

1. PRESENT AND APOLOGIES:

Ms Hazel Bridgett, (Chair), Mr Malcolm Marshall, Mr David Frazer, Dr Joe Oog, Ms Deb Monaghan, Ms Rosie Kew, Dr Brian Pezzutti and Dr Sue Page

In Attendance : Mr Chris Crawford, Mr Murray Spriggs, Ms Jennifer Cleaver
(Secretariat)

Apologies: Professor Lesley Barclay, Dr Austin Curtin, Ms Leone Craydon

2 Declaration of Interest

Nil

3. Previous Minutes:

The Minutes of the Board Meeting held on 27 June 2012 were **ENDORSED**.

Moved: Mr David Frazer

Seconded: Mr Malcolm Marshall

CARRIED

4. Business Arising from the Minutes:

4.1 Ms Yvette Bowen, Workplace Health and Safety Manager is to provide advice to the 1 August 2012 Board Meeting on the Board's responsibilities as set out in the Work Health and Safety Act on the potential for penalties to be applied to Board Members where non-compliance with the Act is proven and whether Board Members who are paid a sitting fee will be open to individual penalties being applied to them.

Mr Crawford referred to the preliminary advice provided in the Brief in the Agenda papers from Ms Yvette Bowen, Workplace Health and Safety Manager in response to the queries that had been raised by the Board concerning the Work Health and Safety Act and the potential for penalties to be applied to Board Members. Mr Crawford advised that Ms Bowen is seeking further information from the NSW Ministry of Health on these matters and a further Brief will be submitted to the Board when this information is made available.

Action:

Ms Yvette Bowen, Workplace Health and Safety Manager is to provide definitive advice to the 29 August 2012 Board Meeting on the Board's responsibilities as set out in the Work Health and Safety Act and the potential for penalties to be applied to Board Members where non-compliance with the Act is proven and whether Board Members who are paid a sitting fee will be open to individual penalties being applied to them. The advice is to also include whether Visiting Medical Officers are covered under the Work Health and Safety Act.

Ms Craydon is to email Ms Yvette Bowen, concerning the issue of Deeds of Indemnity being issued for the Board Members against any liability to prosecution in relation to the Work Health and Safety Legislation and Ms Bowen will provide advice to the 1 August 2012 Board Meeting on this matter.
Ms Craydon was not available to report on whether she has emailed Ms Bowen concerning the issue of Deeds of Indemnity being issued for the Board Members against any liability to prosecution in relation to the Work Health and Safety Legislation.

Ms Bowen is to provide Board Members with the QBE internet link to information on Work Health and Safety Legislation requirements.

The advice provided in the Brief included in the Agenda papers was noted.

- 4.2 Mr Crawford is to submit a report to a future Board Meeting that provides information on the NNSW LHD recruitment system about the average length of time each clinical discipline takes to recruit staff from when the advertisement is approved to when the interview is held and the successful applicant is notified of his/her appointment, both retrospectively and prospectively.**

Mr Crawford advised that when the positions in the Workforce Change and Sustainability Service, that are responsible for recruitment matters, are permanently filled, the production of this report will be made a priority task.

Action:

Mr Crawford is to submit a report to a future Board Meeting that provides information on the NNSW LHD recruitment system about the average length of time each clinical discipline takes to recruit staff from when the advertisement is approved to when the interview is held and the successful applicant is notified of his/her appointment, both retrospectively and prospectively.

- 4.3 Dr David Hutton, Director Clinical Governance is to review a National Health Performance Authority Indicators document and provide a presentation on and summary of it to the July 2012 Board Meeting.**

Dr David Hutton attended the Board Meeting and presented a detailed overview summary of the National Health Reform Performance and Accountability Framework.

The Chair thanked Dr Hutton for providing such a comprehensive and informative presentation on the National Performance Indicators.

- 4.4 All Board Members are to submit their self-appraisals to the Board Chair by 6 July 2012.**

The Chair reported the Board Members self-appraisals have nearly been finalised and so this item can be removed from the Agenda.

4.5 A copy of the response to the Minister for Mental Health on the Towards an Aboriginal Health Plan for NSW Discussion Paper is to be submitted to the 1 August 2012 Board Meeting.

