

# MINUTES



## South Western Sydney Local Health District Board

Date: Monday 23 June 2014

Time: 3:30pm

Venue: SWSLHD Board Room, Eastern Campus, Liverpool Hospital

### 1. Present and Apologies

<b>Members</b>	<b>Pres.</b>	<b>Apol.</b>	<b>Members</b>	<b>Pres.</b>	<b>Apol.</b>
Prof Phillip Harris (Chair)	✓		John Gordon	✓	
Carolyn Burlew	✓		Mark (Jack) Johnson		Absent
Christine Carriage		✓	Prof Neil Merrett	✓	
Prof Brad Frankum	✓		Dr Matthew Gray	✓	
Frank Conroy	✓		Nina Berry	✓	
Dr David Abi-Hanna	✓				
<b>Other Attendees</b>					
Amanda Larkin, Chief Executive	✓		Dr Nicholas Collins, Medical Staff Executive Council Representative		✓
Graeme Loy, Director Operations	✓		Greg King, Director Finance	✓	
Mark Zacka, Director Clinical Governance	✓		Kung Lim, Director Nursing and Midwifery Services	✓	
Nel Buttenshaw, A/Manager Executive & Board Secretariat (minutes)	✓		Prof Guy Marks	✓	
Prof Michael Barton, Director of Research	✓				

<b>Agenda Item</b>	<b>Discussion/Decision/Recommendation</b>	<b>Responsible</b>
<b>2. Introduction to Professor Guy Marks</b>	<ul style="list-style-type: none"> <li>The Chairman welcomed Prof Guy Marks and Prof Michael Barton to the meeting. The Chairman reported that Prof Marks had recently been named the top ranked National Health and Medical Research Council (NHMRC) Research Fellow applicant for 2013, which is a most prestigious Fellowship.</li> <li>Prof Barton reported that Prof Marks had recently joined the academic staff at South Western Sydney Clinical School, with the support of the Local Health District and the University of New South Wales (UNSW).</li> <li>Prof Marks thanked the Board for their invitation to attend the meeting and advised that he commenced as a respiratory physician at Liverpool Hospital in 1994 and undertakes both clinical and research work.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Prof Marks provided a brief overview of his current research activities, which predominately include the fields of asthma, allergy, lung disease and environmental epidemiology, from a State, national and international perspective.</li> <li>• Prof Marks noted his commitment to teaching and supporting young and/or early career researchers.</li> <li>• On behalf of the Board, the Chairman congratulated Prof Marks on his most recent honour.</li> </ul>	
<i>Prof Marks, Prof Barton, Mr Conroy left the meeting</i>		
<b>3. Declaration of Interests</b>	<ul style="list-style-type: none"> <li>• The Chairman invited declarations of interest.</li> <li>• In relation to the Chief Executive's Report at Agenda Item (7.1) – Starring Item – Oran Park Integrated Primary Care Centre, the following declarations were made: <ul style="list-style-type: none"> <li>• Dr Matthew Gray reminded the Board that he is the Chairman of South Western Sydney Medicare Local (SWSML).</li> <li>• Prof Brad Frankum reminded the Board that his wife is the Deputy Chairperson of the SWSML and that he is the Chairperson of the SWSML's Clinical Council.</li> </ul> </li> <li>• The Board <u>NOTED</u> the declarations of interest made.</li> </ul>	
<b>4. Confirmation of the previous minutes and action list</b>	<ul style="list-style-type: none"> <li>• <u>MOTION</u>: A motion was moved by Mr Gordon and seconded by Prof Merrett that the Minutes of the Board meeting held on 26 May 2014 be accepted as a true and accurate record, subject to the following correction:  Item 7.2.2 (pg 11 of 209) – 2<sup>nd</sup> dot point “...Triple <del>1</del> Hub.”</li> <li>• The motion was <u>CARRIED</u>.</li> </ul>	
<i>Mr Conroy re-joined the meeting.</i>		
<b>5. Business Arising</b>		
5.1 Asset Strategic Plan (ASP) – Chief Executive's Report [26.05.14; Item 7.3]	<ul style="list-style-type: none"> <li>• The Chief Executive advised that as a result of recent discussions with the Ministry of Health (MoH) and Health Infrastructure, it is recommended that the Board amend the top five priority capital projects, for re-submission to the MoH, as follows: <ul style="list-style-type: none"> <li>• Combine the Priority 1 (Campbelltown Hospital Inpatient Mental Health Redevelopment) and 3 (Campbelltown Hospital Stages 2 and 3) projects, given the inherent links, from a site and service delivery perspective.</li> </ul> </li> <li>• Ms Larkin confirmed that the current planning process regarding Campbelltown Hospital, due for completion in November, will clarify Stages 2 and 3.</li> </ul>	



