

**Goldfields Women's Health Care Centre**  
31 March 2020- Meeting Minutes  
Held via ZOOM

Item	Relevant Documents (to be attached)	Actions
1) Open: President	Ali Kent	
2) Attendance:	Ali Kent (AK) Ainslee McAlinden (AA) Denise Roberts (DR) Gloria Moyle (GM) Jo Normington (JN) Maureen Duddy (MD) Samantha Duddy (SD) Jill Menhennett (JM) Elise Wheadon (EW)	
3) Apologies:	Lillian Walters LW	
4) Register of Conflict of Interest	N/A	



Endorsed:

<p><b>5) Acceptance of minutes from previous meeting:</b></p>		<p><b>Moved: Denise Roberts</b> <b>Seconded: Ainslee McAlinden</b></p>
<p><b>6) Matters Arising from previous meetings</b></p>	<ul style="list-style-type: none"> <li>• Fundraising Sub Committee</li> <li>• Strategic Planning Meeting</li> </ul>	<p>AK gave an updated that both sub- committees have met and made excellent progress with the draft of the Strategic Plan and the fundraising committee has planned to have Bunnings fundraising sausage sizzles. A Christmas in July was scheduled however all events are being put on hold due to COVID19 restrictions.  AK has spoken to KCGM regarding paying a membership forward to women's in the area who may not be able to pay the \$20 fee.</p> <p><b>ACTIONS:</b></p> <p><b>CEO to explore a rolling membership via webpage and the "pay it forward" membership</b></p> <p><b>AK to send draft strategic plan to Board for review &amp; CEO</b></p>
<p><b>7)</b></p>	<p>Well Women's Clinic Update</p>	<p>Dr Jennifer Sudbury conducted a WWC on 19 March 2020; it was a well-attended clinic given that the COVID19 restrictions were starting to be put in place. The next clinic is to be held on Thursday 16 April 2020 provided the airlines are flying.</p>
<p><b>8) Operational Report</b></p>	<p>CEO - Gloria Moyle</p>	<p>Thank you to the Board for your support and feedback, it is truly appreciated, (Attach COVID19 Policy) Endorsed 18<sup>th</sup> March 2020</p>

Endorsed:



**2. Procedures**

The following procedures apply in the event of the CEO giving notice that epidemic or pandemic procedures are in effect.

**2.1 Events**

- The CEO, with the advice of the Epidemic Officer, will consider on a continuing basis whether any events involving the attendance of staff or members of the public should be changed, rescheduled or cancelled to minimise the risk of infection.

**2.2 Work procedures**

- The CEO, with the advice of the Epidemic Officer, will consider on a continuing basis whether:
  - it is necessary or appropriate for nominated staff/volunteers to work from home.
  - staff/volunteer travel, (or other activities that may cause them to come into contact with other people in Australia or overseas) should be modified or terminated.
  - arrangements for staff/volunteers who work with clients or the public should be modified to minimise risks for all parties.
- The CEO, with the advice of the Epidemic Officer, may require any member of staff to not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take paid Epidemic Leave. Personal Leave Annual Leave.
- The CEO, with the advice of the Epidemic Officer, may require any member of staff to provide satisfactory evidence that they are fit to return to work.

**2.3 Contractors and suppliers**

- The CEO, with the advice of the Epidemic Officer, will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery (See Template 7, "Major suppliers to the organisation" from [Template: Pandemic Emergency Management Plan](#)).

**3. Health Messaging**

- 3.1 The Epidemic Officer shall familiarise staff/volunteers and others, as relevant, with recommended procedures on epidemic avoidance guidelines (e.g. handwashing, soap, sneezing policy) as appropriate.

*gm/le 18/3/2020*

*[Handwritten signature]*

Endorsed:

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Endorsed: 



Epidemic/Pandemic Policy	
Policy number	GWHCC 001
Drafted by	Gloria Moyle
Responsible person	Chief Executive Officer
Version	001
Approved by Board on	18 March 2020
Scheduled review date	30 June 2020

**1. Introduction**

From time to time infectious diseases develop into epidemics or pandemics, and create increased risks for the community. These occasions require specific policies targeted at the particular disease in question and general efforts at preparedness.

- 1.1 Goldfields Womens Health Care Centre wishes as far as possible to protect its clients, its staff, its volunteers, and the general public from infection or contagion by epidemics and/or pandemics.
- 1.2 Goldfields Womens Health Care Centre will facilitate, through its policies and procedures, strategies designed to reduce risks to its clients, its staff, its volunteers, and the general public.
- 1.3 Goldfields Womens Health Care Centre will comply with all directions from authorised public health officers and recognised medical authorities in relation to the epidemic or pandemic.