The Board noted the NNSW LHD response on the Towards an Aboriginal Health Plan Discussion Paper that was submitted to the MOH following the collation of feedback by Jennifer Smith, Manager Aboriginal Health and Lyndall Smith, Strategic Development and Performance Co-ordinator, Aboriginal Health Service.

4.6 Mr Crawford is to provide feedback from the Clinical Council meeting following discussion of the issue of identification of impending workforce shortages, that may be able to be addressed in a more timely fashion, such as recruiting to positions earlier.

Mr Crawford advised that the issue of identification of impending workforce shortages being able to be addressed in a more timely fashion was briefly discussed at the 31 July 2012 NNSW LHD Clinical Council Meeting. The Council Members have requested that this item be placed on the September 2012 Clinical Council Meeting Agenda as a priority item for discussion and that a Brief on this topic to inform the discussion be prepared by Management for distribution with that Meeting's Agenda Papers.

Mr Crawford requested that this item remain on the Board Agenda for a further update to be provided to the 3 October 2012 Board Meeting.

Action:

Mr Crawford is to provide feedback to the 3 October 2012 Board Meeting from the September 2012 Clinical Council meeting following discussion of the issue of identification of impending workforce shortages, that may be able to be addressed in a more timely fashion, such as recruiting to positions earlier.

4.7 The Board Chair is to forward a letter to the North Coast Medicare Local (NCML) Board requesting a nomination of a representative from its Board for consideration by the NNSW LHD Board. Following receipt of a response to that correspondence from the NCML, a letter is to be forwarded to the Minister for Health and Medical Research seeking appointment of the NCML representative to the NNSW LHD Board.

The Board noted the letter to Dr Tony Lembke, Chair, NCML of 20 July 2012 seeking a nomination of a representative of the NCML for consideration for appointment to the NNSW LHD Board.

4.8 A copy of the letter to the Health Education and Training Institute (HETI) suggesting that if other LHDs that have been provided GP Proceduralist or Rural Generalist positions, that they are not able to take advantage of, that these positions be made available in a timely fashion to other LHDs, such as NNSW LHD, is to be included in the 1 August 2012 Board Meeting Agenda for noting.

Mr Crawford noted that advice has been received from HETI, that if other LHDs are not able to take up GP Proceduralist or Rural Generalist positions, NNSW LHD will be able to receive excess GP Proceduralist and Rural Generalist positions, noting that advice on these positions will need to be available in a timely way to ensure that the NNSW LHD is able to access these positions during the intake timeframe.

4.9 A copy of the letter from Mr John Roach, MOH to the NNSW LHD responding to a request for additional funding to meet the additional expenses associated with the Leap Year will be included on the 1 August 2012 Board Meeting Agenda for noting.

The Board noted the letter from Mr John Roach, Chief Financial Officer, MOH dated 6 June 2012 responding to the NNSW LHD query concerning funding to meet the additional expenses associated with the Leap Year.

4.10 All Board Members who had attended the Board Members Conference are to provide a brief written overview of the Breakout Groups that they had attended, as well as their overall observations on the Conference for inclusion in the 1 August 2012 Board Meeting Agenda Papers for noting.

The Chair noted the report from Dr Page that has been provided in response to this request, which is listed under Item 9.5.

The Chair requested that this item remain on the Agenda to remind all Board Members, who had attended the Board Members Conference, of the need to provide a brief written overview of the Breakout Groups to the 29 August 2012 Board Meeting for noting.

Action:

All Board Members who had attended the Board Members Conference are to provide a brief written overview of the Breakout Groups that they had attended, as well as their overall observations on the Conference, for inclusion in the 29 August 2012 Board Meeting Agenda Papers for noting.

5. NNSW LHD Board Resolution & Decision Register

The updated Resolution and Decision Register from the 27 June 2012 Board Meeting was noted.

5.1 Additions to Register being items 85, 139, 140, 141, 143 were covered in Item 4 Business Arising.

Noted

5.2 New Register being Items 145 to 149 were covered in Item 4 Business Arising.

Noted

6. Minutes – Governance Committee:

6.1 Finance & Performance Committee

Mr Frazer gave a verbal report arising from the Finance and Performance Committee (F&PC) meeting held on 25 July 2012.

