

Western NSW LHD Board Meeting May 2022  
Conference Room, Coonamble MPS – 150 Castlereagh Street Coonamble  
Wednesday 4 May 2022, 10:30 — 15:00 AEST

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<b>Present:</b>	Matthew Irvine	Board Chair
	Fiona Bennett	Board Member
	Jason Cooke	Board Member
	Annette Crothers	Board Member
	Colin McClintock	Board Member
	Amanda O'Brien	Board Member
	Louise Johnson	Board Member
	Mark Spittal	Chief Executive
	Adrian Fahy	Exec Director Quality, Clinical Safety & Nursing
	Peter Bonnington	A/Exec Director Planning, Performance and Funding
	Jason Crisp	A/Exec Director Operations
	Krissy Ukena	Snr Executive Assistant

**Absent:**

<b>Apologies:</b>	Sharon McKay – A/Executive Director Operations
	Josh Carey – Executive Director Planning, Performance & Funding and Corporate Services

**Morning Tea on arrival**

**Welcome and overview to Coonamble Health Service - Libby Burnheim**

Libby Burnheim, Health Service Manager welcomed Board Members to Coonamble and provided an overview of the services provided to the local community.

The Castlereagh network which incorporates Coonamble, Gilgandra and Gulargambone was also discussed. The Castlereagh network is a pilot project whereby one Health Service Manager has oversight of multiple facilities with the support of a permanent full-time Nurse Manager based in each facility. There are eighty beds across the three facilities.

Access to Primary Care provision across the communities is an issue. There is currently no private GP in Gilgandra and the MPS has patients presenting for primary care provision. The Aboriginal Medical Service has recently opened and is working to recruit a GP. Gilgandra AMS is being managed by the same group as Coonamble AMS.

**1 Acknowledgment of Country**

The meeting commenced at 10.30am with Director Johnson providing an Acknowledgement of Country.

**2 Apologies**

Josh Carey and Sharon McKay.

**3 Minutes of Board strategy meeting held 6 April 2022**

Minutes were endorsed by the Board.

#### **4 Action Register from Board meeting held 6 April 2022**

Progress on action items was noted.

#### **5 Discussion regarding facility rounding**

Board members conducted rounding at Gilgandra and Coonamble Multipurpose Services. The benefit of site visits was acknowledged as well as the feedback members received from staff and patients. Rounding feedback to be consolidated out of session for discussion with Chief Executive and Acting Executive Director of Operations.

#### **6 Chair Report**

- Working with Ministry of Health regarding new Board Member appointments.
- Independent Members from Audit and Risk Committee have notified intention to resign and the LHD is actively recruiting replacements.
- Mark Spittal, Amanda O'Brien and Chair travelled to Bourke after the April meeting and met with several stakeholders.

#### **7 Chief Executive Report**

Mr Spittal spoke to the report which was noted by the Board highlighting:

- Upper House Parliamentary Inquiry report is due to be tabled 5 May.
- Workforce vacancies (across a broad range of disciplines) are being experienced across the District. This is also a state-wide issue.
- There are opportunities to review the LHD recruitment process and ensure delays are not impacting appointment of applicant. [Action: Director People & Culture to monitor and address](#)
- Proposed changes to Executive and Directorate structures. Discussion held.

#### **7.1 Quarterly Board Report – WNSWLHD October – December 2021**

The report was noted by the Board.

#### **7.2 WNSWLHD Performance Scorecard – March 2022**

The scorecard was noted by the Board

#### **7.3 NSW Health League Table – March 2022**

The table was noted by the Board.

#### **7.4 Board Priorities and reports**

Mr Spittal spoke to the brief which was noted by the Board:

- The Board approved the overall framework for reporting to the Board and its subcommittees. It was noted that Mental Health Drug and Alcohol would report through to HCQC.
- The Board approved the annual Board reporting timetable.
- Board supported the proposal with the opportunity to provide additional feedback as the process evolves.
- Note the inclusion of Executive Director Planning Performance and Funding and Corporate Services as a monthly attendee at Board meeting

#### **Break**

#### **8 Planning, Performance and Funding**

## **8.1 Financial Performance Report**

Mr Bonnington spoke to the report which was noted by the Board and highlighted:

