

**1.30PM**

**Dr Richard Buss, Executive Director of Mental Health and Drug and Alcohol Services presented to the Board following a Brief that had been submitted to the Board on the Self Harm data for NNSW LHD.**

Dr Buss provided a powerpoint presentation on data concerning suicide rates in NNSW LHD advising that New South Wales is the State with the lowest suicide rates, however NNSW LHD has a higher rate of suicide than the State average. Richard noted that suicide is an issue for the whole community.

Dr Buss stated that the data shows that the rise in the suicide rate is occurring in the 45 – 49 year old male and the 20 – 24 year old female cohorts. Dr Buss said that the data shows that for young people, for every one death by suicide there are three hundred attempts made and for older people for every one death there are four attempts made for every one male death and there are three female attempts for every one death.

Dr Buss indicated that locally NNSW LHD Mental Health Services know of around 50% of local suicides due to contact with the Coroner.

Dr Buss said that exposing the issues associated with suicide is encouraged so as to generate discussion but not the detail of suicide attempts, which can encourage “copycatting”.

The Psychosocial interventions have achieved good results and it is important to stay in contact with a person during the six weeks period immediately after a suicide attempt to provide follow up services, Dr Buss said. The Rural Access Program is about connecting with different groups in the community, who may be experiencing pressures of one type or another that may cause them to contemplate suicide.

Dr Buss advised that a Suicide Prevention Forum was held in August 2014 with many Agencies, groups, consumers, carers and family members participating in the Forum. There is a need to consider how a crisis response can best be provided and Mental Health Services are working with Police and Ambulance to determine this. Clinical risk management and assessment of Patient needs should be reviewed, as the low risk Patients have a higher suicide rate, Dr Buss said. Dr Buss noted that primary prevention is needed and early intervention in schools and better access to services is important, as is increasing community capacity.

Dr Buss indicated that suicide is everyone’s business and each program within the Health System has a role to play and needs to have policies that can be activated to prevent suicide should the need arise for them to be enacted. Facilitating a whole of community approach is a key means of reducing suicide rates and social interaction is an important aspect of suicide prevention, Dr Buss said.

The Board thanked Dr Buss for attending and providing an interesting and informative presentation to the Board on the important issues of suicide and self-harm.

1. **\*PRESENT AND APOLOGIES:**

Dr Brian Pezzutti (Chair), Mr David Frazer, Ms Rosie Kew, Dr Allan Tyson, Ms Deb Monaghan, Ms Hazel Bridgett, Dr Joe Ogg, Mr Malcolm Marshall, Professor Lesley Barclay, Dr Sue Page

**Via teleconference:** Mr Mark Humphries

**In Attendance :** Mr Chris Crawford, Mr Murray Spriggs, Ms Jennifer Cleaver (Secretariat) Dr Richard Buss, Executive Director of Mental Health and Drug and Alcohol Services (for Presentation and discussion of Item 6.11)

2. **\*Apologies:** Ms Leone Crayden

3. **\*Declaration of Pecuniary and/or Conflicts of Interest**

There were no Declarations of Pecuniary and/or Conflicts of Interest declared.

1. **\*Board Members to asterisk non-asterisked items that they wish to discuss.**

The Board Members asterisked Agenda Items 6.2, 6.4, 6.5, 6.7, 6.9, 6.10, 6.11, 6.12, 6.13, 6.15, 6.16 and 12.

5. **\*Previous Minutes:**

a) The Minutes of the Board Meeting held on 20 July 2014 were ENDORSED with an amendment to Item 15 Page 18 to include "The Board asked if the Budget as presented would be a balanced Budget. The Chief Executive advised that the Budget as presented to the Board is balanced. A resolution was put that the 2014/15 Budget be ENDORSED. Moved: Mr Malcolm Marshall Seconded Dr Sue Page CARRIED"

Moved: Dr Allan Tyson  
Seconded: Ms Rosie Kew  
CARRIED

b) The Abridged Minutes of the 2 July 2014 Board Meeting were APPROVED for placing on the NNSW LHD Internet Site.