Action:

A special Board Strategic Budget Meeting is to be scheduled in either February or March 2013 to discuss the 2013/14 Budget Build-up process and Mr James McGuigan, Executive Director of Finance and key Finance Staff be invited to attend this special Board Meeting.

The unconfirmed Finance and Performance Committee Minutes from 25 July 2012 were noted.

6.2 Health Care Quality Committee

The Chair provided a verbal report arising from the Health Care Quality Committee Meeting held on 10 July 2012

Action:

The paper from Dr Pezzutti on “Care of the Deteriorating Patient” is to be submitted to the August 2012 Health Care Quality Committee for further discussion.

The unconfirmed Health Care Quality Committee Minutes from 10 July 2012 were noted.

6.3 Medical and Dental Advisory Appointments Committee (MDAAC)

The Board Chair gave a verbal report arising from the MDAAC Meeting held on 12 June 2012.

The unconfirmed MDAAC Minutes from 12 July 2012 were noted.

6.4 Health Services Development Committee

The Chair gave a verbal report arising from the Health Services Development Committee Meeting held on 26 June 2012.

Action:

Mr Crawford is to follow-up to ensure that appropriate funding is made available to the Tweed Byron and Richmond Clarence Health Service Groups to cover additional telehealth costs, if they arise.

The unconfirmed Health Services Development Committee Minutes from 26 June 2012 were noted.

6.5 Audit and Risk Committee (ARC)

The unconfirmed Minutes of the Audit and Risk Committee held on 24 July 2012 are to be circulated to the 29 August 2012 Board Meeting.

6.6 NSW LHD Clinical Council

Ms Kew advised that a presentation by representatives from Pathology North was the main focus of the 19 June 2012 Clinical Council meeting.

The NSW LHD Clinical Council Minutes from the 19 June 2012 were noted

6.7 Community Engagement Advisory Council (CEAC)

It was noted that the next meeting of CEAC is scheduled for 27 August 2012.

6.8 Medical Staff Executive Council (MSEC)

The Minutes of the MSEC Meeting held on 9 August 2012 are to be circulated to the 29 August 2012 Board Meeting.

7. General Business:

7.1 NSW LHD Asset Strategic Plan 2012 – 2022

Mr Crawford advised the NSW LHD Asset Strategic Plan 2012 – 2022 was submitted to the Board following its consideration by the NSW LHD Executive.

Dr Pezzutti raised several concerns with some aspects of the Plan in relation to some of the wording and some of the content of the document.

Action:

Mr Crawford is to arrange for a briefing to be provided on the current status of fire safety maintenance to a future meeting of the Finance and Performance Committee.

The Board endorsed the NSW LHD Asset Strategic Plan 2012 – 2022 subject to the above changes being made.

Moved: Mr David Frazer

Seconded: Mr Malcolm Marshall

CARRIED

7.2 Email dated 8 July 2012 from Dr Rosemary Craig to Dr Sue Page concerning establishment of the Urgent Care Centre at Campbell Hospital

Mr Crawford indicated that it is expected that the Urgent Care Centre in Coraki will be operating from 20 August 2012. The Chair advised that Dr Rosemary Craig has been consulted on her availability to work at the Urgent Care Centre and she is only available to work there on two days per week at this stage.

The Chair advised that she will forward a letter of response to Dr Craig's email dated 8 July 2012.

Action:

The Board Chair is to forward a letter of response to Dr Rosemary Craig's email dated 8 July 2012 concerning the Urgent Care Centre at Campbell Hospital.

7.3 Clinical Imagery Management Policy for endorsement

The Board endorsed the NSW LHD Clinical Imagery Management Policy.

Moved: Mr Malcolm Marshall

Seconded: Ms Deb Monaghan

CARRIED

Action:

Mr Crawford is to write to Professor Lesley Barclay, UCRHNC advising that clinical images that are used during Grand Rounds are required to be deleted at the completion of Grands Rounds, under the NSW LHD Clinical Imagery Management Policy.

7.4 Health and Well-being Conference 23 – 25 October 2012 attendance by Deb Monaghan

The Board endorsed Ms Deb Monaghan attending the Aboriginal and Torres Strait Leader Conference in Ballina from 23 - 25 October 2012.

