

# SUTHERLAND HOSPITAL AND COMMUNITY HEALTH SERVICES

## LOCAL COMMUNITY ADVISORY COMMITTEE

**Date:** Wednesday 3 December 2008  
**Venue:** Seminar Room, Level 2, Sutherland Hospital  
**ATTENDEES:** Brenda Hagan (Chairperson), Lyndall Howes, Colleen Loder, Sandy Hudson, Chris Bentley, Bronwyn Carruthers, Ross Johnston, Robert Brice, Nick Skleparis and Wendy Fyfe (Minute Secretary)

| Item   | Comments  | Action |
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| 1. <b>Apologies</b>  | Paul Moore and Saminstha Kar  |        |
| 2. <b>Acceptance of Minutes</b><br>– 3 December 2008                                 | Separate item to agenda to be added regarding the clarity of Terms of Reference   | WF     |
| 3. <b>Matters Arising from Previous minutes:</b><br><br>a) Traffic Management Survey | <p>Nick Skleparis, Corporate Services Manager reported to the committee. A review of the car park has been carried out by the Department of Commerce, Traffic Consultant. A business case will then go to the Chief Executive Officer for funding of this project about \$600,000. A new ticketing system will be required with price range of \$3.00 - \$12.00 per day for parking. It is anticipated that speciality groups will get concession rates. Tenders for ticketing and signage will be required – working party will move as quickly possible to finalise this project.</p> <p>Committee pointed out that there are not enough disabled parking spaces within the hospital grounds. Mr Skleparis informed the committee that there will be more disabled parking spaces than are required by law for the amount of parking within the hospital grounds.</p> <p>Traffic officer will be appointed and will issue infringement notices for those who park illegally within the hospital grounds – this position will be self funding.</p> | NS     |

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| <p>b) Gardening on Hospital Site</p> <p>c) Representatives on Hospital Committees</p> | <p>There will be an increase parking capacity from 685 to over 700 with sufficient lighting and signage. Staff car park (at back of hospital) will increase by 32 spaces.</p> <p>Mr Skleparis informed that the pedestrian crossings do not comply with RTA signage and this will be rectified within 3 months – Money received (\$600,000) must be spent by 30 June 2009 on major capital projects.</p> <p>The new ticket machines will eliminate coin handling – ticketing by credit cards and tokens for staff.</p> <p>Must comply with RTA standards.</p> <p>Mr Skleparis informed committee that a gardening schedule needs to be done and the head gardener has been asked to have this schedule done by end of January 2009. This will include the inside gardens and areas which will need to be done by contractors.</p> <p>One of the reasons for the time taken to keep up the standard of the gardens is that the gardeners have been used in other roles within the hospital because of sick leave – courier and postal deliveries.</p> <p>Mr Skleparis undertook to inform the committee on the progress of the two items.</p> <p>Bronwyn Carruthers informed committee members that she had not received any input from members regarding what committees they wish to join. Bronwyn Carruthers pointed out that not all hospital committees need to have members from the LCAC on them.</p> <p>Members informed Bronwyn Carruthers that they have not all received copies of the Terms of Reference from all of the committees. General Manager has given Bronwyn Carruthers a list of committees which members of the LCAC are invited to attend. List of committee’s times, dates and venues will be supplied to Committee members in the new year. Bronwyn Carruthers to have Terms of Reference updated where necessary.</p> | <p>NS</p> <p>BC</p> |
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|  | <p>Ross Johnston informed the committee members that the hospital is committed to the committee. Senior members of the hospital attend or a representative where necessary. The Chief Executive Officer and the NSW government want to make this initiative work and a restructure at an Area level early in the new year will assist with the success of these committees. Some hospitals are struggling and the filling of new vacant positions will improve the situation.</p> <p>Mr Johnson stated that the members should look at themselves as a member of the wider community not a spokesperson – be a sample of the community – think from a consumers point of view – look at the hospital as a consumer. This may assist with their approach to the role.</p> <p>Keep eyes and ears open to what people are saying and bring it to the committee not as a complaint but as an awareness which the committee and hospital can address.</p> <p>Members advised that they would like to view minutes and link-in with other Committees. Mr Johnston informed them that minutes from each consumer meeting are on the internet and information can be obtained from there.</p> <p>Bronwyn Carruthers informed the committee that an appropriate Task will be established for the committee to undertake in 2009.</p> |  |
| <p><b>4. Standing Agenda Items</b></p> <p>a) Hospital Update</p> | <p>Electronic Medical Records program has been established within the hospital. Huge undertaking with all medical records will be electronic – all staff have to be trained within 6 weeks – Emergency Department will be first to go live.</p> <p>This is a state-wide initiative currently in public hospitals only.</p> <p>Sandra Friese from Barkala Ward has become the Nurse Practitioner for Aged Care – in the Aged Care Assessment Unit working with Peter Gonski, the Aged Patients Dementia Unit and Emergency Department.</p> <p>Bronwyn Carruthers will ask Sandra to address the Committee in the middle of 2009.</p>   |  |

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|  | <p>Bronwyn will submit a copy of the EQUIP self assessment – synopsis of mandatory HSS.</p> <p>In February 2009 a Numerical OH&amp;S assessment will take place - this is scored on different levels of safety, patients and staff.</p> <p>Cath Whitehurst, General Manager will speak to the Committee about the Clinical Plan at the meeting in February 2009.</p> |  |
| <p><b>5. New business</b></p> <p>a) Garling Report</p> <p><b>6. Next Meeting</b></p> | <p>100 page report – the executive summary will be distributed to the members with the minutes</p> <p>The report requires a response from the Area Health Services – TSH will wait for direction from Area.</p> <p><b>Wednesday 3 February 2009 – 5.00 pm Group Room 1</b></p>   |  |