**2. Purpose**

2.1 The purpose of this policy is to outline the strategies and actions that Goldfields Womens Health Care Centre intends to take to prevent the transmission of infectious diseases that are epidemics or pandemics; and control the transmission of infectious diseases when a case/s is identified.

For the purpose of this policy, infectious diseases mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic.

**3. Scope**

3.1 This policy applies to:

Employees	Directors	Officers	Contractors (including employees of contractors)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓	✓	✓

INCLUDING: Where an individual is not a member of the Goldfields Womens Health Care Centre, but is a contractor, supplier, consultant, volunteer, or employee of a contractor, the policy applies to that individual. This policy does not apply to individuals who are not members of the Goldfields Womens Health Care Centre, but are contractors, suppliers, consultants, volunteers, or employees of a contractor.

*Gloria Moyle* 18/3/2020

Endorsed: 

#### 4. Policy

- 4.1 Goldfields Womens Health Care Centre will as far as possible plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic.
- 4.2 In the event of an epidemic or pandemic Goldfields Womens Health Care Centre will, as far as possible:
- 4.2.1 Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
  - 4.2.2 Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
  - 4.2.3 Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
  - 4.2.4 Provide standard precautions such as personal protective equipment (e.g. masks, soap, and gloves).
  - 4.2.5 Maintain its services and operations throughout the period of concern.
- 4.3 In the event of an infectious disease being declared an epidemic or pandemic, Goldfields Womens Health Care Centre requires people covered by this policy to take the following precautions:
- In consideration with the directions recommended by the World Health Organization and Department of Health.
- 4.3.1 Regularly and thoroughly clean, your hands with an alcohol-based hand rub or wash them with soap and water.
  - 4.3.2 Maintain at least 1.5 metres (3.5 feet) distance between yourself and anyone who is coughing or sneezing.
  - 4.3.3 Avoid touching your eyes, nose and mouth, or shaking hands with others.
  - 4.3.4 Make sure you follow good hygiene, and encourage others to do the same. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, and disposing of used tissues immediately.
  - 4.3.5 Stay home if you feel unwell. If you are well enough to work but would like to minimise the risk of infecting others, ask your supervisor whether you can temporarily work from home.
  - 4.3.6 Keep up to date on the latest hotspots (cities or local areas where the pandemic or epidemic is spreading widely). If possible, avoid travelling to places - especially if you are more at risk.
  - 4.3.7 If you are or are likely to be contagious, notify your supervisor as soon as possible. It may be possible or necessary for you to self-isolate by staying at home until you recover.
  - 4.3.8 Seek medical advice promptly and follow the directions of your local health authority.

#### 5. Leave and Flexibility

- 5.1 Goldfields Womens Health Care Centre recognises that staff may request or require paid and unpaid leave when they are unwell, at risk of or vulnerable to infection, and at risk of infecting others.
- 5.2 Workers may make use of leave consistent with Goldfields Womens Health Care Centre leave policy, relevant Industrial Instruments and the National Employment Standards (including access to unpaid leave).

*Amie* 19/3/2020

*Amie*

Endorsed:

5.3 Goldfields Womens Health Care Centre may, at its discretion, direct those affected or responsibly at risk of being affected by the pandemic or epidemic, to remain away from the workplace or work remotely.

**6. Notes**

In carrying out the procedures listed below, Goldfields Womens Health Care Centre will be guided by the information and directions provided by local health authorities and the World Health Organisation, and its occupational health and safety obligations.

**7. Above and beyond provisions**

- 7.1. Goldfields Womens Health Care Centre may subsidise any reasonable medical expenses incurred by any workers directed by Goldfields Womens Health Care Centre to obtain medical clearance for the infectious disease before returning to work.
- 7.2. Goldfields Womens Health Care Centre may offer any staff member who is diagnosed with the infectious disease in question additional paid entitlements to cover any period the person is required to spend in quarantine or self-quarantine, presuming that person cannot carry out their duties remotely.
- 7.3. Where possible during an epidemic or pandemic, Goldfields Womens Health Care Centre will aim to provide workers with flexibility to work remotely and to attend medical appointments.