- Mr Alfa D'Amato has been appointed Deputy Secretary, Financial Services and Asset Management and Chief Financial Officer
- Forecast for March showed improvement and would expect improvement again in April
- Revenue performance to budget remains unfavourable, and impact through to FY23 will be considered as part of budget allocation process
- Meeting with MoH on Monday for Service Agreement discussion
- Ongoing discussions with other LHDs around cost modelling for medical workforce
- Waitlist recovery continues. LHD anticipate waitlist recovery will be fully funded in next financial year. It is expected this will continue as a mix of private and public service provision

## **8.2 Finance & Performance Committee 26 April Draft Minutes**

The draft minutes were noted by the Board.

## **8.3 Finance & Performance Committee Chair Comments**

Director Bennett highlighted:

- A restricted financial asset trust fund has been established for medical imaging.

## **9 Clinical Operations**

### **9.1 Acting Executive Director Clinical Operations Report**

Mr Jason Crisp spoke to the report which was noted by the Board and highlighted:

- Workforce shortages, cost of workforce and workforce fatigue
- Impact of flu season and the pandemic on workforce availability

## **10 Meaningful Engagement**

Ms Kerrie O'Neill, Redevelopment Change Manager and Ms Maryanne Hawthorn, Director Health Intelligence Unit joined the meeting.

Both spoke to the brief and presentation which was noted by the Board. Discussion regarding:

- The approach and how it would be operationalised.
- EOJ process, types of models and recruitment of consumer representatives
- Director Johnson expressed interest in being involved in the Governance Committee and Director McClintock, if senior medical leadership representation is required, is also available to be involved.

## **11 Quality, Clinical Safety and Nursing**

### **11.1 Patient Story - Lessons Learned**

Mr Fahy spoke to the patient story which was noted by the Board

### **11.2 Executive Director Quality, Clinical Safety and Nursing Report**

Mr Fahy spoke to the report which was noted by the Board highlighting:

- Aboriginal Cultural Engagement Self-Assessment Tool will be rolled out state wide from June. WNSWLHD has been part of the pilot.
- Patient experience week was held 19-25 April 2022
- Complaints: complaints are being acknowledged and actioned in timely manner
- Rural Sector accreditation will commence on 25 July and run through to 12 August

- Work continues to support sites with fall prevention education and training
- An electronic platform for Safety Huddles has been developed and is live for sites to use across the LHD

### **11.3 Health Care Quality Committee (HCQC) – 27 April 2022**

The draft minutes were noted by the Board

### **11.4 HCQC Chair Comments**

Director O'Brien highlighted:

- Working with staff to finalise a process for presentations that are provided at HCQC meeting and ensure the information captures challenges and achievements
- HCQC have established a suite of questions to guide reflection of each meeting
- Amanda, Adrian and Chair of ARC met to discuss clinical and corporate risk. Discussion included succession planning in ARC and consistency in ARC membership from Board.

## **12 Medical and Dental Appointments Advisory Committee (MADAAC)**

### **12.1 MADAAC Meeting April 2022 Draft Minutes**

The draft minutes were noted by the Board.

### **12.2 MADAAC Chair Comments**

Director Irvine noted the draft minutes and recommendations provided to Mr Spittal, Chief Executive.

Director Irvine highlighted:

- Improvement in processes has occurred.
- Appreciation extended to Director O'Brien for her attendance whilst additional Board Members are recruited to.

## **13 District Clinical Council**

It was noted there was no meeting held in April.

## **14 DMSEC Representative**

Unavailable

## **15 General Business**

### **UHPI**

- Committee report will be released publicly tomorrow.
- It is anticipated there will be a press conference tomorrow hosted by Minister for Regional Health, Secretary NSW Health and the Regional Health Commissioner
- Board acknowledges the impact of the report on staff, patients, and the organisation

## **16 Reflection of Meeting**


A brief discussion was held. It was agreed smaller groups visiting sites was preferred.

It was agreed, for the August Board meeting, this would be held in Cowra. Cowra visit was previously delayed.

Board acknowledged Maryanne and Kerrie for attending in person.

## **17 Close**

There being no further business the meeting was closed at 2.30pm

Signed:  Date: 01 June 2022