

**MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 28 AUGUST 2019 AT GRAFTON BASE HOSPITAL, CONFERENCE ROOM 1 & 2, ARTHUR STREET, GRAFTON COMMENCING AT 8.30am**

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The Chair paid his respects to Aboriginal Elders, past and present, as the traditional owners of the land, being the Bundjalung Nation and thanked them for their custodianship of the land.

**1. In-camera Session**

No In-camera session was required.

**2.1 PRESENT AND APOLOGIES:**

Dr Brian Pezzutti, Dr Allan Tyson, Mr Michael Carter, Mr Peter Carter, Ms Carolyn Byrne, Mr Pat Grier, Ms Deb Monaghan, Professor Susan Nancarrow, Dr Alasdair Arthur, Dr John Griffin

**In Attendance:**

Mr Wayne Jones, Chief Executive,  
Mr Ged May, Community Engagement Manager  
Ms Jennifer Cleaver (Secretariat)  
Ms Kate Greenwood (Secretariat)  
Mr Chris Gulaptis MP Member for Clarence (part of meeting)  
Mr Jim Simmons, Mayor Clarence Valley Council (part of meeting)  
Mr Richie Williamson, Councillor, Clarence Valley Council (part of meeting)  
Mr David Frazer, Chair Audit and Risk Committee (part of meeting)  
Dr David Hutton, Director Clinical Governance (part of meeting)

**Apologies:**

Mr Mark Humphries (Annual Leave)  
Dr John Moran (Annual Leave)  
Ms Naree Hancock

**Via Teleconference:**

Nil

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

No new declaration of pecuniary and/or conflicts of interest were declared.

**2.3 Previous Minutes:**

**2.3.1** The Minutes of the Board Meeting held on 28 July 2019 as circulated were ENDORSED as a true and accurate copy with the following amendments:

Item 5.2.1 to now read *"that the patient story from the 9 July 2019 HCQC had not been included in the 31 July 2019 Board meeting papers as was requested by the Health Care Quality Committee."*

Item 2.3.3 (Item 6.5) paragraph 5 to now read *".....of the Grafton Base Hospital regarding...."*

**Moved:** Dr Allan Tyson

**Seconded:** Professor Susan Nancarrow

**CARRIED**

**2.3.1a** The minutes of the North Coast Primary Health Network and NNSW LHD Combined Board meeting held on 27 March 2019 were ENDORSED as a true and accurate copy.

**Moved:** Dr Allan Tyson

**Seconded:** Mr Pat Grier

**CARRIED**

**2.3.2 Business Arising from the Minutes:**

**2.3.2.1 Final nominations for Board member membership of Board sub-committees are to be endorsed at the 28 August 2019 Board meeting.**

The Board ENDORSED the appointments to the membership of the following Board sub and management committees:

**Board Sub-Committees:**

- **Finance and Performance Committee**  
Dr John Moran, Mr Mark Humphries, Mr Michael Carter
- **Health Care Quality and Research Committee**  
Ms Carolyn Byrne, Professor Susan Nancarrow, Mr Peter Carter
- **Medical and Dental Appointments Advisory Committee**  
Dr Allan Tyson, Mr Peter Carter
- **Audit and Risk Committee**  
Mr Michael Carter, Ms Susan Nancarrow, Dr John Griffin
- **Clinical Planning and Clinician Engagement**  
Dr Brian Pezzutti, Ms Deb Monaghan, Dr Alasdair Arthur
- **Community Partnership Advisory Council**  
Mr Pat Grier, Mr Peter Carter, Dr John Griffin

**Management Committees:**

- **Security Governance Committee**  
Mr Mark Humphries
- **Aboriginal Partnership Meeting**  
Dr Brian Pezzutti
- **Medical Staff Executive Council**  
Dr Allan Tyson until MSEC is re-established following the commencement of Dr Timothy Williams, Executive Director Medical Services
- **Mental Health Forum**  
Ms Deb Monaghan, Mr Peter Carter
- **Drug and Alcohol Advisory Council**  
Mr Pat Grier, Ms Naree Hancock
- **Health Emergency Management Committee**  
Dr Allan Tyson

**2.3.2.2 Mr Jones is to schedule a suitable date with Mr Steve Teulan, Nous Group to facilitate a Board Governance workshop to assess the progress of the recommendations on Board Governance.**

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Mr Jones advised that Mr Steve Tuelan, Nour Group will be attending the 30 October 2019 Board meeting at The Tweed Hospital, with a workshop to be held following the completion of the Board meeting.

