

Western NSW LHD Board Meeting June 2022  
Conference Room, 7 Commercial Avenue Dubbo  
Wednesday 1 Jun 2022, 10:00 — 15:15 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 (virtual)
	Mark Spittal	Chief Executive
	Adrian Fahy	Exec Director Quality, Clinical Safety & Nursing
	Josh Carey	Exec Director Planning, Performance & Funding and Corporate Services (virtual)
	Sharon McKay	A/Exec Director Operations

**Absent:**

**Apologies:**

**1 Board meeting commences with Acknowledgment of Country**

The meeting commenced at 10.10am with the Chair providing an Acknowledgement of Country.

**2 Minutes of Board meeting held 4 May 2022**

Minutes were endorsed by the Board

**3 Action Register from Board meeting held 4 May 2022**

Progress on action items was noted.

**4 Discussion regarding facility rounding**

Board members conducted rounding at Dubbo Health Service, Community Health and Community Mental Health. The benefit of site visits in smaller groups was acknowledged as well as feedback members received from staff. Rounding feedback to be consolidated out of session for discussion with the Chief Executive and Acting Executive Director of Operations.

**5 Regional Health Division and Upper House Parliamentary Inquiry**

Mr Luke Sloane, Acting Coordinator-General and Mr Brendon Cutmore, Regional Health Division, NSW Ministry of Health joined the meeting. Mr Sloane spoke to the agenda item and provided a presentation which was noted by the Board. There was a discussion regarding the newly established Division as well as opportunities for regional health.

The report from the Upper House Parliamentary Inquiry was discussed.

Luke Sloane and Brendon Cutmore left the meeting.

**6 Action Item 4 - Annual Plan 2022 -2023**

Ms Maryanne Hawthorn, Director Planning & Health Intelligence spoke to the brief and

supporting paper which were noted by the Board. The Annual Plan has been developed with input from the Executive Leadership Team as well as the Board as part of the strategic planning day.

The Board approved the Western NSW LHD 2022-23 Annual Plan with amendments noted below:

- Promote annual plan activities focused on workforce higher up the list.
- Review wording around improved health outcomes to ensure it reflects in 2022/23 the action for the LHD to develop an approach to health outcomes and carry forward into delivery of outcomes in subsequent annual plans.

Maryanne Hawthorn left the meeting.

## **7 Chair Report**

- A number of people across Western NSW have submitted expressions of interest for the Regional Ministerial Advisory Panel for Regional Health.
- Continuing to work with Ministry of Health regarding Board appointments.
- Secretary, NSW Health has established a monthly meeting with Board Chairs.

## **8 Chief Executive Report**

Mr Spittal spoke to the report which was noted by the Board.

Discussions included:

- Workforce and the ongoing challenge of recruitment, retention and absences due to illness
- Executive Leadership Team partnering up with rural sites to provide a regular touch point
- It was noted the Health Service Manager at Bourke Multipurpose Service has resigned and recruitment was commencing.
- Recruitment of the Chief Medical Officer and Executive Director Service Delivery will commence in June.

### **8.1 WNSWLHD Performance Scorecard- April 2022**

The scorecard was noted by the Board

### **8.2 NSW Health League Table - April 2022**

The table was noted by the Board

## **9 Catholic Health Care**

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

The Board approved delegated endorsement of final matters related to this Brief to the Chair and Deputy Chair (Chair, Finance & Performance Committee) once finalised which will occur out of session.

## **10 Planning, Performance and Funding**

### **10.1 2022 Asset Management and Capital Planning**

*Mr Jeff Morrissey, Executive Director Corporate Services joined the meeting*

Mr Morrissey spoke to the brief and presentation which were noted by the Board.

It was noted, the Finance and Performance Board sub committee endorsed the projects referenced in the Capital Investment Proposals (CIP).

As per the brief, the Board supported the priorities associated with the Western NSW Local Health District Capital Investment Proposal submission for 2022/23.  
The Board provided ongoing support for the work associated with the SAMP and AMP.

## **10.2 Financial Performance Report**

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

- April expenditure was favourable
- April own source revenue was unfavourable. This has been a consistent trend
- Surgical recovery reimbursement is being received
- Full year baseline forecast remains favourable to budget.
- Full year own sourced revenue is forecast to be unfavourable against budget

2022/23 Financial year, it is anticipated that there will be:

- Full reimbursement of additional resourcing associated with the Dubbo redevelopment
- No growth funding
- Surgery recovery program to extend into 2022/23 and will be reimbursed.