Moved: Mr David Frazer  
Seconded: Mr Malcolm Marshall  
CARRIED

6. **Business Arising from the Minutes:**

- 6.1 **Chris Crawford is to submit information to the 3 September 2014 Board Meeting from the Executive Directors of the two Health Service Groups, following their consideration of the 2014/15 budgets, about whether they intend to employ more Allied Health Staff.**

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The Board noted that information from the Executive Directors of the two Health Service Groups (HSGs) following their consideration of the 2014/15 HSG budgets and whether they intend to employ more Allied Health Staff is to be submitted to the 1 October 2014 Board Meeting.

**Action:**

**Chris Crawford is to submit information from the Executive Directors (EDs) of the two Health Service Groups (HSGs), following their consideration of the 2014/15 budgets, about whether they intend to employ more Allied Health Staff to the 1 October 2014 Board Meeting.**

- 6.2 Mr Crawford is to submit a response from the EDs of the two HSGs on whether Surgical Outpatient Clinics, which need to be attended by Patients prior to their being added to a Surgical Waiting List, should be set up in the Northern NSW Local Health District to the 3 September 2014 Board Meeting for consideration.**

The Board noted the information provided in the two Briefs from the HSG EDs.

The Board accepted the advice of the two HSGs EDs and agreed on the basis of the information provided that new Surgical Outpatient Clinics should not be progressed, as it would not be viable to implement such a strategy at this time.

Moved: Dr Joe Ogg  
Seconded: Mr David Frazer  
CARRIED

- \*6.3 Mr Crawford is to request Mr James McGuigan, Executive Director of Finance provide to the Board on a quarterly basis a report showing a breakdown of Year To Date Salaries and Wages costs for the areas of Medical, Nursing, Allied Health and Other. Mr McGuigan is to also provide to the Board information on the definitions that are used to define Allied Health categories in this report and if available information on the metropolitan ratios for Allied Health Staff.**

The Board noted that a quarterly report showing a breakdown of Year To Date Salaries and Wages costs for the areas of Medical, Nursing, Allied Health and Other including information on the definitions that are used to define Allied Health categories in this report is to be provided to the 29 October 2014 Board Meeting for consideration.

**Action:**

**Mr James McGuigan, Executive Director of Finance is to provide to the Board a quarterly report showing a breakdown of Year To Date Salaries and Wages costs for the areas of Medical, Nursing, Allied Health and Other including definitions that are used to define Allied Health categories in this report to the 29 October 2014 Board Meeting for consideration.**

- \*6.4 \*Mr Crawford is to provide information from the New Leadership Challenge Seminar with John Clarke of the Kings Fund to the 3 September 2014 Board Meeting.**

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The Board noted the document contained in the Board Papers from the New Leadership Challenge Seminar with John Clarke of the Kings Fund. The Board requested that this document be forwarded to the Members of the NNSW LHD Executive for their consideration.

**Action:**

**The document contained in the Board Papers from the New Leadership Challenge Seminar with John Clarke of the Kings Fund is to be forwarded to the Members of the NNSW LHD Executive for their consideration.**

**6.5 Mr Crawford is to investigate the potential to access land that is next to Grafton Base Hospital (GBH), as well as land that is adjacent to the Grafton Goal site for carparking for the GBH Hospital Patients and Visitors.**

Mr Crawford reported that Mr Bob Miller, Acting Capital Works Manager has investigated the potential to access land that is next to GBH and the land that is adjacent to the Grafton Goal site for carparking for the GBH Hospital Patients and Visitors and advised that a definitive answer from Grafton Goal Management will be provided following its consideration of this request. More definitive information will be provided to the Board following receipt of more precise feedback from the Grafton Goal Management.

Further, it was advised that the land next to GBH has been purchased by one of the GBH Specialists and will eventually be developed into Medical Suites.

