
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

An in-camera session was not required.

2.1 PRESENT AND APOLOGIES:

Dr Brian Pezzutti, Mr Mark Humphries, Dr Allan Tyson, Ms Naree Hancock, Mr Peter Carter, Ms Carolyn Byrne, Dr Alasdair Arthur, Dr John Griffin, Dr John Moran

In Attendance:

Mr Wayne Jones, Chief Executive,
Mr Ged May, Community Engagement Manager
Ms Susan Palmer (Secretariat)
Ms Kate Greenwood (Secretariat)
Mr Steve Tuelan, NOUS Group
Mr Troy Green, General Manager, Tweed Shire Council (part of meeting)
Mr Peter Lawless and Mr Richard Blattman, Health Infrastructure (part of meeting)
Dr David Hutton, Director Clinical Governance (part of meeting)

Apologies:

Mr Michael Carter
Mr Pat Grier
Ms Deb Monaghan (Annual Leave)

Via Teleconference:

Professor Susan Nancarrow

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 25 September 2019 as circulated were **ENDORSED** as a true and accurate copy:

Moved: Ms Carolyn Byrne
Seconded: Dr Allan Tyson
CARRIED

2.3.2 Business Arising from the Minutes:

2.3.2.1 Mr Jones is to submit a brief on budget allocation of birthing services including associated activity at Murwillumbah District Hospital for the 2018/19 year to the 30 October 2019 Board meeting.

Mr Jones spoke to the information in the brief outlining the 201/19 budget allocation for midwifery services at the Murwillumbah Hospital.

Following a discussion outlining the various revised budget commitments, Mr Jones

advised he will provide further information to the Board in early 2020 regarding this matter.

ACTION:

Mr Jones is to submit a brief on birthing services at Murwillumbah Hospital to the February 2020 Board meeting.

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

The Chair noted the information in the brief, acknowledging the comprehensive details captured in the document.

There have been 33 Aboriginal health positions advertised across the LHD since July 2018 and 21 have been filled with most activity in the recruitment of entry level positions.

A query was raised on the percentage calculations on page 1 relating to staff identifying as being Aboriginal and/or Torres Strait Islander.

Mr Jones indicated he would rectify this with Ms Kirsty Glanville, Associate Director Aboriginal Health Services.

2.3.2.3 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.

The Board noted the People Matter Survey update will be presented at the 27 November 2019 Board meeting.

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.

2.3.2.4 Mr Jones to request Ms Weir, Director Clinical Operations to undertake a review of ETP results and strategies across the LHD, with particular attention to LBH and present to the 27 November 2019 Board meeting.

Following a brief discussion, the Board agreed for Ms Weir to present at the 29 January 2020 Board meeting.

ACTION:

Mr Jones to request Ms Weir, Director Clinical Operations to undertake a review of ETP results and strategies across the LHD, with particular attention to LBH and present to the 29 January 2020 Board meeting.

2.3.2.5 Mr Jones to invite Dr Richard Buss, Director Workforce and Ms Karen Wickham, Manager Organisational Development and Learning Unit to present on the work being undertaken by the unit to the 29 January 2020 Board meeting.

The Board noted this shall occur at the 29 January 2019 Board meeting.

ACTION:

Mr Jones to invite Dr Richard Buss, Director Workforce and Ms Karen Wickham,

Manager Organisational Development and Learning Unit to present on the work being undertaken by the unit to the 29 January 2020 Board meeting.

2.3.3 Other Matters Arising from the Minutes

Nil matters arising from the minutes

3. Matters for Decision

3.1 NNSW LHD Safety and Quality Account 2018-19

Dr Hutton gave a brief overview of the process involved to ensure strategic alignment with national standards and accreditation processes within the NNSW LHD Safety and Quality Account before submission to the Ministry of Health and the Clinical Excellence Commission.

Dr Hutton covered some points in the account including:

- Aboriginal Health is clearly identifiable
- “Everyday feature” conveying a snapshot of what happens across the LHD
- Community Engagement process is clearly covered
- Culture and Well-being awareness for staff across the LHD
- Improvements achieved in the last 12 months

Dr Hutton responded to various queries around wording and data within the account and a lengthy discussion ensued on whether the account is a confidential document and the reasons for and against this decision. Following a suggestion for the Quality and Safety Account to be presented to the Community Partnership Advisory Council, it was agreed Mr May and Dr Hutton will discuss the best option around sharing this information with CPAC members.

