

The Chair opened the meeting and Mr Monaghan acknowledged the Traditional Owners of this Land. He also paid his respects to Elders both past and present. He extended his respect to other Aboriginal people and colleagues present today.

**1. In-camera Session**

An in-camera session was not required.

**2.1 PRESENT AND APOLOGIES:**

**Board Members:**

Mr Peter Carter (Chair), Professor Susan Nancarrow, Dr John Griffin, Mr Michael Carter, Mr Scott Monaghan, Dr Andrew White, Mr Pat Grier, Mr Thomas George, Dr Cathy Adams

**Via Microsoft Teams:** Ms Carolyn Byrne, Ms Naree Hancock.

**Apologies:** Dr Alasdair Arthur.

**In Attendance:**

Ms Lynne Weir, Acting Chief Executive  
Mr Ged May, Community Manager  
Ms Liz Blake, Manager Chief Executive Unit

**In Attendance for part of meeting:**

Ms Kirsty Glanville, Director Aboriginal Health  
Ms Suzie Kuper, Voluntary Assisted Dying Project Manager  
Mr Stephen Manly, Director Cancer Care and Innovation

**2.2 Declaration of Pecuniary and/or Conflicts of Interest:**

There were no new declarations of pecuniary and/or Conflicts of Interest to declare.

**2.3 Previous Minutes:**

**2.3.1** The Minutes of the Board Meeting held on 31 May 2023 as circulated were **ENDORSED** as a true and accurate record:

**Moved:** Mr Scott Monaghan

**Seconded:** Mr Thomas George

**CARRIED**

**2.3.2 Business Arising from the minutes:**

**2.3.2.1 Ms Weir to provide further information on the LHDs flexible work practices for nursing staff to the 28 June 2023 Board meeting.**

Please refer to Item 5.1 CE Report.

**2.3.2.2 Ms Weir to provide an updated report on the steps taken to progress Dr Ingall and Dr Drinkwater feedback/queries to the 30 August 2023 Board meeting.**

The Board noted this will be provided to the July Board meeting.

**Action: Ms Weir to provide an update report on the steps taken to progress Dr Ingall and Dr Drinkwater feedback/queries to the 30 August 2023 Board meeting.**

### 2.3.3 Other Matters Arising from the minutes

Nil for this meeting.

### 3. Matters for Decision

Nil for this meeting.

### 4. Board Strategic Priorities

- 4.1 **Workforce and Culture** – update provided at April 2023 Board meeting.
- 4.2 **Patient Flow** - update provided at April 2023 Board meeting and through the CE report.
- 4.3 **Environmental Sustainability and Healthcare** – update provided in the May meeting.
- 4.4 **Aboriginal Health** – Please refer to Ms Glanville’s presentation today.

### 5. Matters for Discussion

#### 5.1 Acting Chief Executive’s Report

Ms Weir referred to the issues that were covered in the Chief Executive’s report including:

##### 5.1.1 Current and Significant Issues

- **Casino Ambulance** – the new station was officially opened (on Casino Hospital grounds) on 30 May 2023.
- **Media Releases** - The board noted the two recent media releases relating to the opening of the Tweed Valley Hospital (TVH) in early 2024 and the Bureau of Health Information data on Northern NSW Hospitals performance throughout another busy period.
- **Recruitment** - International nurse recruitment campaigns are progressing well with the LHD continuing to support the transit process.  
A Careers Expo will be held at TVH in early August 2023.
- **COVID** – The COVID risk rating remains at Yellow Status. An update was provided on the number of staff needing to furlough across the District due to COVID.
- **Innovation and Staff Recognition** - an update was provided on the winner of the recent staff awards including Big Ideas and NNSWLHD Nursing and Midwifery Excellence Awards.
- **Chief Executive** – Ms Tracey Maisey has recently been appointed as the new NNSWLHD Chief Executive. Ms Maisey will be attending a meet and greet morning tea with Board Members and Executive Leadership Team (ELT) on the 7 July 2023 before commencing officially in August.
- **Service Agreement** – an update was provided on the process for the 2023-24 NNSWLHD Service Agreement and Statement of Service.
- **Ministry of Health Visit** - Mr Matthew Daly, Deputy Secretary, System Sustainability and Performance and Mr Justin English, Acting Director Program Management Office, System Performance Support will attend the LHD in July.
- **Item 2.3.2.1 – Flexible Work practices for nurses** – an overview was provided on actions to enhance flexible work practices for nurses.  
Ms Byrne requested an update in six months on this. Ms Weir agreed to provide an update on flexible rostering to the December meeting.  
**Action: Ms Weir to provide an update on flexible rostering to the December meeting.**

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Prof. Susan Nancarrow asked if the Board should be looking at indicators of outcomes as a result of changes introduced. Prof. Nancarrow will organise a meeting with Mr Michael Carter, Dr Andrew White and Mr Peter Carter to discuss. Mr Thomas George requested this item be included on the August agenda to discuss the suggestions and outcome of this meeting.