**6.6 Mr Spriggs is to contact the NSW MOH Public Affairs Unit to ascertain the names of the personnel, who are responsible for liaising with the Media about Allied Health and Medical Services.**

The Board noted the email advice from MOH provided by Mr Murray Spriggs concerning the media liaison contacts for Medical and Allied Health issues, in particular that these responsibilities are covered by a number of different MOH Branches and Units and the most relevant Liaison Officer from that Branch or Unit would be the contact for Allied Health and Medical Services issues.

**6.7 \*Mr Crawford is to consider the potential for the introduction of a Hub and Spoke Model for Chronic Pain Care Clinics via outreach to TTH and GBH supported by the LBH Chronic Pain Clinic via the use of Telehealth. He will provide advice to a future Board Meeting on how such a Hub and Spoke Model could outreach to TTH and GBH.**

Mr Crawford advised that he is investigating the potential for the introduction of a Hub and Spoke Model for Chronic Pain Care Clinics via outreach to TTH and GBH supported by the LBH Chronic Pain Clinic via the use of Telehealth and he will provide advice to a future Board Meeting on how such a Hub and Spoke Model could outreach to TTH and GBH.

**Action:**

**Mr Crawford is to consider the potential for the introduction of a Hub and Spoke Model for Chronic Pain Care Clinics via outreach to TTH and GBH supported by the**

LBH Chronic Pain Clinic via the use of Telehealth. He will provide advice to a future Board Meeting on how such a Hub and Spoke Model could outreach to TTH and GBH.

- 6.8 **The Board Chair is to forward a letter to the Minister for Health and Medical Research noting the funding that has been provided for Chronic Pain Clinics across New South Wales, and advocating for funding to be provided for a Chronic Pain Clinic at TTH.**  
The Board noted the letter to the Hon Jillian Skinner, MP Minister for Health and Medical Research dated 27 August 2014 advocating for funding to be provided for a Chronic Pain Clinic at TTH.

- 6.9 **\*Mr Crawford is to provide further information to the 3 September 2014 Board Meeting concerning the negotiations with UnitingCare Ageing (UCA) about the development of a Multipurpose Service at Bonalbo, including the provision of responses on the matters, which the Board has asked to be followed up.**  
Mr Crawford noted that he has corresponded with the MOH Workforce Branch seeking advice and support on whether the UCA Staff can be transferred to NSW LHD on a basis where they can join NSW LHD on Public Health Sector Award Wages and Conditions without being worse off and on how this change would best be operationalized. Mr Crawford advised that to date advice from the MOH has not been received, as information concerning the current UCA Carroona-Bonalbo Staffing numbers and classifications, which is required by the MOH before it can provide its advice, is yet to be received from UCA.

Mr Crawford advised that he will submit a Brief to the Board following receipt of advice from the MOH on the transfer of Staff from Carroona-Bonalbo to the MPS and the receipt of a valuation of the UCA Carroona-Bonalbo Bed Licences, which has been commissioned by NSW LHD.

#### **Action**

**Mr Crawford is to provide a Brief to the Board following receipt of information from the MOH Secretary about whether the NSW LHD Board has the authority to acquire the UnitingCare Aging (UCA) Carroona-Bonalbo Residential Aged Care (RAC) Bed Licences without seeking in advance of making the decision the approval of the Ministry of Health; the MOH Workforce Branch responding to NSW LHD correspondence about the transfer of UCA Carroona-Bonalbo Staff to the new Bonalbo Multipurpose Service and the advice from a Valuer on the value of the fifteen Carroona-Bonalbo RAC Bed Licences to each of UCA and to NSW LHD.**

- 6.10 **\*Mr Crawford is to refer the issue of the medical assessment of Mental Health Inpatients being undertaken in the Lismore Adult Mental Health Inpatient Unit by the Psychiatric Registrars rather than in the LBH Emergency Department to the NSW LHD Clinical Council for consideration.**  
The Board noted the memorandum to Mr Murray Spriggs, Community and Clinical Engagement Manager dated 26 August 2014 referring the issue of the medical

assessment of Mental Health Inpatients being undertaken in the Lismore Adult Mental Health Inpatient Unit by the Psychiatric Registrars rather than in the LBH Emergency Department to be included on the next NNSW LHD Clinical Council Agenda for consideration.

