
Minutes

Ordinary Meeting of the Board of the Far West Local Health District

Date: 22 July 2019

Time: 8.00am EDST (7.30 am CDST)

Venue: Ivanhoe Health Service, Ivanhoe

Present:

Dr Andrew Refshauge	Chairman
Mr John Harris	Board Member
Mr Stephen O'Halloran	Board Member
Mr Paul Kemp	Board Member
A/Prof Lilon Bandler	Board Member
Mr Stephen Rodwell	Chief Executive

By Videoconference:

Ms Michelle Dickson	Board Member
Ms Mariette Curcuruto	Board Member

Invitees:

Ms Diana Ferry	Executive Officer
Ms Noni Inglis	Director Finance and Corporate Services
Dr Andrew Olesnicky	Director Emergency Services BHHS

In Attendance:

Mrs Jenelle Bussell	A/Board, Committees and Policy Clerk (Minutes)
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Meeting Commenced: 8.05am EDST

Item 1. Acknowledgement of Country

The Far West Local Health District acknowledges the traditional owners of the lands within its boundaries including Barkandji/Paakantji; the Muthi Muthi; Wilyakali; and the Ngiyampaa. We acknowledge and pay respects to the elders past and present and their ancient wisdoms. We also acknowledge the communities of today and the Aboriginal community members who are part of our communities.

The Board and Committee members discussed and noted the land Ivanhoe stood on, being Ngiyampaa. Paul Kemp explained the need to know boundaries and to respect those boundaries when crossing from one land to another. Paul Kemp also suggested Elders be contacted to better understand the wording preferred for each Acknowledgement of Country when crossing those boundaries.

Item 2. Apologies

Mr Wincen Cuy	Board Member
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Item 3. Disclosure of Interest

Nil

Closed Meeting: 8.10am – 8.35am

4. Order of Business/Urgent Business

Heather McGinty and Ray Longfellow joined the meeting at 8.35am

The Board and Committee members discussed Health Council matters with Health Council Members, Heather McGinty and Ray Longfellow.

Heather McGinty noted her concern in regard to the lack of family accommodation available. The Health Council members felt that families would stay longer and contribute to the community in relation to schooling etc.

Heather McGinty left the meeting at 8.37am

The Chief Executive noted he had received a letter from the Ivanhoe Health Council regarding asbestos in the accommodation quarters. The overall condition of the asbestos was declared non fibrosis. The contract also stated the demolition contractor has the salvage rights on possession of the building.

Ray Longfellow noted his concern after the building was sold, that it is now being leased again and the Health Service could be liable in the future for illness. The Board and Committee members discussed the possibility of liability to the Health Service. Mariette Curcuruto questioned if there was disclosure during the sale process.

Action: The Chief Executive to seek professional legal advice regarding asbestos liability proceeding sale of buildings.

Ray Longfellow noted the lack of provision for dental services on a regularly basis, including podiatry and skin care services. Ray Longfellow also noted the importance of these services in remote communities, at present which dental was once per year.

Lilon Bandler noted a declaration of interest and informed those present she worked for the RFDS and explained why in this instance skin services were lacking. Recruitment in remote areas is also an issue.

Lilon Bandler suggested the Health Council should contact the College of Dermatologists as direct contact may appeal as part of the training for accreditation includes standards around community engagement.

Action: Lilon Bandler to provide Ray Longfellow an address for the College of Dermatologists

Ray Longfellow questioned the possibility of family accommodation being provided in the future. Paul Kemp noted in his capacity as General Manager of Murdi Paaki Regional Housing Company, there may be an opportunity where their Board may agree to assist the Health Service with housing issues should there be a need.

Ray Longfellow requested the landscaping around the units be upgraded to make it more attractive to give staff a nicer living environment. The Chief Executive noted the vacancy for a gardener had now been filled so an improvement should be seen in the near future. The Chief Executive also noted the Site Manager was able to send suggestions and costs to him for approval.

Ray Longfellow thanked the Board and Committee members for the screening of the mortuary as it had been very effective.

John Harris questioned the sound issue in the building as mentioned on previous occasions. Ray Longfellow advised there had been no further complaints.

The Chair thanked Ray Longfellow for his input, concerns and attendance.

Ray Longfellow left the meeting at 9.09am

Item 5. Minutes of Ordinary Board Meeting 24 June 2019

Resolution: **The Minutes of the Ordinary Board meeting held on 24 June 2019 be received as a true and correct record.**
Moved John Harris, seconded Lilon Bandler. Carried.

John Harris noted the addition of ancient wisdoms to the action list but did not think it was sufficient. Lilon Bandler suggested more thought be put into the way it is delivered. The Board and Committee members discussed ways to incorporate ancient wisdoms into the agenda. Michelle Dickson suggested Donna Cruickshank be consulted to clarify whether 'ancient wisdoms' should be broadened to include contemporary wisdoms. Paul Kemp repeated the need for right pronunciation and recognition when crossing from one land to another.

Action: **Invite all Board members to the next Aboriginal Health Committee meeting 30 August 2019 to discuss how to incorporate ancient wisdoms into the Board Agenda.**

Item 6. Action List

6.1 19-02 – Draft strategy to reduce premium employee related costs

Noni Inglis advised the draft strategy was presented to the Workforce Development Committee. The strategies had been updated and added to the July 2019 Board meeting papers listed at Item 10.3.2.2.

Complete

6.2 19-05 – Gifting of Land to Maari Ma

The Chief Executive advised correspondence had been received from Maari Ma Health accepting the 500sq m parcel of land.