7.5 Resolution thanking Janelle Saffin, MP, Member for Page for her strong advocacy in supporting NSW LHD to secure \$60 million of Capital works funding to commence the development of LBH Stage 3, an MRI Licence for the LBH MRI and \$4.3 million of funding to develop the Yamba Community Health Centre

The Board RESOLVED to forward a letter of thanks to Ms Janelle Saffin, MP, Member for Page for her strong advocacy in supporting NSW LHD to secure \$60 million of Capital works funding to commence the development of LBH Stage 3, an MRI Licence for the LBH MRI and \$4.3 million of funding to develop the Yamba Community Health Centre.

Action:

The Chair is to forward a letter of thanks to Ms Janelle Saffin, MP, Member for Page for her strong advocacy in supporting NSW LHD to secure \$60 million of Capital works funding to commence the development of LBH Stage 3, an MRI Licence for the LBH MRI and \$4.3 million of funding to develop the Yamba Community Health Centre.

8. Chief Executive's Report

Mr Crawford referred to the issues that were covered in his report to the Board, which included NSW LHD Quality Awards, Gold Coast Health District Board, North Coast NSW Medicare Local Board, Emergency Department Volunteers, Pain Management Overhaul, NSW Department of Premier and Cabinet Regional Co-ordination Administration, NEAT and NEST Performance, Healthshare Board, Performance Management within NSW LHD, Casino Hospital Land Sale, Interim Expansion of the LBH ED, Bonalbo Hospital,

Coraki and Surrounds, Mullumbimby Hospital ED, Follow-up of YourSay Survey Results, Budget, Work Health and Safety, 2012/13 Service Agreement, Relationship with the University Centre for Rural Health, Casino Hospital Nursing Staff Review, Parliamentary Committee Visit, HCCC Visit, New Capital Works Projects, Clinical Excellence Commission Consumer Advisors, NNSW LHD Structure and Appointment of First NSW Mental Health Commissioner.

Action:

Mr Crawford is to submit a Brief to a future Board Meeting on potential research funding opportunities available to the NNSW LHD.

The Chief Executive's Report was noted.

9. For Information:

9.1 Letter from Dr Chris Ingall, to the Hon Mike Baird, NSW Treasurer, seeking additional funding for LBH Stage 3 Redevelopment

Noted

9.2 Letter of response from John Roach, MOH dated 1 June 2012 concerning Oracle Finance and HRIS Systems

Noted

9.3 Queensland Health Media Statement concerning the Gold Coast Health District Board Member appointments

Noted

9.4 Sealed Deed between NNSW LHD and Cancer Institute Infoed Clinical Trials Module

Noted

9.5 Notes submitted by Dr Page arising from Board Members Conference, Maternal and Child Workshop on 22 June 2012 in Sydney

Noted

10. Business Without

- The Chair tabled a copy of the letter that has been forwarded to the Hon Jillian Skinner, MP, Minister for Health and Medical Research enclosing the NNSW LHD Action Plan for undertaking requests made in her two most recent letters to the LHD Chair with the outcomes requested having been achieved or substantially achieved.
- Dr Pezzutti suggested that an invitation be issued to Mr John Feneley, NSW Mental Health Commissioner to visit the NNSW LHD and meet with the Board. The Chair asked that Dr Pezzutti informally approach Mr Feneley prior to an official invitation being issued to Mr Feneley.

- The Board is to tour the new Pathology Laboratory when attending the next Board Meeting at The Tweed Hospital. Mr Spriggs is to arrange for Board Members to visit the redeveloped Pathology North – Tweed Laboratory.

Mr Crawford suggested the Board Members could view the new MRI at The Tweed Hospital before a future Board meeting.

- A dinner is to be arranged for Board Members to coincide with the 3 October 2012 Lismore Board Meeting, with a venue to be advised.