**6.11 \*Mr Crawford is to request advice from Dr Richard Buss, Executive Director Mental Health and Drug and Alcohol Services on why medical assessments on Mental Health Inpatients are not being undertaken in the Lismore Adult Mental Health Inpatient Unit by the Psychiatric Registrars instead of being undertaken in the LBH Emergency Department.**

The Board discussed the content of the Brief developed by Dr Buss on the medical assessment of Mental Health Patients in Lismore Base Hospital Emergency Department.

This issue of PGY 1s and 2s Medical Officer roles in Mental Health Services was discussed and Dr Buss is to provide a Brief to the Board on the expectations of the PGY 1s and 2s and whether the criteria relating to them need to change.

The Board noted the information contained in the Brief.

**Action**

**Dr Richard Buss is to provide a Brief to the Board on the expectations of the PGY 1s and 2s in the Mental Health Services and whether the criteria relating to PGY 1s and 2s need to be changed to accommodate them undertaking more medical assessments of Mental Health Patients in the Inpatient Mental Health Units.**

**6.12 \*Mr Crawford is to consider the wording of the NNSW LHD Strategic Risk Register taking into account the discussion by the Board, the 2014/15 Budget and the results of the Ministry of Health Diagnostic Review of the NNSW LHD 2013/14 Budget performance. The NNSW LHD Risk Register is to be resubmitted to the 3 September 2014 Board Meeting for further consideration.**

Mr Crawford reported that following the discussion at the last Board Meeting, further meetings were held with Dr David Hutton, Executive Director, Clinical Governance and Mr David Frazer to discuss feedback from the Board. Following this discussion three changes have been made to the NNSW LHD Strategic Risk Register and these were:

- The equity risk was moved from being a stand-alone Risk to be included under the Budget Risk at Item 12;
- The Commonwealth Budget Risk concerning the health implications of the Commonwealth Budget was temporarily withdrawn from the Risk Register as it was decided it was premature to include it in the April-Junes 2014 Risk Register, due to significant parts of the Commonwealth Budget not having been passed by the Senate to date. However, it was noted that it may be reinstated as a risk in a future Risk Register at a future date depending on whether or not these aspects of the Commonwealth Budget are passed by the Senate and if so in what form; and
- The Budget Risk was changed to a "J" with its current Residual Risk now being classified as a "Y".

The Board discussed the Current Risk Rating that was proposed by the Executive for the Budget risk. Mr Frazer spoke on the advice that was provided by the NNSW LHD Executive that the 2014/15 Budget was presented to the Board as a balanced Budget and therefore suggested that the Current Risk Rating should be re-rated from a "J" to a "P".

The Board ENDORSED the changes outlined by Mr Crawford to the NNSW LHD Strategic Risk Register together with the amendment moved by Mr Frazer of the Current Budget Risk presented as Risk 12, being re-rated from a rating of "J" to "P".

Moved: Mr David Frazer

Seconded: Ms Rosie Kew

CARRIED

**6.13 Mr Crawford is to raise the LBH Operating Theatres and Cardiac Catheter Laboratory starting times with Ms Lynne Weir, ED, Richmond Clarence HSG.**

Mr Crawford advised that information will be submitted to the 1 October 2014 Board Meeting from Ms Lynne Weir, ED Richmond Clarence HSG concerning the LBH Operating Theatres and Cardiac Catheter Laboratory starting times.

**Action:**

**Mr Crawford is to submit information from Ms Lynne Weir, Executive Director, Richmond Clarence Health Service Group concerning the LBH Operating Theatres and Cardiac Catheter Laboratory starting times to the 1 October 2014 Board Meeting.**

**6.14 Mr Crawford is to submit to the 3 September 2014 a presentation by Professor John Collins, on a major review of Medical Education for the Board's consideration and discussion.**

Mr Crawford tabled the presentation by Professor John Collins, on a major review of Medical Education noting that due to the size of the document this presentation was not circulated with the Board Meeting Papers.