**2.3.2.3 Mr Jones is to provide a brief on his recent meeting with Mr Richard Jones, Chief Executive Westpac Rescue Helicopter Service in the Chief Executive report for the 28 August 2019 meeting.**

Mr Jones gave a brief overview of his recent meeting with Mr Richard Jones. Due to the larger specifications of the new helicopter risks have been identified in the utilisation of the TTH helipad for the helicopter. The Westpac Chief Pilot has informed the LHD that due to these risks, TTH helipad can no longer be utilised for departure and retrieval of patients.

The Gold Coast airport is the new destination for the helicopter and road ambulance or NSW LHD Patient Transport Vehicles will be used to transport patients to TTH.

Clinicians and staff at the TTH have been advised of the new arrangements.

**2.3.2.4 Mr Jones to submit a brief on the cost associated with providing birthing services at the Murwillumbah Hospital to the 25 September 2019 Board meeting.**

This will be submitted to the 25 September 2019 Board meeting.

**ACTION:**

**Mr Jones to submit a brief on the cost associated with providing birthing services at the Murwillumbah Hospital to the 25 September 2019 Board meeting.**

**2.3.2.5 Mr Jones to provide a brief on the nine Aboriginal Allied Health positions currently under recruitment to the 25 September 2019 Board meeting.**

This will be submitted to the 25 September 2019 Board meeting.

**ACTION:**

**Mr Jones to provide a brief on the nine Aboriginal Allied Health positions currently under recruitment to the 25 September 2019 Board meeting.**

**2.3.3 Other Matters Arising from the Minutes**

**Item 2.3.2.6** Mr Jones gave an update on the Warm room advising discussions are still underway with the Mental Health Unit and LBH staff.

**Item 2.3.3 (6.5)** -Mr Jones advised he has not been notified of any future meeting with the Department of Premier and Cabinet regarding the Clarence Correctional Facility and will follow this up.

**ACTION:**

**Mr Jones to make enquires with the Department of Premier and Cabinet about the scheduling of a new date for a meeting with relevant agencies and other stakeholders regarding the impact of the Clarence Correctional Facility.**

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**3. Matters for Decision**

**3.1 2019 Annual Public Meeting**

Mr May advised of potential dates for the 2019 Annual Public Meeting. Following discussion about the suitability of holding the meeting prior to December, and confirmation of a venue, Mr May will provide a final date to the Board.

**4. Chairman's Update**

**4.1 Chairman's Calendar**

The Board noted the Chairman's Calendar.

**5. Matters for Discussion**

**5.1 Chief Executive's Report**

Mr Jones referred to the issues that were covered in the Chief Executive's Report including:

**5.1.1 Current and Significant Issues**

- Clinician Engagement
- Winter Activity update
- Clarence Correctional Facility

**5.1.2 Update on Strategic Issues**

- Empowering Aboriginal Health and meetings concerning Aboriginal Health Partnerships/integration across the north coast.

**5.1.3 Update on Strategic Plan Implementation**

Nil for this meeting

**5.1.4 Matters for Approval**

Nil for this meeting

**5.1.5 Major Key Performance Indicators**

- Emergency Treatment Performance (ETP) during July 2019 was 78% against the target of 81%.
- Elective Surgery Access Performance - During July 2019, NNSW LHD did not meet the Category 2 and 3 targets. The results were as follows: Category 1, 100% Category 2 was 92% against a target of 97% and Category 3 was 92% against a target of 97%.
- NNSW LHD met all triage targets.
- Transfer of Care result for July 2019 was 88% against a target of 90%.

