

**MINUTES**  
**19 Nov 2019 – 10:00am – 1:00pm**  
**The Claffy Lecture Theatre**  
**Sydney/Sydney Eye Hospital**

<p><b>Part A</b></p>	<p><b>Item 1</b></p> <p>1.1</p> <p>1.2</p>	<p><b>MEETING OPENING – 10:03am</b></p> <p><b>Acknowledgement of Country</b></p> <ul style="list-style-type: none"> <li>• Acknowledgement of Country was given by KB.</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>• AS, headspace Bondi Junction Consumer</li> <li>• CO, Director, Allied Health</li> <li>• DM, Consumer/Community Representative</li> <li>• JD, Director, Planning, Population Health and Equity</li> <li>• JR, Consumer/Community Representative</li> <li>• GM, St George/Sutherland Mental Health Consumer</li> <li>• GR, Medical Advisor, Clinical Governance and Medical Services</li> <li>• KO, Director, Nursing and Midwifery</li> <li>• KS, Drug and Alcohol Services Consumer</li> <li>• LW, Patient Safety Manager, Clinical Governance Unit</li> <li>• MR, Eastern Suburbs Mental Health Consumer</li> <li>• SM, Sutherland Hospital Consumer</li> <li>• TW, Chief Executive</li> </ul> <p><b>Present:</b></p> <ul style="list-style-type: none"> <li>• AJ, Manager, Community Partnerships Unit</li> <li>• CF, War Memorial Hospital Consumer</li> <li>• CW, Eastern Suburbs Mental Health Consumer</li> <li>• DN, HIV Outreach Team Consumer</li> <li>• EP, St George/Sutherland Mental Health Consumer</li> <li>• FP, Kirketon Road Consumer</li> <li>• GL, St George Hospital Consumer</li> <li>• HM, Prince of Wales/Sydney Eye Hospital Consumer</li> <li>• JR, HIV Outreach Team Consumer</li> <li>• JS, The Albion Centre Consumer</li> <li>• JW, The Royal Hospital for Women Consumer</li> <li>• MM, Consumer/Community Representative</li> <li>• PL, Sutherland Hospital Consumer</li> <li>• SR, The Royal Women Hospital Consumer</li> </ul> <p><b>Guests:</b></p> <ul style="list-style-type: none"> <li>• CB, Community Partnerships Officer, Community Partnerships Unit</li> <li>• NL, Director, Drug and Alcohol</li> <li>• LP, Manager, Health Promotion Service</li> <li>• TS, Registered Music Therapist</li> <li>• HW, ED Clinical Nurse Unit Manager, Sydney/Sydney Eye Hospital</li> </ul> <p><b>Chairs:</b></p> <ul style="list-style-type: none"> <li>• KB, Consumer/Community Representative</li> <li>• GC, Prince of Wales/Sydney Eye Hospitals Consumer</li> </ul> <p><b>Minutes:</b></p>
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- SB, Engagement and Support Officer, Community Partnerships Unit

	<b>Item 2</b>	<b>Approval of Minutes</b> Minutes of the DCCC Formal Meeting held 24 October 2019 were approved.
	<b>Item 3</b>	<b>Event Introduction and Details</b> KB set the tone by introducing the ethos behind the event, which was strengths-based, collaborative and positive. As such, there would be no “winner” and instead, the projects would be grouped into categories based upon how feasibly the DCCC could support them. The categories are Recognition, Recommendation, Endorsement and Champion.
<b>Part B</b>	<b>Activity</b>	
	<b>Item 4/5</b>	<b>Project Stations</b> Consumers rotated around the five stations, hearing from the project leads on their person-centered and/or health navigation initiatives.