11. Correspondence In:

- 11.1 Schedule of correspondence received by the Board Chair for noting**
Noted

12. Correspondence Out:

- 12.1 Letter from Board Chair dated 19 July 2012 to Mr Brett Holmes, NSW Nurses Association concerning Campbell Hospital Coraki Steering Committee**
Noted

- 12.2 Letter from Board Chair dated 27 June 2012 to Lynne Cone, Secretary, Bonalbo Branch NSW Nurses Association**
Noted

- 12.3 Letter from Board Chair dated 19 June 2012 to Bruce Ralston, Chairman, SOS Upper Clarence Health Committee**
Noted

- 12.4 Letter from Chief Executive dated 26 June 2012 to Bruce Ralston, Chairman, SOS Upper Clarence Health Committee**
Noted

- 12.5 Letter from Board Chair dated 27 June 2012 to Barbara Kirkpatrick, concerning Bonalbo Hospital**
Noted

- 12.6 Letter from Board Chair to Thomas George, MP dated 27 July 2012 concerning the LBH Play Therapist position**

- 12.7 Letter of congratulations from Board Chair to Ms Suzanne Weir dated 25 July 2012 being voted Johnson & Johnson NSW Midwife of the Year**
Noted

- 12.8 Letter of congratulations from Board Chair to Ms Anne Farrell, dated 25 July 2012 on being named Clarence Electorate Woman of the Year**
Noted

4.10pm Mr Thomas George, MP, Member for Lismore attended the Board Meeting to address the Board.

Mr George thanked the Board for providing the opportunity to address the Board and raise several items that were of concern to him and some of his constituents.

Action:

Mr Spriggs is to follow up on the provision of local information including information on local support groups in LBH Cancer Institute as raised by Thomas George, MP, and Member for Lismore.

Action:

Mr Crawford is to seek advice about the availability of retinal surgery at St Vincent's Hospital and if this service was available when the last contract with St Vincent's Hospital was executed and whether this service can be included in the next Ophthalmology Service Tender process.

Action:

Mr Crawford is to follow up with the NNSW LHD Capital Works Unit to seek advice on what credit was given to the Lions Club in regard to the Accommodation Units established at LBH and what had occurred with these Accommodation Units, that had to be relocated when the Lismore Mental Health Inpatient Unit was developed and to provide feedback to Mr George on this matter.

Action:

Mr Crawford is to schedule a meeting with Mr George and Mr Fittler and the members of his group to be briefed by Health Infrastructure and its Architects on the final option for LBH Stage 3 Phase 1 Redevelopment.

Action:

Mr Crawford is to follow-up to ensure that recently appointed acting Nurse Management Staff in the Adult Mental Health Unit have appropriate qualifications and that appropriate senior Staff are always available within the Unit, and provide feedback to Mr George on this matter.

Action:

The Board Chair is to forward a letter to Dr Tony Lembke, Chair, North Coast Medicare Local (NCML) Board seeking proactive support in recruiting a local General Practitioner to Bonalbo from the NCML.

5.00pm Mr John Tart, representative of the Bonalbo SOS Committee and Mrs Barbara Kirkpatrick, representative of the Bonalbo Development Association joined the Board Meeting

The Chair referred to advice that had been received from Mr George, concerning communication to all Bonalbo and surrounds residents to ensure they are aware of the

arrangements that have been put into place or are being pursued to provide daytime and after hours medical care. The Chair advised that Mr Crawford will provide information to be included in the School Newsletter, as well as distributing information via the Post Office to the Bonalbo and surrounds residents. This will include information about the availability of the Eagle Phone, that is now available at Bonalbo Hospital.

Action:

Mr Crawford is to investigate if a Locum Medical Officer working at Bonalbo Hospital could write Closing the Gap Scripts for patients.

Mr Crawford advised that Ms Kirkpatrick will be invited to attend the meeting with Uniting Care Ageing with Mr Crawford, to discuss the proposal for the development of a Multipurpose Service in Bonalbo.


Ms Kirkpatrick indicated that she can arrange to distribute information to the 2469 postcode, as part of the Bonalbo Development Association Newsletter, that will be forwarded to Bonalbo and surrounds residents.

Mr George, Ms Kirkpatrick and Mr Tart thanked the Board for setting aside time to discuss current developments concerning Bonalbo Hospital with them.

- 13. Next Meeting:
Wednesday 29 August, 1.30 – 5.00 pm TERC Meeting Room, The Tweed Hospital, Tweed Heads**

There being no further business, the Chair declared the meeting closed at 5.55pm.

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

Signed  Date *25. 10. 2012*

Ms Hazel Bridgett
Chair, Northern NSW Local Health District