	<p>The recent Federal budget announcements now preclude the SWSML from progressing the Project.</p> <p>Development of IPCC's is a fundamental direction within the District's Strategic Plan.</p> <p>For the Project to continue, the LHD would be required to transition as the principal sponsor of the Project and provide funding. Financial commitments required include:</p> <ul style="list-style-type: none"> <li>- An initial capital investment of \$1.5M for the internal fit out of spaces</li> <li>- A recurrent commitment for three years of approximately \$1.86M – there is an expectation that the Centre would operate in a surplus position after this period.</li> </ul> <p>The Project is also supported by the University of Western Sydney and the District had intended to host community health services from the Centre.</p> <p>Governance arrangements and the business model require revision.</p> <p>Mr Loy provided an overview of associated risks.</p> <p>The Chief Executive outlined the next steps to proceed with the Project, as follows:</p> <ul style="list-style-type: none"> <li>- Approval is required from the Board, including acceptance of the operational risk, underwritten by the LHD over the three initial years.</li> <li>- The Project needs to be included in the Locally Funded Initiatives Program for 2014/15</li> <li>- Approval to proceed with the Project is required from the MoH</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• The Board requested circulation of the Business Case submitted to the Ministry of Health.</li> <li>• Provide a referral note to the July Board meeting regarding the governance arrangements and business model.</li> </ul> <p>The Board <u>APPROVED</u> submission of the Project to the Ministry of Health and the signing of the lease.</p> <ul style="list-style-type: none"> <li>• <u>UWS Clinical School</u> On 17 June 2014 a \$9M contribution to funding for the construction of the UWS Clinical School at Campbelltown Hospital was announced in the 2014/15 NSW Budget.</li> </ul> <p>The Board <u>NOTED</u> the update regarding the UWS Clinical School.</p>	<p>Mr Loy</p> <p>Mr Loy</p>
--	--	-----------------------------

	<ul style="list-style-type: none"> <li>• <u>IDA Terminations</u> Current inter-District Agreements will cease on 30 June 2014 and transitional management arrangements have been confirmed for all services.  The Board <u>NOTED</u> the update regarding inter-District Agreements.</li> <li>• <u>ICT Strategy</u> Key themes and issues identified throughout the consultation period will be presented to the Board in due course.  The Board <u>NOTED</u> the update regarding the ICT strategy.</li> <li>• <u>Communicable Disease Control</u> – pg 23 of 209 - Prof Frankum observed that due to the small numbers involved, percentages may not be the best measure for HIV notifications.</li> <li>• <u>Priority Strategic Direction 8</u> – Embedding education and research within service delivery – the Chief Executive advised that negotiations with the Ingham Institute of Applied Medical Research regarding the Lease Agreement are progressing, with the next meeting scheduled for 28 July 2014.</li> <li>• The Board <u>NOTED</u> the Chief Executive’s Report for May 2014.</li> </ul>	<i>N Buttenshaw</i>
<i>Ms Larkin left the meeting at 5.04pm</i>		
<b>7.2 Performance</b>		
7.2.1 KPI Report	<ul style="list-style-type: none"> <li>• The KPI Report was circulated with the Agenda.</li> </ul>	
<i>Safety &amp; Quality</i>	<ul style="list-style-type: none"> <li>• Mr Zacka highlighted the following item from within the Report: <ul style="list-style-type: none"> <li>• The Staphylococcus Aureus Bloodstream Infections (SABSi) is at 1.34 (per 10,000 bed days) for the period. The rate was lower for the same month last year (0.17) however the current YTD rate (0.53) is lower than the YTD rate for the previous year (0.85).</li> <li>• Mental health acute post discharge community care follow up within 7 days has continued to improve.</li> </ul> </li> <li>• Mr Zacka confirmed that the rate and number of SAC 1 incidents is routinely monitored. Analysis of historical trends indicates an increased number of SAC 1 incidents occur in the March to August period.</li> <li>• Prof Merrett provided a summary of detailed reports received, including feedback mechanisms, in relation to incident management by the Health Care Quality &amp; Safety Committee.</li> </ul>	