Moved: Ms Carolyn Byrne

Seconded: Dr John Moran

CARRIED

3.2 2020 Board Meeting Dates

The Board noted the 2020 Board meeting dates and venues. Following a brief discussion, it was agreed the Board Secretariat will follow up on the possibility of a suitable meeting venue at Maclean.

The Board **ENDORSED** the 2020 Board meeting dates.

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

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- Clinician Engagement – Mr Jones gave a brief overview of the Human Factors program and the recent meetings with various stakeholders. Dr Charlotte Hall, FACEM NNSW LHD has been appointed on a taskforce for Human Factors programming for NSW.
 - Casino Hospital Ball- “A Ball for All” was an opportunity to thank staff for their hard work as well as acknowledge and celebrate the hard work of the Casino Hospital Volunteers.
 - NSW Health Awards- The Tweed Hospital Hip and Knee Program was awarded the inaugural Secretary’s Value Based Healthcare.

ACTION:

Mr Jones to request Ms Vicki Rose to draft letters of thanks and congratulations for The Tweed Hospital Hip and Knee Program team for the Board Chairs’ signature.

- 2019 Staff Flu Vaccination Program - 3390 staff undertook free flu vaccination
- Murwillumbah Rurality Status - following some apparent inconsistencies in the decision process around the reclassification of Murwillumbah, it was agreed Mr Jones will draft a letter to Mr Greg Hunt, Federal Minister for Health to address the Boards concerns.

ACTION:

Mr Jones to draft a letter for the Board Chairs signature to Mr Greg Hunt, Federal Minister for Health regarding the classification decision for Murwillumbah.

5.1.2 Update on Strategic Issues

- The Board noted the attached update from the Australian Commission on Safety and Quality in Healthcare.

5.1.3 Update on Strategic Plan Implementation

- Strategic Priority: Integration Through Partnerships; recently submitted an expression of interest on Collaborative Commissioning issued by the Ministry of Health.
- Strategic Priority: Empowering Aboriginal People
- Strategic Priority: Value, Develop and Empower our People

5.1.4 Matters for Approval

Nil for this meeting

5.1.5 Major Key Performance Indicators

- Emergency Treatment Performance (ETP) during September 2019 was 79% against the target of 81%.
- Elective Surgery Access Performance - During September 2019, NNSW LHD did not meet the Category 2 and 3 targets. The results were as follows: Category 1, 100% Category 2 was 94% against a target of 97% and Category 3 was 86% against a target of 97%.
- NNSW LHD met all triage targets. All triage categories were equal to or less than the September 2019 results.
- Transfer of Care result for September 2019 was 88% against a target of 90%
- Mr Jones advised NOUS Group has been engaged to undertake a deep-dive

diagnostic study at the LBH on the ETP figures and anticipate a report in the coming weeks.

5.1.6 Security, Risk and Compliance Update

- The second 2019 NSW LHD Risk Forum is set down for Thursday 12 December 2019.

5.1.7 Governance Update

- NSW LHD 2019-20 Business Plan progress is now underway
- Clarence Health Service Organisational Wide Assessment – waiting on interim report and Mr Dan Madden, General Manger, Grafton Base Hospital and his team are to be commended on their effort. Surveyors were very complimentary of the services provided and in particular commented on how well the Clarence Services are all integrated.

A brief discussion followed around the medical imaging services in the Clarence Valley Hospitals and the process involved in securing a single provider across the LHD. Mr Jones advised he will provide a brief in early 2020 regarding medical imaging services moving forward.

ACTION:

Mr Jones to provide a brief on securing a single service provider for medical imaging services across the LHD to the February 2020 Board meeting.

5.1.8 Capital Works/Planning Projects

- Iluka Ambulance Stations
- Coraki Hospital – Demolition work continues with additional asbestos being identified during the internal assessment of the conference centre resulting in a several week delay.
- Tweed Valley Hospital update
- Regional Cancer Services – update on the Commonwealth election commitment to invest \$63.4 million to expand cancer treatment capacity through regional radiotherapy centres across Australia including Grafton.