**8. Related Documents**

- 8.1. Australian Health Management Plan for Pandemic Influenza (AHMPPI)
  - ACT - Australian Capital Territory
  - NSW - New South Wales
  - NT - Northern Territory
  - QLD - Queensland
  - SA - South Australia
  - Tas - Tasmania
  - Vic - Victoria
  - WA - Western Australia
- 8.2. Trusted Information Sharing Network (TISN) for Critical Infrastructure Resilience: [Template Pandemic Emergency Management Plan](#)

**9. Legislation & Industrial Instruments**

*This policy & procedure is not intended to override any industrial instrument, contract, award or legislation.*

- [Biosecurity Act 2015 \(Commonwealth\)](#)
- [Fair Work Act 2009](#)
- [Fair Work Regulations 2009](#)
- [Social and community services award 2019](#)

*gmayle 18/3/2020*



Endorsed:



**Epidemic/Pandemic Policy**

Policy number	GWHCC	Version	1001
Drafted by	Gloria Moyle	Approved by Board on	18 March 2020
Responsible person	Chief Executive Officer	Scheduled review date	30 June 2020

**1. Introduction**

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✓		✓	✓	✓	✓	✓

THIS POLICY IS A PUBLIC DOCUMENT AND IS AVAILABLE TO THE PUBLIC. IT IS THE PROPERTY OF GOLDFIELDS WOMEN'S HEALTH CARE CENTRE AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM GOLDFIELDS WOMEN'S HEALTH CARE CENTRE.

*Gloria Moyle*  
18/03/2020



Endorsed:



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*gm by le 19/3/2020*

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		<ul style="list-style-type: none"> <li>• As a result of Prime Minister, Scott Morrison's announcement on 18 March 2020 we will be continuing our classes as they are all approx. a maximum of 12 people will be practicing the 1.50m distance rule.</li> <li>• The Cancer Support group has been cancelled as these client's immunity will be too compromised to be in our centre at this stage. Denise Roberts will be touching base each month to ensure that the participants are connected.</li> <li>• The cleaning regime is extremely diligent particularly after every client that enters the building if we are to keep our essential services (counselling &amp; GP clinic) running without any infection. GWHCC staff will be cleaning the centre 2-3 times a day with the recommended disinfectant/ bleach solution- all doorknobs are included in this.</li> <li>• The onus is on the service provider to ensure all surfaces inside their rooms are cleaned after every client to reduce contamination, we have removed all toys and cushions with fabric surfaces in the centre. This includes the chairs inside each room. Veronica obviously you have fabric lounges so recommend spraying with a disinfectant spray and wash your throw rug regularly if you must use it.</li> <li>• All users are to ensure that all cups, glasses etc are to be washed and dried with paper towel and put away again to minimise infection as you can see the virus can last up to 9 days on glass etc.</li> <li>• Fridays are a no client day at the centre unless there are urgent.</li> <li>• The staff are now cleaning the centre as we have had to cancel our cleaners and make other changes to ensure we can remain viable, during COVID19 restrictions.</li> <li>• Our new staff member Libby Carmody is in the high-risk category – being an ATSI woman over 50 years who has a caring role and a son with respiratory problems. To ensure her health and safety I have set her up at home and have reassigned the workload as of 30 March 2020.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Moving forward we will meet regularly to keep connected.</li> <li>• GM advised the Board that given the current situation and that Office Coordinator, Carmen Tieri is on carers leave until at least end of May, it is extremely challenging to keep on top of the workload with reduced staff.</li> <li>• GM has spoken to our insurers to ensure we have the correct policies in place to cover staff working from home etc.</li> </ul> <p><b>ACTIONS:</b> <i>CEO requested asked to defer IWD wrap up until next meeting.</i></p>
9)	<p><b>MAJOR ITEMS OF CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>• Inward</li> <li>• Outward</li> </ul>	<p>All correspondence is logged in Laserfiche</p>
		



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[GWHCC.ORG.AU](http://GWHCC.ORG.AU)



The Goldfields Womens Health Care Centre is committed to delivering our services while keeping our clients and community as safe as possible. We are updating our practices daily in accordance with new information received from the West Australian Health Department. The following proactive measures are in place to ensure the safety of our clients, staff and women who may be feeling vulnerable.

We are continuing with Counselling, Unplanned Pregnancy Counselling Peri & Post Natal Counselling and monthly GP Clinic for health information and referral

Appointments can be over the phone or by the Video conferencing software ZOOM, depending on your preference. This enables social distancing and makes it easier for you to make contact with us in your home without having to travel.

The GP clinic is still face-to-face at this stage with the social distancing protocols in place.

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All other group sessions and workshops are currently on hold while we investigate online alternatives.

- Nadia from Yoga Tribe is currently conducting Yin Yoga on Thursdays via Zoom to register please click [Visit Website](#)
- Nick from Health Habits PT is running online sessions for more information click [Visit Website](#)
- Tai Chi with Di can host Zoom sessions for more information click [Visit Website](#)
- Di from Goldfields Physio is working tirelessly with her team to keep us all moving with weekly workouts led by exercise physiologist Bernie. For more information, please click [Visit Website](#) Stay tuned for updates on Monday night Pilates.

