

**Western NSW Local Health District**  
Western NSW LHD Board Planning Meeting January 2019  
Executive Conference Room, Hawthorn Street, Dubbo  
Wednesday 23 January 2019, 8:30 — 3:00 AEDT

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## **WELCOME/ACKNOWLEDGEMENT OF COUNTRY**

The meeting commenced at 8.30 am with the Chair providing an Acknowledgement of Country.

The Chair welcomed Mr John Walkom to the Board. Introductions were made.

## **Attendance of Members**

Scott Griffiths (Chair), Dr Joe Canalese, Fiona Bennett, Jason Cooke, Dr Colin McClintock, Amanda O'Brien, Joan Treweeke, John Walkom, Paul Mann

## **In Attendance**

Scott McLachlan, Chief Executive; Krissy Ukena Secretariat; the following members joined the meeting at agenda item 2 - Mark Spittal, Executive Director Operations; Josh Carey, Executive Director Finance; Maryanne Mitchell, Manager Planning and Service Development;

## **1 Apologies**

Darren Ah See

## **2 Board reflection and evaluation**

Discussion regarding survey feedback from Board members.

### *Actions:*

- *Board Chair, Scott McLachlan to discuss feasibility of an additional site visit for the Board in 2019. Consideration given to visiting Trundle, Tottenham and Tullamore in conjunction with the Narromine Board meeting.*

*Action by: L Nott                      Action due: 06 March 2019*

- *Review Board meeting venues and consider reducing travel to Board meetings that are longer journeys from Dubbo, Bathurst and Orange.*

*Action by: L Nott                      Action Due: 6 March 2019*

- *Develop a calendar listing all Board Meeting dates and venues as well as sub-committee meeting dates. Calendar to be added to document library in convene for Board to access.*

*Action by: L Nott                      Action Due: 6 March 2019*

- *Conduct Board survey annually.*

*Action by: L Nott                      Action Due: 4 December 2019*

## **3 Strategy and service planning**

Discussion regarding the proposed planning activities for the LHD over the next twelve months and the Boards level of involvement in planning activities.

The NSW Ministry of Health requires LHD's to effectively plan services over the short and long term to provide a service to the health needs of its defined population. LHD Boards are tasked to approve plans and ensure Strategic Plans guide delivery of services.

The Board agreed to the following:

- Strategic plans and any plans that will result in significant service delivery changes in the LHD need to be presented to the Board in detail. Board members to also have the opportunity to be involved in the plans development.
- Facility plans that are low risk only need to be provided to the Board for final approval. This would be an executive summary including risks and themes on the Board agenda for approval. Longer more details plans can be provided as a supplementary paper to the Board papers.
- Asset plans will only be provided to the Board for noting.
- Board have requested a quarterly brief updating members on progress of plan development. The brief will be part of meeting papers for noting.
- If a plan has a major risk associated with the work, this is to be escalated to the Board for review.
- Any key messages or communication strategies developed as a result of changes to services are to be shared with Board members.

*Actions:*

- *Add planning activity timeframes to the Board calendar*

*Action by: M Mitchell      Action due: 06 March 2019*

- *Planning team to review their escalation process to ensure risks are escalated to the Board*

*Action by: M Mitchell      Action Due: 6 March 2019*

#### **4 Risk appetite**

The LHD has undertaken a review and assessment of our current risk. The organisation has matured past its current risk management assessment and documentation.

The LHD needs to understand and develop a trigger point and a level of tolerance.

Clinical risk management will be a priority for the LHD following outcomes from the Clinical Excellence Commission Review.

The LHD is required to have a risk appetite statement. Murrumbidgee Risk Appetite framework and risk escalation guide to be tailored for Western NSW LHD.

*Action:*

- *Directors Bennett, Treweeke and O'Brien, and Judy Robinson to review wording of Murrumbidgee documents to suit Western NSW LHD. To be discussed at May Board meeting.*

*Action by: J Robinson      Action Due: 1 May 2019*

#### **5 Board functioning and priorities**

The Board meeting reviewed and updated the LHD enterprise risk management document.

*Action:*

- *Every second Board meeting, bring the enterprise risk management document to be discussed and reviewed.*

*Action by: L Nott      Action Due: Ongoing*

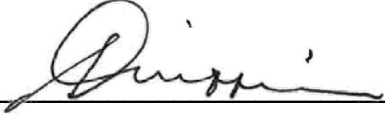
#### **6 Reflection of Meeting**

The following was agreed.

- Matters that require the Board to make decisions are early on the agenda.

- Attendance from ELT members at Board meetings to be split between Corporate Governance and Clinical Operations.
- The Board would like to know when key planning items are coming to the Board. Develop a calendar of meetings (Board and Sub Committees) for Board members to access. Also include when key planning reports will be provided as well as any other reports that are due to Board members over the year.
- Review site visits to ensure sites that are facing service changes are visited by the Board prior to changes being approved.
- A patient story to be provided at the beginning of each Board meeting. If the Board wishes to discuss the story in detail, this will occur at the end of the Board meeting.

**There being no further business the meeting closed at 2.45 pm**

Signed:  Date: 6 February 2019