

**Western NSW Local Health District**  
Western NSW LHD Board Meeting April 2018  
Hermitage Hill, Wellington  
Wednesday 04 April 2018, 01:15 PM —04:00 PM AEST

---

**WELCOME/ACKNOWLEDGEMENT OF COUNTRY**

The meeting commenced at 1.15pm.

The Board Chair provided an Acknowledgement of Country.

**Attendance of Members**

Scott Griffiths (Chair), Darren Ah See, Fiona Bennett, Joe Canalese, Jason Cooke, Julie Ann Maher, Colin McClintock, Amanda O'Brien, Joan Treweeke, Paul Mann

**In Attendance**

Scott McLachlan, Chief Executive; Ronald Pearson, Executive Director Operations; Lauren Nott, Secretariat.

**Apologies**

Josh Carey, Executive Director Finance

**Item 1 Conflicts of Interest**

Nil to add

**Item 2 Debrief - ELT Presentations - morning session**

It was felt the dinner and morning session with the ELT were worthwhile and helped develop the relationship between the ELT and Board members.

The risk appetite exercise originally planned for this meeting is to come to a future meeting. The pressures and work load of ELT members was acknowledged and discussed further.

**Item 3 Minutes of Board meeting held 7 March 2018**

Minutes of the meeting held on 7 March 2018 were endorsed as a true and accurate record With the correction of Director Cooke's name on page 2

**Moved: Director Cooke                      Seconded: Director Mann**

**Item 4 Action Register from meeting held 7 March 2018**

Progress on action items was noted by the Board.

**Action 2 MSEC Meetings**

Dr McClintock gave an update from the last MSEC meeting. As the meeting did not make quorum it was agreed by those present for the papers to be circulated out of session to gain consensus to enable the next meeting to move forward with business matters. Issues included:

- Template to raise issues
- Rotating chair of MSEC outlined
- Future meeting dates
- MSEC representative at today's Board meeting.
- Request from Dr Arnold to attend Board meeting in Orange.

It was noted that MSEC representation came up at the Council of Board chairs meeting. There is a need to clarify the Board's expectation of the MSEC representative before the next MSEC meeting. It was agreed:

- to have an item for Clinical Council and MSEC on future Board agendas.

- Dr Arnold to be invited to the May Board meeting (Orange) on behalf of the MSEC.

*Action: CE to follow up re potential conflict of interest if legal action has been taken in the past*

*Action: CE to seek feedback from MoH re role of MSEC invitee at meetings*

*Action: Chair of MSEC to be invited to attend part of next Board meeting as determined by the Board Chair.*

*Action by: Mr McLachlan*

*Due by: 02/05/18*

## **Item 5 Chair Report**

The Board Chair reported the following:

The Chair was unable to attend the Council of Chairs Forum held on 19 March due to ill health. The agenda is attached to today's papers for information.

The CE spoke to Mr Giunta, Director, Corporate Governance and Risk Management on behalf of Chair. Some issues raised in the meeting included eHealth; Legislative changes included in papers (item 12) and advertising process for the Board vacancies from 31 December 2018. This is to commence April.

The Chair will be speaking with Mr Paul Giunta to get further feedback.

## **Item 6 Chief Executive Report**

In addition to the written report, the Chief Executive advised the Board:

- There was a favourable financial result delivered for March
- Work on prioritising capital funding for next two years is underway.
- Confirmation has been received that the patient flow expansion will be funded.
- Condobolin – A large amount of work has been done at the hospital however the roof still needs replacing. The CE met with the Health council. They do not view the helipad as a priority. Condobolin Helipad committee was unable to meet with the CE as planned however the meeting did progress with other representatives present. The Committee representative has acknowledged standards have changed since funding commenced. The committee is to have further discussion re continuing to fundraise for the helipad or look at other priorities for funding. They are to get back to CE in next four weeks.
- Goodooga – Public meetings have been held and discussions with RFDS are continuing. J Treweeke strongly suggested Exec Director Aboriginal Health and Wellbeing speak to the community and explain services/strategies.
- Orange – Susan Pearce is to meet with Drs Arnold and Amos with CE next week at the request of Dr Arnold. The new DMS for Orange commences next week.
- Cobar MPS planning – one EOI was received but this is not being pursued. Meetings have been held to look objectively at the LHD taking on the facility. Financial assessments have been done and discussions are continuing.
- Lightning Ridge HealthOne – concern was expressed at the length of time this has taken to progress. It was proposed the CE and Board write to MoH regarding the delay.