I am extremely thrilled to announce that after 18 months of lobbying and searching for an available female GP and financial support, the Well Women's Clinic is returning once a month! The first clinic was held on 19 March and was well attended.

The next clinic is on Thursday 16<sup>th</sup> April and we still have appointments available. Please contact the centre 90 218266 or [administration@gwhcc.org.au](mailto:administration@gwhcc.org.au) to secure your appointment.

Our Centre hours are now Tuesday, Wednesday and Thursday - 9am to 4pm. We

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are not a crisis service, but we will return messages left on our answering machine or Facebook messages when we return to the office on those days.

During these hours, our office will still be open to answer any queries or to book appointments.

I would like to personally thank my Board, Staff, loyal member and the Goldfields community for your ongoing support during these unprecedented times. Rest assured the GWHCC will continue to provide services to ensure that we get through this challenging time together.

Please do not hesitate please contact me on 0407711445 or [ceo@gwhcc.org.au](mailto:ceo@gwhcc.org.au)

Stay well, practice physical distancing please remember to connect socially with all the platforms available. The GWHCC will keep you updated via our pages [Visit Website](#) or Facebook [Visit Website](#)

Warm regards

Gloria Moyle

CEO

Endorsed:





	The above was sent to 1700 ppl on our mailing lists		
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Endorsed:

Treasurers Report –  
Samantha Duddy

We are not eligible for the State Government grants to small and medium-sized businesses as our wages are below the threshold of \$1 million. We will benefit from the freezing of State Government utilities charges.

Looking at our budget, the only other income that I think we will receive for the rest of the financial year would be for the integrated care management (mental health portal) and some counselling income (assuming that we can continue to manage the risk of infection for staff). Program providers will not be able to run classes – do we have any liability for refunds? I would expect that membership income will also cease due to the economic turmoil, people losing jobs etc.

My back of the envelope calculations for our fixed overheads, assuming we cut out all other non-essential spending – I know Gloria mentioned that cleaning has already been cancelled. This is all based off YTD/February expenditure (and I bumped wages up a little bit to allow for Libby).

- Bookkeeping \$1,300
- Bank Fees \$30
- Consumables \$50
- Printing \$50
- Telephone \$450
- Wages \$13,000
- Electricity \$220
- Vehicle \$200
- Counselling ???

Total expenditure per month \$15,300 x 3 months remaining (April, May, June) = \$45,900

If we get \$20,000 in support from the Federal Government we are still looking at about \$26,000 coming off our cash balances to get through to the end of financial year. March will give me a better indication of what kind of counselling income/expenditure we have and I can further refine these estimates. I have ignored the mental health portal income in this scenario because it doesn't usually come in until late June.

Endorsed:





Term Deposit for Long Service Leave Liability

The term deposit that we had with Beyond Bank matured in March and I asked Gloria not to roll it over until I could investigate comparison rates. Since that time the economy has been in sharp decline and while we still need to put money aside for our long service leave liability.

Beyond Bank were offering 1.6% on a 3 month term deposit at that time. As of today, ING were offering 0.85%, Westpac 1.05% and NAB 1.05%. The highest rate I could find on Canstar was with ME Bank, but this was also 1.6%.

I would recommend to the Board that we put \$20,000 on term deposit with Beyond Bank for a 3 month term and revisit this in the new financial year. I don't think it's prudent to lock up our funds for a longer period given the current economic uncertainty.



Samantha Duddy PHARMA



Endorsed:

		<p><u>MOVED Ali Kent</u> <u>SECONDED Jill Menhennett</u></p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• CEO to roll over \$20K with Beyond Bank at 1.65% for 3-month term on receipt of SD email.</li> <li>• CEO to ensure that the expenses are limited during this time and that all COVID19 government incentives are applied for.</li> </ul>
<p><b>11) General Business</b></p>		<ul style="list-style-type: none"> <li>• AK has stated that during the COVID19 restrictions in the event there are any urgent issues that the entire Board cannot be contacted that the CEO can make decisions in the best interests of the GWHCA Inc.</li> </ul> <p><b>Approved by consensus</b></p> <ul style="list-style-type: none"> <li>• AK and GM are debriefing regularly and will keep the Board up to date of any urgent issues before the next meeting.</li> </ul>
<p><b>12) Next Meeting</b></p>		<p>To be held Via ZOOM on Tuesday 19<sup>th</sup> May at 6.00pm</p>

Endorsed:





<b>13) Meeting Closed</b>	6.53pm	
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