5.1.9 Matters for Noting

- High Performing Rural Health Systems
- 2019 Rural Senior Executive Forum
- Ministerial Advisory Committee for Rural Health

5.1.10 Important Meetings/ Diary Commitments

- Big Ideas Round 2 – 15 November 2019
- NSW LHD Annual General Meeting – 13 November 2019
- Community Engagement Conference will be held 21 November 2019 at Ballina RSL, with publicity for the event underway

5.1.11 Questions for the Chief Executive without Notice

- A lengthy discussion ensued around the North Coast Collective Collaborative Commission. Mr Jones advised further communication is underway with the NCPHN Executive and Board to ensure the cohesive relationship of the past is

continued into the future.

- Mr Jones responded to a query regarding the Surgical dashboard. Following the discussion, the Chair suggested the Chief Executive consider a meeting with the Chief Executive of Sydney LHD.
- Discussion ensued regarding the cost of pathology for the Clarence Correctional Centre with Mr Jones indicating he is aware of this matter and is progressing with SERCO and Pathology NSW.
- The Chair indicated Visiting Medical Officers should be included in the next Business Case as part of the NNSW LHD FTE data.

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

5.2 Committee Minutes (discussed on exception basis, otherwise noted)

5.2.1 Health Care Quality and Research Committee (HCQRC) – 10 September 2019.

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

The new committee structure still has three vacant positions that will be filled by expressions of interest.

The RCA recommendations now have narrative around those that have not been implemented.

A brief discussion followed around staff acting on expired altered calling criteria. It was advised there is an upgraded version of the electronic standard observation chart with an automatic reset and the eHealth team plan to monitor the rollout of the upgraded version in 2020.

The work identifying pharmacy resources within the NNSW LHD has been complete, however, Mr Jones advised it has been difficult to compare with other LHD's as the information has not been forthcoming.

Professor Nancarrow informed the Board work is still underway on the best way forward to bring the research component into the Health Care Quality agenda.

The Board noted the unconfirmed HCQRC minutes.

Susan Nancarrow left the meeting.

5.2.2 Finance and Performance Committee (F&PC) – 16 October 2019.

Mr Humphries gave a brief overview of the unconfirmed F & P committee minutes.

General Funds September YTD \$3.5M unfavourable. Own Source Revenue General Funds September \$.592M favourable. EOY Expense forecast has been revised to approximately \$15M unfavourable.

Mr Humphries spoke on the significant activity with admission YTD up by 4.1%, bed days up by 1524 and ED attendance year on year 3272. A lengthy discussion ensued around the

challenging finance/activity situation within the LHD. Mr Jones emphasised that NNSW LHD received a sizeable growth in budget of approximately 4.4% which does not negate the need for the LHD to ensure efficient use of resources moving forward.

The Board reiterated their continued confidence and support of the Executive Leadership team as the LHD navigates the current budget conditions.

The Board noted the F&PC unconfirmed minutes.

5.2.3 Medical and Dental Appointments Advisory (MDAAC) Committee – 10 October 2019

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

Dr Tyson spoke briefly on the importance of the MDAAC ensuring that the advice that overseas applicants obtain from immigration officials is accurate regarding their visa conditions for employment.

The Board noted the unconfirmed the MDAAC minutes.

5.2.4 Audit and Risk Committee (ARC) – 4 September 2019.

The Board noted the Audit and Risk Committee minutes and Mr Michael Carter gave a verbal update at 25 September 2019 Board meeting.

5.2.5 Clinical Planning and Clinician Engagement – TBA December 2019

The Board noted the Clinical Planning and Clinician Engagement meeting will be held in December with a date to be confirmed.

5.2.6 Community Partnership Advisory Council (CPAC) –21 October 2019

Dr Griffin gave a brief overview of the inaugural CPAC meeting informing of the diverse and cohesive group of people in CPAC. Dr Griffin acknowledged Mr May for his commitment to CPAC and the work undertaken thus far.

Mr May informed the Board of the participation and cooperation of all members in the committee which ensured the inaugural meeting was a success. The committee expressed their gratitude for the attendance of the Chief Executive and Director of Clinical Operations.