**6.15 \*Mr Crawford is to also investigate the remuneration being paid to VMOs and Staff Specialists who allocate time to teaching at the Northern Rivers University Centre for Rural Health and/or at Lismore Base Hospital and provide feedback to the 3 September 2014 Board Meeting.**

Mr Crawford reported that specific information on the remuneration being paid to VMOs and Staff Specialists, who allocate time to teaching at the NRUCRH and/or at LBH is not able to be provided, as these LBH Medical Officers do not separately identify it on their claim forms and timesheets respectively.

**6.16 \*Mr Crawford is to write to the two HSG EDs enclosing the Quality Awards presentation that was provided by some GBH Nurses on the appropriate timely discharging of MRSA Patients from GBH and treating Patients with MRSA in the**

**Community, for their information and for their giving consideration to implementing similar processes.**

The Board noted that feedback will be provided to the 1 October 2014 Board Meeting from the two HSG EDs on whether they consider that the implementation of the MRSA Program from GBH could be beneficially implemented at their Facilities.

**Action:**

**Information is to be submitted to the 1 October 2014 Board Meeting from the two Health Service Group Executive Directors on whether they consider that the implementation of the MRSA Program for early discharge and treating of these Patients in the Community could be beneficially implemented at their Facilities.**

**6.17 Any Other Matters Arising from the Board Minutes**

**7. \* Action Table - NNSW LHD Board Resolution & Decision Register.**

The Updated NNSW LHD Board Resolution and Decision Register from the 30 July 2014 Board Meeting were noted.

**7.1 Changes to Register Items 294, 327, 336 and 339 were covered in Item 5 Business Arising.**

Noted

**7.2 New Register items 347 to 357 were covered in Item 5 Business Arising.**

Noted

**8. \*Chief Executive's Report**

Mr Crawford referred to the issues that were covered in the Chief Executive Report to the Board, which included the Visit by the NSW Minister for Health and Medical Research, Visit by Minister for Mental Health and Healthy Lifestyles, 2013/14 NNSW LHD Executive Performance Reviews, 2013/14 NNSW LHD Chief Executive Performance Appraisal, Capacity Assessment Project, Performance Rating, MOH Financial Diagnostic of NNSW LHD, 2014/15 Budget, Health On A Page Performance, NEST, NEAT and Triage Results, Capital Works Projects – Yamba Community Health Centre, LBH Stage 3A, LBH Emergency Medicine Unit, GBH Pathology Service and Pharmacy Department Upgrade, Planning Projects – Ballina District Hospital Operating Theatre and Medical Imaging Upgrade, Casino District Hospital ED, LBH Stage 3B, The Tweed Hospital (TTH) Stage 4, Bonalbo Multipurpose Services (MPS), Coraki HealthOne Service, Murwillumbah District Hospital (MDH) ED Upgrade Stage 3, LBH Multistorey Carpark, Regional Aboriginal Health and Wellbeing Plan, Follow Up of Board Decision on the Future Arrangements for Paediatric Services at MDH, Adult Admitted Patient Survey, Review of NSW Opioid Treatment Program, Asset Disposals and Utilisation of Funds Raised, After Hours Primary Health Care Review, 2014/15 MOH/NNSW LHD Service Level Agreement, Cost Shifts from HealthShare to NNSW LHD, Activity Based Funding, Stroke Services, Energy Efficiencies, On-line V-Money Rollout, Senior Management Council Visit to the Northern Rivers, Unplanned Readmissions, Public/Private Partnerships, Internal Audit Committees, Drug Usage, Continuation of the NSW Health Labour Agreement, Response to Senator



