of the works will include Pharmacy and Pathology. The Master plan can be realised as funds are released.</p> <p>As the Administration building needs to be vacated, we reviewed all options for staff. Staff who have a community or district role will be moved off campus. There is a significant number of staff in the Administration building who need to stay on campus. There is no space to accommodate these staff members, so we looked at Community Health. Staff in the community health building who do not have direct link with the hospital and their role is mainly community based will be moved off campus to a commercial lease.</p> <p>We have secured the tenancy of 3 spaces in 2 Pulteney Street Taree. Taree University have leased the building, and we are sub leasing 3 spaces for 3 years.</p> <p>We have begun to identify staff who can relocate. There is a lot of process reviews and change management that will need to occur. SL will be meeting with each group to work through their needs.</p>		
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	<p>7.2 Staff concerns raised</p>	<p>There is a tender out for minor refurbishment of the sub lease spaces which closes on 18<sup>th</sup> December.</p> <p>There is also a tender out for the demolition contract. The building has a lot more asbestos in it than previously thought. Demolition will commence early March. We are planning to relocate staff by the end of February. This will be done in a few stages.</p> <p>Q. Is there car parking?</p> <p>There are 16 car parks in the basement, and these will be retained for Fleet cars.</p> <p>SG showed the floor plans.</p> <p>Q. Where are the toilets.</p> <p>SG showed the university campus floor plan. The toilets are adjacent to the sub lease spaces.</p> <p>JO stated that it was disappointing that staff have not been given sufficient time. February is close with Christmas in the middle.</p> <p>SG responded that we were unable to communicate this information to staff until the lease had been secured. The lease was supposed to commence in early October but was finally secured on 10<sup>th</sup> December. We were also aware that staff had been consulted 18 months ago about the building being demolished and started to clear their office space then the project stalled. This time we wanted to ensure the information was solid.</p> <p>Q. What are the plans with the mortuary closing?</p>		
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		<p>SL provided and overview of the work undertaken to date to improve processes around the mortuary and find a location on campus for a temporary cool room. This is still under consideration.</p> <p>Q. What are the expectations from staff, do they need to pack and unpack?</p> <p>There will be a local removalist company engaged. We have already had discussions with them and will confirm relocation dates as soon as we know when the minor refurbishment will be completed. We plan to start with sub lease 3 as this has the least amount of work required and whilst sub leases 2 and 1 are being refurbished staff can be relocated to sub lease 3.</p> <p>Staff will be expected to pack their boxes. Most desks and filing cabinets will not be transferred but all other items will. We will provide coloured paper for each group to identify their items (write their name on the box) and the removalist will match the colours to the desk spaces.</p> <p>We have an ICT project team lead- Renae St John who will work with local ICT staff to ensure the ICT items are up and running as soon as possible.</p> <p>We will have two staff from the John Hunter Health and Innovation Precinct (JHHIP) project to assist with the move. These two staff have worked with me on relocating services in John Hunter as part of the JHHIP project.</p> <p>Staff are being invited to tour the spaces on Monday 16<sup>th</sup> and Tuesday 17<sup>th</sup> December.</p>		
8.	<b><u>Standing Items</u></b>	Nil		

9.	<b><u>Other Business</u></b>			
10.	<b><u>For Information</u></b>	Next meeting to be held on Thursday 19 <sup>th</sup> December		
	10.1			
11.	<b><u>Next Meeting</u></b>			

DRAFT

*Confirmed this Thursday 12/12/24*

*Signed by Chairperson*