**Action: Prof. Nancarrow will organise a meeting with Mr Michael Carter, Dr Andrew White and Mr Peter Carter to discuss outcome reporting and report back to the August 2023 Board meeting.**

**Action: Ms Weir to add Efficiency Improvement Plans to July 2023 Board meeting.**

#### 5.1.2 Update on Strategic Issues

- **Strategic Priority: Empowering Aboriginal Health**

The Board noted the information in the Aboriginal Health Dashboard 2023 and Ms Glanville's presentation.

#### 5.1.3 Matters for Approval

- Nil for this meeting.

#### 5.1.4 Major Key Performance Indicators

- Emergency Treatment Performance (ETP) during May 2023 NNSWLHD was 28.7% against a target of 50%(admitted).
- Elective Surgery Access Performance during May 2023 was Category 1 95% against a target of 100%, Category 2 74% against a target of 97% and Category 3 74% against a target of 97%.
- Elective Surgery overdue numbers for May 2023 were Category 1 – 2, Category 2 – 373, Category 3 – 465. The number of overdue patients continues to decrease.
- Triage – NNSWLHD met triage Category 1 target, Category 2 May 2023 result was 78% with a target of 95% and Category 3 result was 74% against a target of 85%.
- Transfer of Care target for May 2023 was 90% with a result of 79%.

#### 5.1.5 Security, Risk and Compliance Update

- Nil for this meeting.

#### 5.1.6 Governance Update

- Nil for this meeting.

#### 5.1.7 Digital Health Update

- An update was provided on Digital Health progress across the LHD.

#### 5.1.8 Capital Works/Planning Projects

- An update was provided on the capital works and planning projects across the LHD.

#### 5.1.9 Matters for Noting

- The Board noted the Memo on behalf of Ms Deborah Wilcox, Deputy Secretary Health System Strategy and Patient Experience regarding the Youth Health 2022 report on implementation of the NSW Youth Health Framework 2017-2024.

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#### **5.1.10 Important Meetings/ Diary Commitments**

- Culture and Innovation Workshop - 13 July 2023, all day workshop with ELT and Tier 3 Managers. Guest speaker, Dr Mark O'Brien.
- Combined NNSWLHD and PHN Board meeting 26 July 2023 with guest speak Tracey Johnson, CEO Inala Primary Care.

#### **5.1.11 Questions for the Chief Executive without Notice**

The Board **ENDORSED** the Chief Executive's Report.

### **5.1 Committee Minutes (discussed on exception basis, otherwise noted)**

#### **5.2.1 Health Care Quality Committee (HCQC) – 13 June 2023**

Mr Peter Carter advised that there was one item raised approximately 12 months ago pertaining to perineal lacerations. Mr Carter was pleased to advise they are now meeting targets as the result of a significant amount of work.

The Board noted the unconfirmed HCQC minutes.

#### **5.2.2 Finance and Performance Committee (F&PC) – 21 June 2023.**

The Board noted the unconfirmed F&PC minutes.

#### **5.2.3 Medical and Dental Appointments Advisory (MDAAC) Committee – 25 May and 8 June 2023.**

Lynne provided a brief overview of the status of contracts that are pending. There are approximately 160 yet to be signed off prior to 30 June 2023.

The Board noted the unconfirmed 25 May and 8 June 2023 MDAAC minutes.

#### **5.2.4 Audit and Risk Committee Special Finance (ARC) – 7 June 2023.**

The Board noted the ARC minutes will be provided to the 26 July 2023 Board meeting.

#### **5.2.5 Clinical Planning and Clinician Engagement Committee (CPCEC)**

The Board noted this committee is being reviewed and updates will be provided as needed. Dr Adams reported the next meeting is scheduled for July.

#### **5.2.6 Community Partnership Advisory Council (CPAC) – 5 June 2023.**

Ged provided an overview of the CPAC meeting advising there were no issues for escalation however there is one outstanding issue related to seeking a new Chair for CPAC. Ged and Mr Peter Carter will discuss offline.

Dr Griffin raised an issue brought up by a Community Advisory Group (CAG) member related to the concept of wasteful energy. Dr Griffin confirmed the working party are alert to the issue and will continue to monitor it.

Professor Nancarrow enquired if the Terms of Reference for the Research and Innovation Committee had been updated to include the Director of Mental Health, Alcohol and other Drugs. The committee have previously endorsed this and the Board secretariat will follow up on the completion of this action.