	<ul style="list-style-type: none"> <li>Professors Merrett and Frankum advised that there are rules relating to the referral of deaths to the Coroner.</li> <li><b>Action:</b> pg 28 of 209 – Provide an interpretation of the causation statement made at (1), 2<sup>nd</sup> sentence in relation to incident 1621246-20.</li> <li>The Board <u>NOTED</u> the Safety &amp; Quality Report.</li> </ul>	Mr Zacka
<i>Service Access &amp; Patient Flow</i>	<ul style="list-style-type: none"> <li>Mr Loy confirmed that NEAT targets remain in the 2014/15 Service Agreement.</li> <li>The Board <u>NOTED</u> the Service Access &amp; Patient Flow Report.</li> </ul>	
<i>People &amp; Culture</i>	<ul style="list-style-type: none"> <li>Mr Loy reported that the percentage of Aboriginal workforce as a proportion of total workforce has increased. The District coordinates a successful internal traineeship program.</li> <li><b>Action:</b> Explore the potential of working with the Clontarf Foundation with respect to supporting Aboriginal workforce initiatives.</li> <li>The Board <u>NOTED</u> the People &amp; Culture Report.</li> </ul>	Mr Loy
<i>Mr Gordon left the meeting at 5.24pm &amp; Ms Larkin re-joined the meeting at 5.25pm</i>		
<i>Finance &amp; Activity</i>	<ul style="list-style-type: none"> <li>Mr King highlighted the following items from within the Report: <ul style="list-style-type: none"> <li>YTD Net Cost of Service position is \$5.0M favourable.</li> <li>The Ministry have advised that increased activity associated with Motor Vehicle Accidents Authority (MAA) patients and Department of Veterans Affairs (DVA) patients has resulted in adjustments to the revenue to be recognised this year. An additional \$8M will be booked in June.</li> </ul> </li> </ul>	
<i>Mr Gordon re-joined the meeting at 5.28pm.</i>		
	<ul style="list-style-type: none"> <li>The new version of the accounting and procurement system, Oracle R12 was implemented in April and there continues to be issues with processing invoice payments in the new system. The LHD is working with HealthShare to resolve the issues.</li> <li>The Board <u>NOTED</u> the Finance &amp; Activity Report and congratulated management on the financial position.</li> </ul>	
<i>Dr Abi-Hanna left at 5.30pm.</i>		
7.2.2 Service Reports	<ul style="list-style-type: none"> <li>Reports for the following services were circulated with the Agenda: <ul style="list-style-type: none"> <li>Mental Health</li> <li>Community Health</li> <li>Drug Health</li> <li>Population Health</li> <li>Oral Health</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>Ms Larkin highlighted the following items from the Drug Health Service Report: <ul style="list-style-type: none"> <li>Most KPIs have been met.</li> <li>The General Manager position has been offered and accepted; the new incumbent will commence on 14 July 2014.</li> </ul> </li> </ul> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>Clarify the statement made at pg 46 of 209 within the narrative in relation to 'Perinatal'.</li> <li>Present to the Board the re-development of the Tharawal site.</li> </ul> <ul style="list-style-type: none"> <li>The Board <u>NOTED</u> the Service Reports.</li> </ul>	<p>Ms Larkin Ms Carriage</p>
<p><i>Mr Zacka, Ms Lim, Mr King left the meeting at 5.35pm.</i></p>		
<p><b>7.3 Work Health &amp; Safety Due Diligence Jan-March 2014 Report</b></p>	<ul style="list-style-type: none"> <li>The Quarterly Work Health and Safety Report (for the period January to March 2014) was circulated with the Agenda and <u>NOTED</u> by the Board.</li> </ul>	
<p><i>Dr Abi-Hanna re-joined the meeting at 5.36pm.</i></p>		
	<ul style="list-style-type: none"> <li>Mr Loy highlighted the following items: <ul style="list-style-type: none"> <li>A reduction in total number of claims, which is reflected in the hindsight adjustment.</li> <li>Two incidents have resulted in Workcover investigations during the period; Library at Campbelltown Hospital and a claim of bullying at Liverpool Hospital.</li> <li>The 41 reported physical assaults relate to a definitional issue. No reported assault required intensive medical treatment.</li> </ul> </li> <li><b>Action:</b> Provide advice to the Board regarding the process, including the responsibility, for reporting physical assaults.</li> </ul>	<p>Mr Loy</p>
<p><b>7.4 Chairman's Report</b></p>	<ul style="list-style-type: none"> <li><u>2014 Board Conference</u> The Chairman observed the noted absence of SWSLHD in the presentations at the Conference.</li> <li><u>Board Evaluation Report – Skills Mix Audit (Rec 9)</u> The Chairman reported that there were 7 respondents to the Skills Mix Audit.  Following a review of the results, the Board <u>AGREED</u> that there may be benefit in recruiting additional members with legal, commercial, information technology, governance skills.</li> </ul>	