**5.1.6 Security, Risk and Compliance Update**

- Mr David Frazer, Chair Audit and Risk Committee and Dr David Hutton, Director Clinical Governance, described the process of undertaking the Quarterly Review of NNSW LHD Top 10 Risks. Following a lengthy discussion, the Board agreed that the current Risk Register does not reflect reliance solely on the "probability" approach to risk

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rating and that the situation will be addressed at the annual Risk Register Review meeting to be held in December 2019.

**5.1.7 Governance Update**

- Corporate Governance Attestation Statement for NNSW LHD for the period 1 July 2018 – 30 June 2019. NNSW LHD complied with all aspects of the statement for that period.

The Board **ENDORSED** the NNSW LHD Corporate Governance Attestation Statement for 1 July 2018 – 30 June 2019.

- Clinical Governance - "Len's story", a recent patient story presented at HCQC raised a range of concerns about the care and treatment of Len's experience in two NNSW LHD hospitals.

**5.1.8 Capital Works/Planning Projects**

- Coraki Hospital
- Lismore Base Hospital North Tower
- Grafton Ambulatory Care Unit
- Evans Head HealthOne
- Tweed Valley Hospital

**5.1.9 Matters for Noting**

- Western Sydney University Rural Doctor Model
- Leading Borderline Personality Disorder Treatment Program
- NSW Ageing and Disability Commissioner
- Westpac Life Saver Helicopter Rescue – please refer to Item 2.3.2.3

**5.1.10 Important Meetings/ Diary Commitments**

Nil for this meeting

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

- Mr Jones advised he has a meeting next week to review the interim report of the People Matter Survey and will report back to the Board via a presentation.

**ACTION:**

**Mr Jones to request Dr Richard Buss, Director Workforce to arrange a presentation on the latest results of the 2019 People Matter Survey results and an update on local PMS Action plans to the 27 November 2019 Board meeting.**

- Mr Jones responded to a query regarding the improvement in Workplace Health and Safety. Mr Jones advised the average age of an injured worker in northern NSW is 50, compared to the rest of the state at 6-8 years lower. Mr Jones advised the Board of the increase in psychological injuries being reported in NNSW LHD and advised that remedial actions have been taken and that he will report back to the Board as more information comes to hand.

- Following a query concerning distribution of pharmacy resources across the LHD, it was noted that a report is to be presented to the September HCQC.

Mr Jones reported that negotiations are underway with Health Infrastructure and the South Sea Islander community in relation to particular items of cultural significance on the Tweed Valley Hospital site.

- Mr Jones advised that he will request Ms Deidre Robinson, General Manager Mental Health, Drug and Alcohol to attend a future Board meeting to present on the Borderline Personality Disorder Treatment Program.

**ACTION:**

**Mr Jones to request Ms Deidre Robinson, General Manager Mental Health, Drug and Alcohol to present on the Borderline Personality Disorder Treatment Program to a future Board meeting.**

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

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

### **5.2.1 Health Care Quality Committee (HCQC) – 13 August 2019.**

Ms Byrne gave a brief overview of the unconfirmed HCQC minutes.

Ms Byrne noted the committee had also discussed the Top 10 Risk Register at a recent meeting.

The increase in Category 3 Surgery waitlist continues to be a concern and noted that additional strategies need to be discussed to address ongoing increases.

Ms Katharine Duffy, Director of Nursing, Midwifery and Aboriginal Health is scheduled to provide a report to a future HCQC meeting on the placement of IV cannulas.

Mr Jones advised that in relation to Leading Better Value Care, Dr Jason Tsung, Orthopaedic Surgeon is presenting the Knee and Hip Arthritis Project at the Value Based Care State meeting this month.

Dr Hutton, Director Clinical Governance will provide a report back to the HCQC on data cleansing for hip and knee joint infections.

The Board noted the unconfirmed HCQC minutes.

### **5.2.2 Finance and Performance Committee (F&PC) – 21 August 2019.**

Mr Michael Carter gave a brief overview of the F&PC minutes.

He noted the result for July YTD was \$1.406M unfavourable with an increase of 7% in

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activity and Own Source Revenue General Funds July was \$.377m favourable.

