

# West Moreton Health Service MINUTES

## Minutes: Local Consultative Forum

|              |                             |  |                    |                  |  |
|--------------|-----------------------------|--|--------------------|------------------|--|
| <b>Date:</b> | Wednesday, 18 December 2013 | <b>Commencement and Completion Time:</b> | 11:00am – 12:00 pm | <b>Location:</b> | The Park Centre for Mental Health, Yuggera Place Conference Room Q1.10 |
|--------------|-----------------------------|--|--------------------|------------------|--|

| Committee Members                            |                   |                  | Tick one box |         |        | Proxy/Comment   |
|--|-------------------|------------------|--------------|---------|--------|---|
| Position                                     | Name              | Key              | Present      | Apology | Absent |   |
| A/Coordinator Safety, Quality and Governance | David Kelly       | CSQG             |              | x       |        |   |
| AWU Organiser                                | Terry Cross       | AWU Org          | ✓            |         |        |   |
| AWU Representative                           | Corey Condon      | AWU Rep          |              |         | x      |   |
| AWU Representative                           | Darryn Collins    | AWU Rep          |              |         | x      |   |
| QNU Representative                           | Neil Page         | QNU Rep          | ✓            |         |        |   |
| Together Queensland Organiser                |                   | TQO              |              | x       |        | Permanent apology                                     |
| Together Queensland Representative           | Anne-Marie Bergel | TQR              | ✓            |         |        |   |
| QNU Organiser                                | Jenni Ballantyne  | QNUO             | ✓            |         |        |   |
| Director of Nursing (Chair)                  | William Brennan   | DON              | ✓            |         |        |   |
| Nursing Director Secure Services             | Padraig McGrath   | NDSS             |              | x       |        |   |
| A/Director Workplace Relations               | Kathryn White     | DWR              |              | x       |        | Kathryn White proxy til position is filled.           |
| Allied Health Representative                 | Paul Clare        | AHS              |              | x       |        |   |
| QNU Representative / ABM Coordinator         | Ian Tracey        | QNU Rep ABM Coor |              |         | x      |   |
| A/Manager Corporate Services                 | Richard Katt      | MCS              | ✓            |         |        |   |
| Nursing Director, Community IMHS             | Julie Gotts       | NDCIMHS          | ✓            |         |        |   |
| Director, Allied Health & Community MH       | Michelle Giles    | DAHCMH           | ✓            |         |        | Michelle left the meeting following the presentation. |
| Executive Director, Workforce                | Alan Millward     | EDW              | ✓            |         |        | Alan teleconferenced in from his home.                |
| Minute Secretary                             | Lynda Glasgow     | Sec              | ✓            |         |        |   |

# West Moreton Health Service MINUTES

| Presentation/Invited Guests  |   |
|--|---|
| Dr Leanne Geppart, Director or Strategy MH&SS – Currently Acting Executive Director, MH&SS | <p><b>BAU:</b><br/>Dr Geppart gave an update on Barrett Adolescent Unit (BAU). As of Monday (16/12/13) all staff received a formal letter outlining their options and advising that BAU would officially close as of 02/02/14. After Care are providing a holiday program for the remaining consumers. Discussions with unions took place on Monday &amp; Tuesday of this week except for Together Qld whose meeting is Thursday 19/12/13. No formal requests have been received so far from the unions. The rules regarding VR have now changed and VRs are not guaranteed however, preference will be given to those who want a VR – QNU sought confirmation that VRs were not on the table at this time. Same confirmed. QNU advised that staff may have an expectation for VRs as the Committee Members were advised through a previous LCF that VRs were guaranteed by West Moreton and would be available. These minutes are available to all staff on G Drive. The QNU advised a request was made to Kerry Parkin on Monday for documentation in line with the Bloomfield recommendations. Terry Cross and Jenni Ballantyne requested an accurate vacancy list together with what positions are affected to be sent to them via email prior to mandatory closure Friday 20/12/13. Will Brennan to facilitate this and include Communities. It was pointed out that IMHS is under a different award to The Park. Different scenarios were discussed to which Allan Millward responded. He advised that every situation would be assessed individually.</p> <p><b>ET&amp;R:</b><br/>REDACTED</p> |

| 1.0   | Meeting Opening  | Responsible Officer |
|-------|--|---------------------|
| 1.1   | <p>Will Brennan, Director of Nursing volunteered to chair this meeting. All members present accepted and agreed to Will chairing this meeting. Ongoing chairing of LCF discussed at item 2.1 'Appointment of new Chairperson'</p> <p>Apologies were received from:- Kathryn White, David Kelly, Paul Clare, Padraig McGrath.</p> |                     |
| 1.2   | <p>The following declaration of conflict of interest were received from:-</p> <ul style="list-style-type: none"> <li>Nil conflict of interest was declared.</li> </ul>   |                     |
| 1.3   | Previous Minutes   |                     |
| 1.3.1 | Minutes of the meeting held on <b>Wednesday, 20 November 2013</b> were accepted as a true and accurate record of proceedings.  | Jenni Ballantyne    |