The Board acknowledged the Planning Performance and Funding and Operations Directorates for their ongoing work to achieve budget.

## **10.3 Finance & Performance (F&P) Committee May Draft Minutes**

The draft minutes were noted by the Board.

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

Director Bennett highlighted:

- Supplementation from Ministry of Health for special leave received
- Committee supported the redaction of the District's cash management procedure, noting the Ministry of Health have developed a framework.

**Break**

## **11 Clinical Operations**

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

Ms McKay spoke to the report which was noted by the Board and highlighted:

- Transfer of care remains stable but below target.
- Deferred and delayed care due to COVID is becoming evident
- Surgical recovery continues. Dubbo remains a focus with a plan in place for Bathurst
- Dubbo Health Service catheter lab is scheduled to go live next week.
- The trial of remote monitoring of residential aged care residents post falls has commenced

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

### **12.1 Patient Story - Lessons Learned**

Mr Fahy spoke to the patient stories which were noted by the Board.

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

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

- The maternity framework review was discussed at the statewide directors meeting
- Safety huddles are being audited electronically capturing frequency, attendance and items discussed.
- Accreditation for rural sites will commence next month
- Fall related injuries in hospital continue to be a focus.
- Patient experience and elevating the human experience has had a focus on intentional bedside rounding.
- First year anniversary of the elevating the human experience program coming up
- The Board acknowledged the work of Retta Ferguson, Aboriginal Health Practitioner

## **12.3 Health Care Quality Committee (HCQC) May Draft minutes**

The draft minutes were noted by the Board

## **12.4 HCQC Chair Comments**

Director O'Brien highlighted:

- The committee agreed to cease development of a COVID specific report and fold this into the Executive Directors report.
- The Committee and Board recognised Dr Shannon Nott, recipient of the NSW Health Collaborative Staff Member of the year award.  
[Action: Secretariate to organise a letter from the Board to be prepared for Dr Nott and District recipients of other recent state awards.](#)
- Bathurst Health Service and the Integrated care team presented to the Committee on a local initiative developed. The committee noted that it is important that learnings are shared across the District.
- The issue of auto transcribing in MS Teams was discussed. The need for clear business rules was noted. The preference of Board members was that this feature not be used.

## **13 Audit & Risk Committee (ARC)**

### **13.1 Audit & Risk Committee meeting held 13 May 2022 draft minutes**

### **13.2 ARC representative comments**

Director Crothers highlighted:

- Ms Carolyn Burlew, independent member has resigned her position at the end of her term and recruitment is underway.

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

### **14.1 MADAAC Meeting May Draft Minutes**

The draft minutes were noted by the Board

### **14.2 MADAAC Chair Comments**

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

Director Irvine highlighted:

- Committee approved out of session minutes as a quorum was not reached.

- Terms of Reference for the Committee are being reviewed and consideration giving to the requirement for a quorum or attendance from those involved in the applications

## **15 District Medical Staff Executive Council (DMSEC)**

### **15.1 DMSEC Meeting May Draft Minutes**

The draft minutes were noted by the Board

### **15.2 DMSEC Representative Comments –**

Dr Duncan George highlighted:

- Workforce shortages across NSW not just WNSWLHD.
- Media attention for Bourke and the impact of media on ability to recruit
- Vascular surgery
- Dr Shannon Nott was acknowledged as recipient of the NSW Health Collaborative Staff Member of the year award.
- Acknowledge the recruitment of CMO position

## **16 Enterprise Risk**

Mr Carey spoke to the brief and papers provided.

As per the brief, the Board supported the recommendations and inclusion of two newly identified risks to be added to the register:

- Climate change and adaptation strategies. A system wide risk identified by the Ministry of Health which will have an ongoing whole of government focus.
- Critical infrastructure legislation update; The Ministry of Health has been working with the Department of Home Affairs regarding the legislation requirements.

## **17 Board Planning**

The July meeting will be held in Bathurst and August will be in Cowra

## **18 General Business**

### **19 • Reflection of Meeting**

A brief discussion was held. It was agreed the visits to sites in smaller groups were beneficial

Action: Secretariat to upload meeting venues for the year into Convene.

Meeting closed 2.40 pm

Signed:  \_\_\_\_\_ Date: 06 July 2022