### *Motion*

*The WNSWLHD Board and CE write to MOH regarding the delay around Lightning Ridge HealthOne.*

*Moved: Director Treweeke*

*Seconded: Director Mann. All were in agreement*

### **6.1 Monthly Performance Scorecard**

The report was noted by the Board.

**6.2 CEC CLP 2017 Graduation**

Noted by Board

**6.3 Senior Executive Forum - agency update**

Report outlined by CE. It was agreed to circulate these reports quarterly, out of session.

**Item 7 Clinical Operations**

**7.1 Director Clinical Operations Report**

The report was noted by the Board

**Item 8 Quality and Safety**

**8.1 Clinical Governance Report**

The report was noted by the Board

**8.2 Health Care & Quality Committee draft minutes 28 March 2018**

The minutes from the meeting of the Health Care Quality Committee were received by the Board.

**8.3 Quarterly Complaints report**

The report was noted by the Board

**8.4 Health Care Quality Committee Chair comments**

In addition to the above report the Board receive the following information:

- The presentation from Kelly Lupish was well received.
- The draft report for Clinical Governance Review has been received and a discussion held with CE of CEC. This will go to ELT meeting for discussion before coming to the Board.
- Concern was expressed regarding the lack of a clinical lead for the clinical governance unit.

**Item 9 Finance and Performance**

**9.1 Director Finance Report**

The report was noted by the Board. As Mr Carey was not in attendance, the CE outlined risks regarding private patient revenue

**9.2 Finance & Performance Committee Draft Minutes 27 March 2018**

The minutes from the meeting of the Finance and Performance Committee were received by the Board

**9.3 Finance & Performance Committee Chair comments**

Megan Mercer, HIU attended the meeting which was very worthwhile.

**Item 10 Medical and Dental Appointments**

**10.1 Medical and Dental Appointments Advisory Council meeting minutes 21 March 18**

The minutes from the meeting of the MADAAC were received by the Board

**10.2 Medical and Dental Appointments Advisory Council Chair comments**

No further comments were added.

**Item 11 Audit and Risk Management Committee Meeting held 21 March 2018**

The minutes of the Audit and Risk Management Committee meeting held 21 March 2018 were received by the Board.

**11.2 Audit and Risk Management Committee meeting comments**

Sycle software was outlined; this is to be used for a number of applications including enterprise risks. The committee also discussed succession planning for a number of roles including Audit and Risk Management Committee chair.

**Item 12 General Business & Business Without Notice**

**12.1 Health Legislation Amendment Act 2018**

Letter attached to papers was noted by the Board.

**12.2 Site Visit Wellington**

Ultrasound – J Carey is looking at the level of need for the proposed \$45K ultrasound machine.

Access to toilet facilities from A&E – while this was raised as an issue it is felt to be of minor concern.

Nurse observation window – alterations are being funded.

Mental Health room – there is a state wide review of seclusion and restraint facilities which requires all LHDs to do an assessment of all facilities. Rooms are to be assessed and non-essential equipment to be removed/adjusted.

Mr Pearson will be following up on these issues.

**12.3 Cowra ED**

A report has been received by the Executive Director Corporate Services and Clinical Support which outlined a number of options. The recommended option is to expand the current ED, refurbish the entry and waiting room. HI have agreed to support the district in developing a master plan to look at a total redevelopment option. Further action will be seen in next few months.

**12.3 Dubbo Redevelopment**

A meeting was held with Troy Grant, Dr McClintock and members of Dubbo Hospital executive regarding funding for stage 5/6 of the redevelopment.

**12.4 CE taking leave**

Mr J Morrissey will be acting as CE while Mr S McLachlan is on leave from 20-30 April 2018.

**Item 13 Reflection of Meeting**

It was felt the session with the ELT was worthwhile.

**There being no further business the meeting closed at 4.02pm.**

Signed:  Date: 02 May 2018