# West Moreton Health Service MINUTES

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|  |       |   |  |
|  | 1.3.2 | Business arising from the minutes<br>REDACTED |  |

| 2.0 Matters for Decision   |  |        |         |          |
|----------------------------|--|--------|---------|----------|
| Item                       | Title/ Item  | Action | Officer | Due Date |
| 2.1                        | Appointment of new Chairperson<br>REDACTED                         |        |         |          |
|                            |  |        |         |          |
| 3.0 Matters for Discussion |  |        |         |          |
| Item                       | Reference/ Discussion Topic  | Action | Officer | Due Date |
| 3.1                        | Recognition & Acknowledgement of Achievements<br>REDACTED          |        |         |          |
| 3.2                        | Quality, Safety and Risk<br>Smoking in Medium Secure:-<br>REDACTED |        |         |          |

# West Moreton Health Service

## MINUTES

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|-------|--|--|--|--|
|       |  | REDACTED   |  |  |
| 3.3   |  | <b>Accreditation</b><br>REDACTED   |  |  |
| 3.4   |  | <b>Redevelopment Update</b><br>(In relation to staffing levels)                  |  |  |
| 3.4.1 |  | <b>ETR/DD Combined (28 beds)</b><br>REDACTED                                     |  |  |
| 3.4.2 |  | <b>Extended Forensic Treatment &amp; Rehabilitation Unit (EFTRU)</b><br>REDACTED |  |  |
| 3.4.3 |  | <b>WM CCU Sept 2014</b><br>REDACTED  |  |  |
| 3.5   |  | <b>Budget</b><br>REDACTED  |  |  |
| 3.6   |  | <b>Notification of Industrial Issues/Actions</b>                                 |  |  |

# West Moreton Health Service

## MINUTES

|       |  |  |  |  |
|-------|--|--|--|--|
|       |  | REDACTED   |  |  |
| 3.7   |  | <b>Workload Management Forms</b><br>REDACTED       |  |  |
| 3.8   |  | <b>Vacancies</b>                                   |  |  |
| 3.8.1 |  | <b>Nursing :</b><br>REDACTED                       |  |  |
| 3.8.2 |  | <b>Administration</b><br>REDACTED                  |  |  |
| 3.8.3 |  | <b>Operational</b><br>REDACTED                     |  |  |
| 3.8.4 |  | <b>Allied Services</b>                             |  |  |
| 3.9   |  | <b>Equity Consideration</b><br>REDACTED            |  |  |
| 3.10  |  | <b>People and Culture update</b><br>REDACTED       |  |  |
| 3.11  |  | <b>Aggressive Behaviour Management</b><br>REDACTED |  |  |
| 3.12  |  | <b>Annual Committee Work Plan</b><br>REDACTED      |  |  |
| 3.13  |  | <b>The Park – Kitchen turn around plan</b>         |  |  |


# West Moreton Health Service MINUTES

|      |                            |  |  |
|------|----------------------------|--|--|
|      | REDACTED                   |  |  |
| 3.14 | Revamping LCF:<br>REDACTED |  |  |

|            |  |  |  |
|------------|--|--|--|
| <b>4.0</b> | <b>Matters for Noting</b>  |  |  |
| Item       | Noted  |  |  |
| 4.1        | <b>Major Correspondence</b><br>REDACTED  |  |  |
| 4.1.1      | <i>Minutes of subcommittees:</i><br><i>West Moreton HHS Consultative Forum –</i><br>REDACTED |  |  |
| 4.2        | <b>Other agenda items for raising at a later date.</b>                                       |  |  |
| 4.2.1      | <b>Payroll System</b><br>REDACTED  |  |  |
| 4.2.2      | <b>LCF minutes on G Drive</b><br>REDACTED  |  |  |

## 5.0 Meeting Finalisation

# West Moreton Health Service MINUTES

| Item  |   |
|---|---|
| 5.1   | List of action items were reviewed and responsible officer and due dates confirmed.   |
| 5.2   | <p>Meeting Evaluation</p> <ul style="list-style-type: none"> <li>QNU Rep tabled Newspaper article "Doors locked on mentally ill patients" – announcement by Health Minister, Laurence Springborg. Chair advised this will have impact on Ipswich but not The Park. This is a state wide issue for the Mental Health branch.</li> </ul> <p> Newspaper article referred to during me</p> |
| 5.3   | The next meeting will be held at <b>The Park, Yuggera Place Conference Room Q1.10, Wednesday 15 January 2014 at 11:00 am – 12:30 pm</b>   |
| 5.4   | The meeting closed at 12:05pm   |
| <b>Minutes authorised by Chair as an accurate record of proceedings</b> |   |
|   | / /   |
| <b>William Brennan</b>  | <b>Date</b>   |