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**Action: Board secretariat to confirm Director of Mental Health has been included as a member in the Terms of Reference of the Research and Innovation Committee.**

**5.2.7 Research and Innovation Committee (RIC) – 7 June 2023.**

Professor Nancarrow advised the Board a new graduate who has commenced their nursing and midwifery career on a scholarship has received a university medal. Mr Peter Carter offered a letter from the Chief Executive or Board Chair to congratulate the recipient of the scholarship. The CE offered to send this and Mr Peter Carter will forward the details.

**Action: Mr Peter Carter to send details of scholarship recipient to Ms Lynne Weir to send a congratulatory letter on behalf of the NNSWLHD.**

**6. Matters for Noting/Information (discussed only on exception basis)**

Nil for this meeting

**6.1 Major correspondence**

Nil major correspondence

**6.2 NNSWLHD Seal**

There were no items requiring the NNSWLHD Seal to be applied.

**6.3 Calendar**

**6.3.1 Chair's Calendar**

The Board noted the Chair's Calendar.

**6.3.2 Updated Board Calendar**

The Board noted the updated Board Calendar.

**6.4 Other matters for noting**

Nil for this meeting.

**6.5 Business without notice**

- Nil for this meeting.

**7. Meeting Finalisation**

Professor Nancarrow provided a critique of the meeting.

**7.1 Next Meeting**

26 July 2023

North Coast Primary Health Network Office

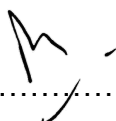
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**7.2 Meeting closed**

There being no further official business, the Chair declared the meeting closed at 12.05pm

I declare that this is a true and accurate meeting record.

Signed .....



Date .....26/07/23.....

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Mr Peter Carter  
Chair  
Northern NSW Local Health District Board

**9.05am- 9.35 Presentation on Aboriginal Health - Ms Kirsty Glanville, Director Aboriginal Health.**

The board welcomed Ms Glanville to the meeting.

An overview of the Aboriginal Health Directorate was provided and included information on Aboriginal Health Purpose, Strategic Planning, Analysis and Data Monitoring and Aboriginal Workforce.

Ms Glanville advised current focus areas of the Aboriginal Health team include a Rheumatic Heart Disease (RHD) Project which aims to implement a RHD Coordinator/Project Officer to undertake the RHD project within the Northern NSW and Mid North Coasts Local Health Districts. Enhancement funding was received for this role based on data review.

Another focus area is Discharge Against Medical Advice (DAMA) Aboriginal patients and Aboriginal unplanned hospital readmissions within 28 days of separation (discharge). This will include work around identifying links to DAMA and review cases to understand links to referrals attached to separations.

A future focus area discussed was enhancing Aboriginal Support Services with a goal being to develop and implement local procedures to provide 24/7 services. Additionally, the development of a NSW Health Anti-Racism Accountability Framework is being led by the Strategic Aboriginal Health Steering Committee.

**9.35am – 10.05 Presentation on Voluntary Assisted Dying - Ms Suzie Kuper, Voluntary Assisted Dying Project Manager and Mr Stephen Manly, Director Cancer Care and Innovation**

The Board welcomed Ms Kuper and Mr Manly to the meeting.

An overview was provided on the NSW Parliament's Voluntary Assisted Dying Act 2022 that was passed on 19 May 2022. This Act will allow eligible people the choice to access voluntary assisted dying in NSW from 28 November 2023.

Ms Kuper provided an update on the eligibility for patient to access the voluntary assisted dying process including:

- Must be over 18 years of age, Australian citizen, permanent resident or a resident in Australia for at least three continuous years.
- Have been living in NSW for at least 12 months
- Have decision making capacity in relation to voluntary assisted dying, and be acting voluntarily without pressure or duress
- Have at least one disease, illness or life limiting medical condition that is progressive.

- Have the ability to make and communicate requests and decisions about voluntary assisted dying throughout the formal request process.

An overview was provided on the eligibility of a medical practitioner to act as a coordinating or consulting practitioner and the requirements of a health practitioner to act as an administering practitioner.

Education and training for practitioners who choose to participate in voluntary assisted dying will be required to undertake mandatory training. Training will also be available for other health professionals including those who may support patients but do not have a formal role in the process. Training is expected to be available from September this year.

A Voluntary Assisted Dying Board will be an independent oversight and decision-making body. Functions of the Board will include:

- approving applications for access to voluntary assisted dying
- monitoring and reporting on the operation of the Act
- keeping a list of registered health practitioners who are willing to provide voluntary assisted dying services.

The Northern NSW LHD Vision:

All eligible people in NNSW LHD will have access to compassionate Voluntary Assisted Dying services, and health professionals who have the necessary skills and expertise to meet their needs.

The Board thanked Ms Kuper and Mr Manley for attending the meeting today.

**Board Development: Update by individual Board members**

As an action from the NNSWLHD Board Development Plan, Mr Peter Carter provided a brief overview on his professional background and the strengths he brings to the Board.