Fiona Nash, Visit to NNSW LHD by Mr Sam Sangster, Chief Executive of Health Infrastructure, Whole of System Program, University of Sydney Medical School Dinner Meeting, Care of Confused Hospitalised Older Persons Program, Cross Border Consultations, National Disability Insurance Scheme, More Nursing Positions Allocated, Community Engagement Advisory Council (CEAC) Supports Having A North Coast Primary Health Care Network, Changes at General Practice NSW, Maclean District Hospital Good Numerical Profile Result, North Coast NSW Medicare Local Utilisation of the CEAC, Clinical Excellence Commission Anniversary, Funds for GP Training Centre, Chief Executive Vision Presentation, Retirement of Dr Betty Marks, North Coast Aged Care Symposium and Leave.

Mr Crawford reported that Minister for Health and Medical Research together with the Deputy Premier will be attending the Northern Rivers area to launch the Rural Health Plan in November 2014. Mr Crawford advised that he will provide more information concerning the arrangements for the launch, when these are made available by the Ministry of Health (MOH).

Dr Brian Pezzutti, Mr Malcolm Marshall, Ms Hazel Bridgett and Mr David Frazer were nominated to undertake the Chief Executive's 2013/14 Performance Appraisal and that it will follow the same process that was undertaken with respect to his 2012/13 Performance Appraisal.

Moved: Dr Brian Pezzutti  
Seconded: Mr Mark Humphries  
CARRIED

**Action:**

**Dr Pezzutti is to correspond with the NSW MOH Secretary to advise that the submission of the NNSW LHD Chief Executive's Performance Appraisal will be delayed due to delays in obtaining some of the data for inclusion in the Chief Executive's 2013/14 Performance Appraisal documentation and due to the Chief Executive's leave in late September 2014.**

**Action:**

**The Board Chair is to write to the NNSW LHD Medical Staff Councils and Pathology North thanking them for their co-operation in improving the quality and safety of blood transfusions and thereby assisting in reducing inappropriate blood usage.**

**Mr Crawford is to arrange for the scheduling of a meeting between the Gold Coast Hospital and Health Service Board Chair and Chief Executive to discuss the issue of the Preferred Provider arrangements with the Gold Coast University Hospital and concerns about Queensland Tertiary Hospitals not accepting Patients from referring NNSW LHD Hospitals for tertiary services, such as Neurosurgery.**

**Mr Crawford is to explore whether the Murwillumbah District Hospital Visiting Medical Officers receive an educational allowance and if so what is the best way for**

**them as a group to use this allowance to gain contemporary Paediatric skills by undertaking additional education and training. This particularly applies to those VMOs who contribute to the Doctor of the Day Roster.**

The Board ENDORSED the Chief Executive's Report.

**9. \* Strategic and Planning Items**

There were no Strategic and Planning Items.

**10. \*Minutes – Governance Committees**

**10.1 \*Finance and Performance Committee Meeting (F&PC)**

Mr Marshall provided a verbal report of the FPC Committee Meeting that was held on 27 August 2014.

It was noted that in relation to the MOH Diagnostic Review of NNSW LHD Financial Performance that was recently conducted by a team nominated by the MOH, that there had not been a Nursing representative on Diagnostic Review Team and this will be noted in the NNSW LHD response to the draft Diagnostic Review Report, when it is received from the MOH.

The unconfirmed Minutes of the FPC Meeting held on 27 August 2014 were noted.

**10.2 \*Health Care Quality Committee (HCQC)**

Professor Barclay provided a verbal report about the HCQC Meeting which was held on 12 August 2014.

The unconfirmed Minutes of the HCQC held on 12 August 2014 were noted.

**10.3 \*Medical and Dental Advisory Appointments Committee (MDAAC)**

Ms Bridgett provided a verbal report about the MDAAC Meeting held on 14 August 2014.

The unconfirmed Minutes of the MDAAC Meeting held on 14 August 2014 were noted.

**10.4 \*Health Services Development Committee (HSDC)**

The unconfirmed Minutes of the HSDC Meeting held on 14 August 2014 were noted.