	<b>Item 6</b>	<p><b>Outro: Thanks to Projects</b> GC thanked the presenters for attending, noting that they have all been recognised by the DCCC as being exceptional and outstanding projects.</p>
	<b>Item 7</b>	<p><b>Endorse, Champion, or Recommend the Projects</b> A robust discussion took place to determine if and how the DCCC may contribute to each projects success, as well as the meaning of each category. The following comments were noted:</p> <ul style="list-style-type: none"> <li>•The ONE study was given a “gold star” for being outstanding but also beyond any assistance from the DCCC. The gold star was a new category that was developed due to the outstanding nature of this program.</li> <li>•COMAC was endorsed by the DCCC as a project with their seal of approval</li> <li>•The Music Therapy project was deemed to be in its early, pre-implementation phase, and could benefit from collaboration and recommendations from the DCCC</li> <li>•The HOPE and Pocket Card projects were the two champion projects, chosen as ideas that could be progressed by the DCCC</li> </ul> <p>ACTION 1 Letters will be sent out each projects informing them of the outcome of the day.</p> <p>ACTION 2 Invite champion projects back to the DCCC for future collaboration.</p>
	<b>Item 8</b>	<p><b>Next Steps for Champion Projects</b> <b>The following comments were noted:</b></p> <ul style="list-style-type: none"> <li>• As the HOPE project has only been implemented at one facility, SR suggested thinking about other populations, such as for homeless women and pregnant women at The Royal Hospital for Women</li> <li>• GL argued that any action needs to be manageable from a resource-constraint perspective</li> <li>• The Pocket Card project is an achievable, “quick win” that could be considered on a larger scale, possibly through concerted promotion/disseminated</li> <li>• The Pocket Card idea can be taken back to the CAC’s and EP suggested that if they are not interested in it, finding out why could identify potential barriers</li> </ul> <p>ACTION 3 Invite the Music Therapy project back in 2020 to provide recommendations.</p> <p>ACTION 4 Compile and send out project comments and feedback.</p>
	<b>Item 9</b>	<p><b>Business without Notice</b> As KB’s co-chair term has ended, co-chair nominations are being accepted until November 29<sup>th</sup>. Voting will occur at the December meeting.</p>
<b>Part C</b>	<b>Meeting Close 1:07pm</b>	
	<b>Item 10</b>	<p><b>Next Meeting</b> <b>Date:</b> 12 December 2019 <b>Time:</b> 12:00pm-2:00pm <b>Venue:</b> The Claffy Theatre Room <b>Type:</b> Formal</p>

*Action Items from District Consumer and Community Council Meetings*

<b>Meeting Date</b>	<b>Item</b>	<b>Action</b>	<b>Who</b>	<b>Status</b>
18 Apr 19	9	<i>SB to invite Tim Croft to present to the DCCC.</i>	SB	Pending the completion of Tim's engagement
27 Jun 19	7	<i>BM to submit a consumer and community engagement plan, workshop information, and focus group details to the DCCC.</i>	BM	Complete. Engagement Plan discussed 30/07/2019 and workshop complete 1/8/2019
	10	<i>SB to submit the DCCC recommended Purpose Statement to Kate and establish next steps.</i>	SB	Pending approval from JD
30 Jul 19	5	<i>CW to return amended Engagement Strategy for approval and seek consumer representation on the Community Services Directory Advisory Group.</i>	CW	Pending. Seeking a project extension from Executive Council.
15 Aug 19	4	<i>LW to send an EOI for the Quality and Safety Board Committee for DCCC members to join</i>	LW	Pending. SB co-designing with committee secretariat
	7	<i>SB to contact PHN to see if they endorse</i>	SB	Contacted. PHN rep

# SESLHD Consumer and Community Council (DCCC) Event



		<i>the second edition of Healthcare Rights.</i>		<i>following up.</i>
24 Oct 19	6	<i>SB to collaborate with FP to write to Patient Opinion about their gender demographics.</i>	SB	Pending. <i>SB contacted FP to formulate feedback.</i>
19 Nov 19	7	<i>Letters will be sent out to all of the projects that attended, letting them know the outcome of the day.</i>  <i>Invite champion projects back to the DCCC for future collaboration.</i>	SB	Pending.
	8	<i>Invite the Music Therapy project back in 2020 to provide feedback and recommendations to support its implementation.</i> <i>Compile and send out project comments and feedback.</i>	SB  SB	Complete. Added to Agenda Drafting document.  Complete. Sent out with November minutes