

SOUTH EASTERN SYDNEY & ILLAWARRA AREA HEALTH SERVICE

SUTHERLAND HOSPITAL AND COMMUNITY HEALTH SERVICE

CONSUMER ADVISORY COMMITTEE MEETING MINUTES

Date: Wednesday February 2, 2011

Time: 5.00pm – 6.30pm

Venue: Group Room 1, Level 2

Item 1:

Attendance: Peter Lewis (Chair), Brenda Hagan, William Veitch, Robert Brice, Colleen Loder, Deborah Allison, Kristy Owen, Cath Whitehurst, General Manager, Nick Skleparis, Corporate Service Manager, Gayle Jones (SNM), Penny Glezellis, Community Partnerships Officer.

Apologies: Lyndall Howes, Chris Bentley, Bronwyn Carruthers (DON)

Item 2: Acceptance of Minutes of the previous meeting held on December 1, 2010 were confirmed.

Item 3: Matters Arising from Previous Meeting

3.1 Update on Parking:

Nick reported on the following:

The process for the use of the parking cards was explained to the committee members present.

The credit card facility is still in process of being commissioned, and the Vendor is talking directly with the supplier in Europe regarding the programming of the Paycom stations. TSH parking equipment is the first of its type in Australia and the writing of the program is taking much longer than was originally anticipated.

Armaguard is causing some problems as they are not emptying the pay machines in a timely manner. This is being addressed with Armaguard.

After the reconciliation of the staff car park EOI, it was agreed that All staff should be issued with parking access cards to the Staff Car park (No 5), with a refundable payments of \$20.00 deposit for each staff card. Staff can credit their cards as often as they need, and they will only be charged when they use the card to enter the car park.

The parking officer position has been difficult to fill internally and the hospital will now need to create a new position for this role, and advertise it externally.

The GM has sent a letter to Sutherland Council on behalf of the CAC regarding the trees and branches but it seems that they are not interested in assisting the hospital with the issue. The Hospital will continue to write to council in order to resolve the issue.

3.2 Work Plan 2010-2011

Review of Pre-admission information:

Penny requested that individual committee members could either email or call her with feedback and suggested changes to the current pre-admission information.

Item 4: Standing Agenda Items:

4.1 Committee Member Reports

No reports from committee members due to the summer break period.

4.2 Hospital Update

Cath Whitehurst reported on the following:

Still awaiting a response from NSW Health regarding the approval of finances for the Emergency Department and Aged Care re-development projects – a response is expected in March 2011.

The tender process for the nursing home to be built on the hospital site is on schedule – currently awaiting development approval to be given by council.

Terry Clout is the new CEO for the South Eastern Sydney Local Health Network.

Matthew Daley has been appointed as the Chief Operating Officer (COO) for the cluster.

The Governing Council will be meeting for the first time next Wednesday February 9, 2011.

The CAC's will continue in their present form but it is envisaged that the committees will be more strategically involved under the new Local Health Networks.

The LHN Clinical Service Plan to be circulated to the committee at the next meeting – if it is available.

Bronwyn Carruthers is currently on extended sick leave and her replacement will be attending future CAC meetings.

4.3 Update on Area Community Partnerships Unit issues:

Penny reported that Louise Saville, Community Partnerships Officer is returning from maternity leave later this month and will oversee the committee.

Item 5. New Business

5.1 Review of CAC Charter

The latest version of the draft CAC charter was reviewed by the committee and accepted with no amendments.

5.2 Recruitment of new committee members

It was agreed that the recruitment of new committee members be deferred until after a review of committee member representation on Hospital Committees was conducted.

5.3 Committee Representation on Hospital Committees

Cath outline the importance of committee members being represented on Hospital committees and the benefit of having consumer input from a healthcare perspective.

It was agreed that a full review of committee member representation on hospital committees be undertaken. Louise to meet with Cath in order to outline the committees that require consumer representation.

5.4 Election of new Chairperson for 2011

Peter Lewis was re-elected as the Chairperson of the committee for 2011.

Meeting closed at: 18.15pm

Next Meeting: Wednesday March 2, 2011
5pm – 6.30pm
Room 1 Antenatal Clinic, Level 2
Sutherland Hospital