The Board noted the unconfirmed CPAC minutes.

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

Nil matters for noting

6.1 Major correspondence

Nil major correspondence

6.2 NNSW LHD Seal

There were no items requiring the NNSW 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 Quarterly Patient Experience Feedback Report

Mr Jones responded to a query regarding wrong or inappropriate patient examination and clarified how this data is captured,

The Board noted the Quarterly Patient Experience Feedback report.

6.4.2 Chief Executive Service Agreement

The Board noted the Chief Executive Service Agreement.

6.5 Business without notice

The Chair has requested a half hour time-slot be appointed on 27 November 2019 Board meeting agenda for a deep-dive discussion regarding global warming and the impact on health services.

ACTION:

Mr Jones to request Mr Matthew Long, Director Corporate Services to prepare a brief on the actions being progressed across NNSW LHD to limit our carbon impact to the 27 November 2019 Board meeting.

Dr John Moran gave a brief critique of the meeting.

7. Meeting Finalisation

7.1 Next Meeting

27 November 2019
12.30pm – 4.00pm
Ground Floor Meeting Room
Crawford House
Hunter Street, Lismore

7.2 Meeting closed

There being no further official business, the Chair declared the meeting closed at 12.57pm

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

Signed

Date

Dr Brian Pezzutti
Chair
Northern NSW Local Health District Board

9.00am Mr Troy Green General Manager, Tweed Heads Council

Mr Troy Green spoke briefly to the Board outlining his discussion topics that had been compiled by he and his staff. Some discussion points included:

- Existing hospital site

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- New hospital site
 - Drug and alcohol services
 - Homelessness
 - Mental health services
 - Community centre and facilities

Following discussion around the Tweed City Action Plan and future use of the current hospital site upon the opening of Tweed Valley Hospital, Mr Jones indicated, at present there is no clear direction as to what will occur with The Tweed Hospital precinct as this is a government decision, not a NNSW LHD matter.

General discussion followed around the new hospital site and the need for adequate planning around Allied Health Services referring to the Kingscliff Locality Plan.

Mr Jones advised expressions of interest are being sought from various Universities who may be interested in having a presence and naming rite within the new Tweed Valley Hospital.

Mr Green tabled a letter from the Tweed Council to Mr Richard Blattman, Health Infrastructure regarding Water and Wastewater Headworks Contributions. General discussion followed around the high consumption usage charge and the inability for usage charges to be transferred from one site to another.

Mr Green spoke briefly of the concerns in the community regarding the increase in homelessness across the Tweed district. General discussion followed on the pilot program in Tweed Heads under the governments' homelessness strategy that involves a multi-disciplinary team approach in trying to have an impact on the local issue.

Mr Humphries suggested Mr Ged May, Community Engagement Manager discuss some of these concerns with Ms Robyn Grigg, Tweed Valley Council in light of the recently established Community Partnership Advisory Council.

The Board thanked Mr Green for attending the Board meeting.

9.45am – 10.30am Mr Peter Lawless and Mr Richard Blattman, Health Infrastructure gave a brief slide show presentation on the progress of the Tweed Valley Hospital development.

Responding to a query regarding the high consumption usage water charge, Mr Lawless gave an overview of the recent communication between the Tweed Council and Health Infrastructure. Mr Lawless indicated this matter would be referred to the NSW State Planning Secretary.

The Tweed Valley Hospital update included information around the following:

- State Significant Development (SSD) was approved on the 11 June 2019 for concept proposal and early and enabling works (Stage 1 Works)
- Stage 1 works commenced on 16 July 2019
- Stage 2 SSD application lodged with the Department of Planning, Industry and Environment on 27 September 2019 and on public exhibition until 8 November 2019

Mr Lawless spoke on the strategy around the design of the new building and the importance of feeling like a new hospital and yet still being suitable for the landscape of the local area.

Mr Lawless and Mr Jones gave a brief update on the capital development at Lismore and Grafton Base Hospitals.

Mr Jones thanked Mr Lawless and Mr Blattman for attending the meeting today and for their commitment in working with and keeping the Board informed on the progress of current developments across the LHD.