**10.5 \*Audit and Risk Committee (ARC)**

The Board noted that the next ARC Meeting is scheduled to be held on 11 September 2014.

**10.6 \*NNSW LHD Clinical Council**

Ms Kew provided a verbal report on the Clinical Council Meeting held on 29 July 2014.

The unconfirmed Minutes of the NNSW LHD Clinical Council held on 29 July 2014 were noted.

**10.7 \*Community Engagement Advisory Council (CEAC)**

Mr Spriggs provided a verbal report on the CEAC Meeting that was held on 28 July 2014.

Mr Spriggs indicated that there had been discussion about the request from the NCML to use CEAC as its key Community Consultative Group for the northern end of the NCML footprint and that in principle agreement is sought from the NNSW LHD Board for this proposal, before this can be progressed and formalised.

Moved: Professor Barclay

Seconded: MS Rosie Kew

CARRIED

Mr Spriggs is to check with A/CEAC Chair as to whether the CEAC Minutes can be placed onto the NNSW LHD Intranet Site.

**Action:**

**Mr Spriggs is to check with NNSW LHD A/CEAC Chair as to whether the CEAC Minutes can be placed onto the NNSW LHD Intranet Site.**

The Board noted the unconfirmed Minutes of the CEAC Meeting held on 28 July 2014.

**10.8 \*Medical Staff Executive Council (MSEC)**

The Board noted that the next MSEC Meeting is scheduled on 5 September 2014.

**10.9 NNSW LHD Interim Aboriginal Partnership Meeting (APM)**

The Board noted that the Minutes of the APM held on the 14 July 2014 are to be submitted to the 29 October 2014 Board Meeting.

**10.10 \*NNSW LHD Mental Health Forum**

Ms Bridgett provided a verbal update on the NNSW LHD Mental Health Forum held on 11 August 2014.

The Board approved the Board Chair taking a copy of the NNSW LHD Mental Health Forum Minutes to a meeting with the Mental Health Commissioner.

The Board noted the unconfirmed Minutes of the Mental Health Form held on 11 August 2014.

**11. \*Items for Decision/Resolution**

**11.1 Deed of Variation to extend the Payment Agreement for the Kyogle, Nimbin and Urbenville Multipurpose Services**

The Board ENDORSED the Deed of Variation to extend the Payment Agreements for the Kyogle, Nimbin and Urbenville Multipurpose Services for Signing and Sealing by the Board Chair and another Board Member.

Moved: Ms Hazel Bridgett  
Seconded: Mr David Frazer  
CARRIED

#### **11.2 Lismore Base Hospital Carpark Agreement**

The Board ENDORSED the Lismore Base Hospital Carpark Agreement between the MOH, Health Infrastructure and NNSW LHD dated 8 August 2014.

Moved: Dr Allan Tyson  
Seconded: Ms Deb Monaghan  
CARRIED

#### **11.3 2013-2014 Corporate Governance Attestation Statement**

The Board ENDORSED the 2013-2014 Corporate Governance Attestation Statement.

Moved: Dr Allan Tyson  
Seconded: Mr David Frazer  
CARRIED

#### **11.4 Letter from Jenny Shaw, Executive Officer/Director of Nursing Mullumbimby & District Hospital concerning the transferring of Name Suzanne Jamieson Birthing Unit to the new Byron Shire Central Hospital**

The Board ENDORSED the proposal to transfer the name of the Suzanne Jamieson Birthing Unit from the Mullumbimby & District Hospital to the new Byron Shire Central Hospital.

Moved: Mr Malcolm Marshall  
Seconded: Dr Allan Tyson  
CARRIED

#### **Action:**

**The Board Chair is to correspond with Ms Jillian Skinner, MP, Minister for Health and Medical Research seeking her approval to transfer the name Suzanne Jamieson Birthing Unit from the Mullumbimby & District Hospital to the new Byron Shire Central Hospital.**

#### **12. \*Items Without Notice/Late Business**

- Dr Tyson spoke to a Brief that was circulated concerning the ongoing difficulties with Maintaining a Quorum for the Medical Staff Executive Council (MSEC) Meetings.