A lengthy discussion ensued on budget strategies. Mr Jones advised that at a recent meeting where he presented budget strategies to the MOH, concern was raised about extra funding to cover expected growth. Mr Jones advised that following this meeting several strategies will need to be revised.

The Board noted the F&PC unconfirmed minutes.

**5.2.3 Medical and Dental Appointments Advisory (MDAAC) Committee – 8 August 2019.**

Dr Tyson spoke to the MDAAC minutes providing a brief overview of recent appointments.

Dr Tyson spoke of the lack of ENT Surgeon availability across the area. Mr Jones advised there will be two ENT surgeons commencing in Lismore and providing support to Clarence over the next few months.

A new staff specialist Psychiatrist, an Intensivist and an Anaesthetist have been appointed to LBH recently.

The Board noted the MDAAC Terms of Reference.

The Board noted the unconfirmed MDAAC minutes.

**5.2.4 Health Services Development Committee (HSDC) – 8 August 2019.**

The Board noted the 8 August 2019 HSDC meeting was cancelled.

**5.2.5 Audit and Risk Committee (ARC) – *next meeting 4 September 2019.***

The Board noted the next Audit and Risk Committee meeting will be held 4 September 2019.

**5.2.5(a) Special Finance Audit and Risk Committee 15 July 2019**

Mr Michael Carter gave a brief overview of the Special Finance Audit and Risk meeting advising that Mr Jones will sign off on the NNSW Annual Financial Statements for June 2019.

The Board noted the unconfirmed Special Finance Audit and Risk Committee minutes.

**5.2.6 Clinical Council (CC) – 23 July 2019.**

The Board noted the Clinical Council Minutes of 23 July 2019.

**5.2.7 Community Partnership Advisory Council (CPAC) – *next meeting TBA.***

The Board noted the next CPAC will be held 21 October 2019.

**5.2.8 Medical Staff Executive Council (MSEC) – *date to be advised***

The Board noted the next MSEC meeting date is yet to be advised.

**5.2.9 Aboriginal Partnership Meeting (APM) – *next meeting 5 September 2019***

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The Board noted the next APM meeting will be held 5 September 2019.

**5.2.10 Mental Health Forum (MHF) – 5 August 2019.**

Ms Monaghan gave a brief overview of the Mental Health Forum and noted that she will provide an update on the LBH warm room should an update be provided at the new Mental Health Forum.

The Board noted the unconfirmed MHF minutes.

**5.2.11 Research Strategic Advisory Committee (RSAC) – 13 August 2019**

The Board noted the 13 August 2019 RSAC minutes will be submitted to the 25 September 2019 Board meeting.

**5.2.12 Drug and Alcohol Community Advisory Committee (DACAC) – 8 August 2019.**

The Board noted the unconfirmed DACAC minutes.

Mr Jones advised DACAC is progressing well and the Christmas/ New Year period will be funded again this year to enable Riverlands to remain open during this period.

Mr Jones was encouraged to see passionate carers and people with lived experiences on these kinds of forums.

**5.2.13 NSW LHD Health Emergency Management Committee (HEMC) – next meeting 16 September 2019.**

The Board noted the next HEMC meeting will be held on 16 September 2019.

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

Nil matters for noting

**6.1 Major correspondence**

Nil major correspondence

**6.2 NSW LHD Seal**

There were no items requiring the NSW LHD Seal to be applied.

**6.3 Updated Board Calendar**

The Board noted the updated Board Calendar.

**6.4 Other matters for noting**

**6.4.1 Clinical Excellence Commission – Mental Health Patient Safety Program**

The Board noted the Clinical Excellence Commission – Mental Health Patient Safety Program papers.

**6.4.2 Escalation of Clinical Care**

The Board noted the Escalation of Clinical Care brief with Mr Jones explaining the flow charts incorporated in the brief.



**6.5 Business without notice**

The Board noted Mr Michael Carter's requested leave of absence for the 30 October 2019 Board meeting.

