

# **SOUTH EASTERN SYDNEY & ILLAWARRA AREA HEALTH SERVICE**

## **SUTHERLAND HOSPITAL AND COMMUNITY HEALTH SERVICE**

### **CONSUMER ADVISORY COMMITTEE MEETING MINUTES**

**Date:** Wednesday October 6, 2010

**Time:** 5.00pm – 6.30pm

**Venue:** Group Room 1, Level 2

#### **Item 1:**

**Attendance:** Peter Lewis(Chair), Lyndall Howes, William Veitch, Robert Brice, Colleen Loder, Deborah Allison, Nick Skleparis, Corporate Service Manager, Bronwyn Carruthers (DON), Penny Glezellis, Community Partnerships Officer.

**Apologies:** Chris Bentley, Brenda Hagan, Kristi Owen, Sandy Hudson, Cath Whitehurst (GM)

#### **Item 2: Acceptance of Minutes of the previous meeting held on August 4, 2010 confirmed.**

Amendments to previous minutes:

4.1 Cath Whitehurst mentioned that the letters of thanks be tabled at committee meetings.

3.1 Line markings had already been attended to.

#### **Item 3: Matters Arising from Previous Meeting**

##### **3.1 Update on Area Community Partnerships issues:**

The report on the SESIH CAC Forum held in August will be emailed to members as soon as it becomes available.

Robyn Bignell, Manager Community Partnerships Unit has arranged for a SESIH CAC Chairpersons meeting to be held on Wednesday October 27, 2010 at Sutherland Hospital – it is envisaged the new consumer charter will be discussed along with a generic consumer presentation.

##### **3.2 Work Plan 2010**

Penny outlined the STGH CAC work plan - the committee was keen to adopt a similar work plan for Sutherland Hospital CAC. Penny to draft the new work plan and present it at the next meeting.

Penny circulated the STGH CAC flyer that had been emailed to all STGH staff – the flyer outlines the key objectives of the committee and informs staff that are developing information brochures or health promotional material to contact the CAC for review and feedback. The committee was keen to have a similar flyer emailed to the staff at Sutherland Hospital - Penny to email flyer to all TSH staff.

### **3.3 Update on Parking:**

Nick provided a detailed report on progress to date. There was discussion following this.

The two ticketing machines have been installed – one in the main foyer and the other in the Emergency Department. The new machines only accept cash payments at present but will soon be accepting credit cards.

At present there is a flat rate of \$4 for parking, however it is anticipated the maximum full day rate will be \$10.00. Special parking permits to be given for network staff working across both sites. Committee members will also receive a card allowing them free access to the parking area. Arrangements have been made to have Armaguard security empty the pay machines bi-weekly.

With regard to the parking officer position – discussions have been held with the union with the aim of having a security officer who is currently on light duties undertake the position - if this proposal does not proceed the position will need to be advertised.

## **Item 4: Standing Agenda Items:**

### **4.1 Committee Member Reports**

Deborah Allison reported that she attended the Aged Care meeting recently and mentioned that the minutes don't have action/outcomes – Bronwyn to follow up on the format of agenda.

Peter Lewis reported that he had attended the Disaster Planning Committee meeting which – mainly discussed housekeeping. Bronwyn mentioned that the Disaster Planning Committee will be replaced with the Central Hospital Network Disaster Planning Committee.

Colleen reported that the ED meeting discussions were centred around the re-location.

### **4.2 Hospital Update**

Bronwyn provided an explanation of the proposed Local Hospital Networks. Our local Hospital Network will contain Sutherland Hospital, St George Hospital, Royal Women's Hospital, Prince of Wales Hospital, Sydney/Sydney Eye Hospital and Garrawarra. Bronwyn explained that the Chief Executive position and the General Manager positions are being advertised – there will be a Director of Nursing at each facility.

The hospital has received planning money for the re-development of aged care – meetings are being held to discuss the re-development project.

The NSW Nurses Association is pushing for a 1:4 nurse-patient ratio – the proposal goes to the industrial commission next month.

#### **4.3 Good News Stories**

Penny to circulate letters of thanks at the next meeting.

#### **Item 5. New Business**

##### **5.1 Consumer Recruitment**

Penny mentioned that she had received Sandy Hudson's resignation from the committee. Penny to draft a letter on behalf of the committee thanking Sandy for her contribution.

Bronwyn mentioned that there is a need to advertise for new members - Bronwyn and Penny to meet and discuss recruitment options.

Bronwyn asked the committee to give some thought on having the committee meetings held bi-monthly instead of monthly. Peter Lewis mentioned that he would like to put this forward to all committee members at the next meeting.

##### **5.2 Guest Speakers**

Discussion held regarding guest speakers - the following were suggested;

Wendy Mullooly – Cardiac Rehab CNC  
Jodie Cameron – ED Nurse Practitioner

**Meeting closed at:** 18.30pm

**Next Meeting:** Wednesday November 3, 2010  
5pm – 6.30pm  
Room 1 Antenatal Clinic, Level 2  
Sutherland Hospital