	<b>Action:</b> The Chairman to discuss the results of the Skills Mix Audit with the Minister for Health.	Chairman
<i>Mr Loy &amp; Ms Buttenshaw left the meeting at 5.47pm</i>		
	The following items were discussed IN CAMERA: <ul style="list-style-type: none"> <li>• <u>Meeting with the Hon Jai Rowell MP</u></li> <li>• <u>July Board Meeting – Ministers’ Attendance</u></li> <li>• <u>December Board Meeting</u></li> </ul>	
<i>Mr Loy, Ms Buttenshaw &amp; Mr Zacka re-joined the meeting at 6.03pm</i>		
<b>8. Committees of the Board</b>		
<b>8.1 Health Care Quality and Safety</b>		
8.1.1 Minutes – 4 June 2014	<ul style="list-style-type: none"> <li>• The Minutes of the Health Care Quality and Safety Committee meeting held on 4 June 2014 were circulated with the Agenda and <u>NOTED</u> by the Board.</li> <li>• Prof Merrett highlighted the following item: <ul style="list-style-type: none"> <li>• Item (6.1) – ANZICS Report – The Committee has requested continuing reports and for all stakeholders to be involved in discussions to plan alternate models of care.</li> </ul> </li> </ul>	
8.1.2 Clinical Governance Framework	<ul style="list-style-type: none"> <li>• The Clinical Governance Framework was circulated with the Agenda.</li> <li>• Mr Zacka reported that the Framework provides a tool to enable alignment of activities across the District.</li> <li>• The companion Quality &amp; Safety Plan provides a structured approach to minimising the gaps identified in the Framework. Regular updates on progress of the Plan will be provided to the Health Care Quality &amp; Safety Committee.</li> <li>• The Framework will be presented to the SWSLHD Clinical &amp; Quality Council and then implemented across the District.</li> <li>• <b>Action:</b> Include a diagram to map the system and structures.</li> <li>• The Board agreed to <u>ENDORSE</u> the Clinical Governance Framework.</li> </ul>	Mr Zacka
8.1.3 2013/14 Committee Self-Assessment	<ul style="list-style-type: none"> <li>• The 2013/14 Self-assessment of the Health Care Quality &amp; Safety Committee was circulated with the Agenda and <u>NOTED</u> by the Board.</li> <li>• The Board requested the inclusion of an additional point within the ‘Responsibilities &amp; Activities’ Section of the revised</li> </ul>	