**7. Meeting Finalisation**

**7.1 Next Meeting**

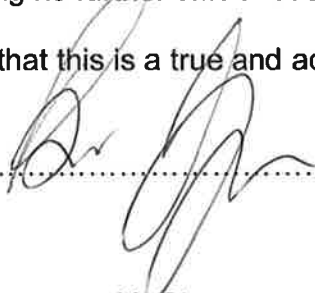
9.00am -1.00pm  
25 September 2019  
Ballina District Hospital  
NCPHN Combined Board meeting  
2pm-4pm  
Tamar Street  
Ballina

**7.2 Meeting closed**

There being no further official business, the Chair declared the meeting closed at 12.45pm

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

Signed .....



Date .....

23/10/19

Dr Brian Pezzutti  
Chair  
Northern NSW Local Health District Board

**9.00am -9.45am Mr Chris Gulaptis MP Member for Clarence**

Mr Gulaptis raised issues regarding the demolition of the old Coraki Conference Centre and the need for a General Practitioner (GP) in Coraki. He thanked Mr Jones for the LHD's engagement with the community around these concerns.

Mr Jones advised that while the process to re-utilise the Conference Centre was exhausted, the demolition procedure has commenced due the increased risk and liability of the current condition of the building.

Further discussion ensued around the difficulties and processes undertaken to secure a permanent GP in Coraki. Mr Jones advised that he continues to be in negotiations with the NCPHN on how this can move forward.

The possibility was raised on implementing a community workshop in Coraki in partnership with the LHD around securing a local GP.

Discussion followed on the impact on health services with the new Clarence Correctional Facility opening in 2020. Mr Gulaptis gave a brief overview of a recent meeting with Mr Glen Scholes, Chief Executive, Grafton Correctional Facility. Mr Gulaptis raised the concerns of the community and the LHD, in particular the potential of increased workload on the Grafton Base Hospital.

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The Chair gave a brief overview of the various meetings and communications in relation to the impact of the Clarence Correctional Facility on the hospital which were undertaken by himself and the Chief Executive. Mr Jones advised the Ministers Office and Ms Elizabeth Koff, Secretary, NSW Health are also undertaking enquiries concerning the billing process for prisoners who require LHD services.

Mr Gulaptis advised he will raise these concerns regarding the Grafton Correctional Facility with the Premier.

Mr Gulaptis thanked the Board for the opportunity to discuss the community issues with them.

**9.45am – 10.20am Mr Jim Simmons, Mayor Clarence Valley Council and Mr Richie Williamson, Councillor, Clarence Valley Council**

Mr Simmons and Mr Williamson provided an outline of the current growth of the Clarence Valley and noted that the community needs to retain as many health services as possible.

Mr Jones reassured them, there is no intention to reduce the capacity of health services at Grafton Base Hospital. He noted that while there has been difficulty securing long-term specialist positions, this is slowly improving.

Mr Williamson indicated there were still a number of challenges ahead for the Clarence with key stakeholders needing to come together co-operatively to ensure the best outcome for the community. The Clarence Correctional Facility will be one of these challenges bringing increased pressure on various government departments.

Mr Jones gave the Councillors a brief overview of the current process in place between NNSW LHD and other various organisations concerning the Clarence Correctional Facility. However, noted the need for further round-table discussions with all stake-holders.

General discussion followed on the implications to the wider community and its services when correctional facilities operate in a town.

Following Mr Williamson and Mr Simmons both relaying a patient experience regarding mental health, Mr Jones spoke of the success of the My Healthy Clarence, which saw a significant reduction in suicide across the Clarence Valley. He reiterated the importance of mental health being a 'whole of community' approach.

General discussion ensued around the importance of NNSW LHD having a good relationship with the Clarence community and communicating more clearly about the services that are available to the community. Mr Jones informed the councillors that Mr May, Community Engagement Manager has restructured the community engagement programs and has implemented CAG (Community Advisory Groups) across the LHD, with the Clarence holding their first meeting next week.

Mr Jones also indicated that he is happy to meet with the council and other community groups to inform and update them Clarence Valley health services.

The Chair thanked Mr Simmons and Mr Williamson for their time and support of the NNSW LHD in the Clarence Valley.