Mr Crawford suggested that he and Mr Spriggs draft a strong letter of encouragement for the Board Chair to send to the MSC Chairs asking that they advocate within their MSCs to re-engage with the MSEC. Further, Mr Crawford will then follow up the letter by telephoning each MSCH Chair asking that his MSC re-engage with the MSEC, firstly by nominating additional representatives from each MSC to the MSEC and

secondly, by ensuring at least one of these representatives attends each MSEC Meeting.

**Action:**

**Mr Crawford and Mr Spriggs are to draft a strong letter of encouragement for the Board Chair's signature to forward to the Medical Staff Council (MSC) Chairs asking that they advocate within their MSCs to re-engage with the Medical Staff Executive Council (MSEC).**

**Following the circulation of the letter to the MSC Chairs, Mr Crawford is to telephone each MSC Chair asking that his MSC re-engage with the MSEC, by nominating additional representatives from each MSC to the MSEC and by ensuring at least one of these representatives attend each MSEC Meeting.**

- The Board requested that due to the 1 October 2014 Board meeting being moved to Lismore from Grafton due to the combined Board meeting with the NMCL, that the 29 October 2014 Board Meeting be held in Grafton and not at Murwillumbah as originally scheduled. The Secretariat advised that this change would be made to the Board Meeting Schedule.

Professor Barclay and Mr Humphries left the meeting.

**13. Items for Noting**

- 13.1 Letter to Ms Leone Crayden, Chief Executive Officer, On Track Community Programs dated 18 August 2014 concerning the Board's decision for information on affordable housing to be made available to LHD Staff by its being advertised on the NNSW LHD Intranet Site.**  
Noted

- 13.2 Letter to Dr Mary Foley, Secretary, NSW MOH dated 30 July 2014 outlining the final adjustments requested to the 2014/15 Service Agreement**  
Noted

**Letter from Ken Whelan, MOH responding to the Board Chair's letter of 30 July 2014 concerning adjustments to the 2014/15 Service Agreement**  
Noted

**Letter to Dr Mary Foley, Secretary, NSW Ministry of Health dated 18 August 2014 enclosing signed 2014/15 Service Agreement**  
Noted

- 13.3 Letter to Dr John Allan, Chief Psychiatrist, Queensland Health dated 13 August 2014 from NNSW LHD Board Chair**  
Noted

- 13.4 Letter to Mr Conrad Groenewald, Chief Executive, HealthShare dated 16 July 2014 enclosing extract of NNSW LHD Board Minutes of 2 July 2014.**

Noted

**14. Items for Information:**

- 14.1 Letter to Dr Kate Wyburn, Senior Nephrologist, Royal Prince Alfred Hospital, Camperdown dated 10 July 2014 from NNSW LHD Board Chair concerning matters related to Transplant Services**

Noted

- 14.2 Letter from Mr Stewart Dowrick, Chief Executive, Mid North Coast LHD concerning the ceasing of the Hosted Service arrangement for the Internal Audit Service.**

Noted

- 14.3 Letter to Dr Liz Develin, Director, MOH dated 4 August 2014 enclosing Lismore Base Hospital Redevelopment Service Statement July 2014**

Noted

**15. Date and Time of next Board Meeting:**

**Wednesday 1 October 2014**

**10.00am – 12.30pm**

**Combined Board Meeting between NCML and NNSW LHD Boards, PBL Room, Northern Rivers University Centre for Rural Health, Uralba Street, Lismore**

**1.30pm – 5.00pm**

**NNSW LHD Board Meeting**

**Ground Floor Meeting Room, Crawford House, Hunter Street, Lismore**

**16. Close of Meeting**

**There being no further official business, the Chair declared the meeting closed at 5.01pm.**

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

Signed .....

Dr Brian Pezzutti

Chair, Northern NSW Local Health District

Date ..... 14/11/15 .....