	<p>Terms of Reference to reflect the requirement to bring to the Board's attention appropriate matters.</p> <ul style="list-style-type: none"> <li>• <b>Action:</b> Update the Terms of Reference and advise the Committee.</li> </ul>	Mr Zacka
<i>Mr Zacka left the meeting at 6.13pm</i>		
<b>8.2 Finance Committee</b>		
8.2.1 Minutes – 16 May	<ul style="list-style-type: none"> <li>• The Minutes of the Finance Committee meeting held on 16 May 2014 were circulated with the Agenda and <u>NOTED</u> by the Board.</li> <li>• Mr Gordon highlighted the following item: <ul style="list-style-type: none"> <li>• Item (7.1) – Revised car park options – A revised tender process, that incorporates Health Infrastructure managing the tender – with 2 other car park developments, was discussed at the June Committee meeting. The revised tender arrangements require further consideration of car parking fees. A report will be submitted to the July Board meeting.</li> </ul> </li> </ul>	Mr Loy
8.2.2 2013/14 Committee Self-Assessment	<ul style="list-style-type: none"> <li>• The 2013/14 Self-assessment of the Finance Committee was circulated with the Agenda and <u>NOTED</u> by the Board.</li> <li>• The Board requested that the Terms of Reference be further revised to reflect: <ul style="list-style-type: none"> <li>• Reporting requirements to the Board</li> <li>• That members are appointed, rather than designated, by the SWSLHD Board.</li> </ul> </li> <li>• <b>Action:</b> Update the Terms of Reference and advise the Committee.</li> </ul>	Mr King
<b>8.3 Research &amp; Teaching Committee</b>		
8.3.1 Minutes – 5 June 2014	<ul style="list-style-type: none"> <li>• The Minutes of the Research &amp; Teaching Committee meeting held on 5 June 2014 were circulated with the Agenda and <u>NOTED</u> by the Board.</li> <li>• Dr Abi-Hanna, as A/g Chair of the meeting, highlighted the following items: <ul style="list-style-type: none"> <li>• Item (4.5) - Teaching &amp; Education Plan</li> <li>• Item (5.1) – Early &amp; Mid-Career Scholarship Program</li> <li>• Item (5.1) – Hub Strategy</li> <li>• Item (5.5.2) – O &amp; G Accreditation at Fairfield Hospital</li> <li>• Item (7) – Publications Data</li> </ul> </li> <li>• Prof Frankum noted that the highlights section is in response to recommendations made at the 2013 Board Planning Workshop.</li> <li>• The Board <u>AGREED</u> that the highlights section would be retained.</li> </ul>	

8.3.2 2013/14 Committee Self-Assessment	<ul style="list-style-type: none"> <li>The 2013/14 Self-assessment of the Research &amp; Teaching Committee was circulated with the Agenda and <u>NOTED</u> by the Board.</li> <li>The Board <u>APPROVED</u> the revised Terms of Reference.</li> </ul>	
<b>8.4 Audit &amp; Risk Management Committee</b>		
8.4.1 Minutes – 27 May 2014	<ul style="list-style-type: none"> <li>The Minutes of the Audit &amp; Risk Management Committee meeting held on 27 May 2014 were circulated with the Agenda and <u>NOTED</u> by the Board.</li> </ul>	
8.4.2 Draft Charter	<ul style="list-style-type: none"> <li>The Board <u>APPROVED</u> the draft Audit &amp; Risk Management Charter, as circulated with the Agenda, noting the further revisions made.</li> </ul>	
8.4.3 Matters referred to the ICAC	<ul style="list-style-type: none"> <li>The Board <u>NOTED</u> that there were no notifications made by the Chief Executive to the Independent Commission against Corruption (ICAC) during the period 9 May 2014 to 11 June 2014.</li> </ul>	
8.4.4 Chairman	<ul style="list-style-type: none"> <li>Ms Larkin advised that the Health Policy Directive PD2010 Internal Audit is currently being redrafted by the Ministry of Health to align with the Treasury Policy. The Treasury Policy states that term of a Chair in any single agency is capped at four years. As a result, it is recommended that Mr Martin's appointment as Chairman of the SWSLHD Audit &amp; Risk Management is extended by one year, to 30 June 2015, to enable a transition period.</li> <li>The Board <u>ENDORSED</u> the extension of Mr Martin's term as Chairman of the SWSLHD Audit &amp; Risk Management Committee, by one year, to 30 June 2015.</li> <li><b>Actions:</b> <ul style="list-style-type: none"> <li>Confirm Mr Martin's term of appointment.</li> <li>Ensure an annual presentation to the Board from the Audit &amp; Risk Management Committee Chairman.</li> </ul> </li> </ul>	Ms Larkin Ms Buttenshaw
<b>8.5 Consumer &amp; Community Council</b>		
8.5.1 Minutes – 6 June 2014	<ul style="list-style-type: none"> <li>The Minutes of the Consumer &amp; Community Council meeting held on 6 June 2014 were circulated with the Agenda and <u>NOTED</u> by the Board.</li> <li>Mrs Berry highlighted the following item: <ul style="list-style-type: none"> <li>Item (6.2) - The Council intends to write to the Board Chairman regarding the vacant Council position from the Board.</li> </ul> </li> <li>The Chairman advised that further to the Council's identification of discharge planning in their top 5 priority areas a Workshop is being hosted.</li> </ul>	

<b>9. New Business</b>		
9.1 MDAAC Membership	<ul style="list-style-type: none"> <li>The Board <u>ENDORSED</u> Dr Srinivas' nomination as the interim dental representative on the Medical &amp; Dental Appointments Advisory Committee, replacing Associate Prof Bhole, as a result of the IDA termination.</li> </ul>	
9.2 Capacity Assessment Project	<ul style="list-style-type: none"> <li>The Board <u>NOTED</u> the referral note regarding the Capacity Assessment Project.</li> </ul>	
9.3 Honours & Awards	<ul style="list-style-type: none"> <li>The Board <u>NOTED</u> receipt of honours and awards by: <ul style="list-style-type: none"> <li>Mr Frank Conroy</li> <li>Professor Minote Apte</li> <li>Mr David Cummins</li> <li>Professor Guy Marks</li> </ul> </li> <li>Letters conveying congratulations had been issued.</li> </ul>	
<b>10. Items for Information</b>		
10.1 Public Relations  10.1.1 Newsletter	<ul style="list-style-type: none"> <li>A referral note regarding public relations matters for May 2014 was circulated with the Agenda and <u>NOTED</u> by the Board.</li> <li>The June 2014 newsletter was circulated with the Agenda and <u>NOTED</u> by the Board.</li> </ul>	
10.2 Meetings with Interested Parties	<ul style="list-style-type: none"> <li>The Chairman advised that there were no meetings with interested parties during May 2014.</li> </ul>	
<b>11. Other Business without Notice</b>		
	<ul style="list-style-type: none"> <li>The Chairman invited other business without notice.</li> <li><u>2014/15 Service Level Agreement</u> The Chief Executive advised that the 2014/15 Service Agreement has been received. Analysis of the financial implications and identification of changes in comparison to the 2013/14 Agreement have been completed. The Agreement will be presented to the July Board meeting. The Chief Executive confirmed that population projections have been included within the Agreement.</li> </ul> <p><u>Actions:</u></p> <ul style="list-style-type: none"> <li>Circulate the 2014/15 Service Agreement, together with commentary and analysis, to the Board.</li> <li>List the matter for discussion at the July Board meeting.</li> </ul> <p>The Board <u>NOTED</u> the update regarding the 2014/15 Service Agreement.</p>	Ms Larkin  Ms Buttenshaw

<b>12. 2014 Board Calendar</b>	<ul style="list-style-type: none"> <li><b>Action:</b> Re-distribute the Board Calendar, updated to reflect the revised arrangements for the July and December Board meetings.</li> </ul>	Ms Buttenshaw
<b>13. Next Meeting</b>	<p>Wednesday 30 July 2014  1430-1530 – Facility Site Visit  1530 – 1830 – Board Meeting  Campbelltown Hospital</p>	

Meeting closed at 7:20pm