6.3 19-06 – Respecting the Difference Face to Face training for the Board

Michelle Dickson noted she was mindful of this task and would look at the calendar to provide Denise Hampton suitable dates for the Board members to attend.

The Chair suggested attaching the training to a day before or after an Ordinary Board Meeting. The Board and Committee members noted their preference of a Sunday before a Monday Board meeting.

Action: **Jenelle Bussell to liaise with Michelle Dickson regarding a suitable Sunday prior to a Board meeting date for Denise Hampton to run the Respecting the Difference training.**

6.4 19-09 – Aboriginal Health added to Agenda

Aboriginal Health is now a standing item on the Agenda at Item 9.

Complete

6.5 19-10 – Calendar of Events

The Calendar of Events had been updated as per the action.

Complete

Item 7. Reflections of our Care

Item 7.1 Presentation Dale Sutton, Executive Director Nursing and Midwifery/Director Clinical Governance

Dale Sutton was not present at the meeting.

Action: Move presentation to the October 2019 meeting in Tibooburra and invite Health Council members and Health Service staff to attend the presentation.

Item 7.1 Patient Story

Noted

Item 7.2 Staff Story

Noted

Item 8. Chief Executive Report

8.1 KPI Report

The Chief Executive noted the new look KPI report had now replaced the previous one and electronic discharge summaries had been added to the report.

The Chair noted the SAC 1 listed in the report. The Chief Executive explained the circumstances surrounding the SAC 1 and noted an RCA had been completed.

Lilon Bandler noted the Clinical Review regarding a blood transfusion incident was not listed.

Action: The Chief Executive to follow up with Kimberley Flood the Clinical Review result regarding the blood transfusion incident .

Lilon Bandler suggested the colour on the current year on the monthly performance scorecard be changed to red rather than blue or green.

Action: To change the colour of the current year on the monthly performance scorecard to red.

The Board and Committee members discussed the overlap of some information in the reports provided and the possibility of reducing the duplication.

Action: To review the reports from Clinical Governance to reduce duplication of information provided in the KPI Report.

8.2 Chief Executive Report

Key points from the Chief Executive Report:

- The YTD FY2019 actual FTE is 706.45, this is 33.39 FTE less than the budgeted Staff Establishment
- Jodie Miller has been appointed as Director Mental Health Drug and Alcohol and Denise McCallum has been appointed General Manager District Health Services.

Stephen O'Halloran questioned the availability of funding for Mental Health. The Chief Executive advised the Far West Local Health District would receive 100% total of funding over 4 years if targets were met.

- Recruitment is underway for General Manager Broken Hill Health Service which has been readvertised.
- People Matter Employee Survey has concluded for 2019. This year the participation rate was 69%. The final report from the Public Service Commission will be used to inform people and culture strategies for the District.

The Chief Executive noted the figure of 64% provided in the Chief Executive report was incorrect and the correct figure was 69%.

- One workplace incident claim closed during June 2019 with nineteen claims remaining open over the current fund years as at 30 June 2019, including the one new claim received in June 2019.
- Weekly serious clinical incident feedback sessions are being held every Monday afternoon. These are being attended face to face in Broken Hill with District facilities are joining in using PEXIP.
- The YTD result is \$0.308M favourable to budget.

The Chief Executive noted the Activity table in the report did not reflect a split between Did not Waits Aboriginal and non-Aboriginal people data. Lilon Bandler noted the need to include the split.

Action: Include the split between Did Not Waits Aboriginal and non-Aboriginal people data in the Activity Table.

- Emergency Department Treatment Performance for June 2019 was slightly under target at 89.2% (target 90.2%) Transfer of Care from the Ambulance Service to the Emergency Department for June 2019 was 94.5% well above the target of 90.0%.
- The Tibooburra HealthOne Project is progressing well. The commencement date is for the end of July 2019. The community information bulletin has been developed and is now displayed in the reception area for community members to be aware of the new floorplan and communication regarding possible disruptions. A staging plan for works has been drafted and the Health Service Manager will work with the RFDS to ensure the latest possible disruptions to the services during the refurbishment.
- The Buronga HealthOne Project is also progressing well. Planning meetings continue to be held with the staff representatives. The planning phase for schematic design was held on 12 June 2019 with consensus on the floorplan and general layout for rooms. The next detailed planning to ensure information, Communications and Technology; and Security details inform the plan. Work continues by Health Infrastructure for the land acquisition with the NTS and Barkandji Elders. The Project Brief development is underway with a draft version to be provided for review on 15 July 2019.
- The top five risks facing the Local Health District are;

- Small sites solution re: medical Director and eMR
- Medical Specialist staffing – consistency with services provided by locum workforce
- LHD financial performance against established budget
- Industrial relations
- Wentworth GP Services
- Maari Ma have accepted the offer to gift a 500sq m parcel of land within the Wilcannia Health Service precinct. Completion of the proposed transfer is governed by the Real Property disposal Framework policy (PD_2012_039) and still requires;
 - Real property disposal business case
 - Advice from a surveyor (minimum allotment sizes)
 - Approval from Local Council (sub-dividing the land, zoning, use, size etc.)
 - FWLHD would need to write to NSW Health and declare the site as surplus to requirements
 - Architectural plans for the proposed new building
 - Identify where the funding is coming from and how the services provided by Maari Ma are currently funded
 - Approval from NSW Health
 - Approval from NSW Government (Cabinet)

John Harris questioned if there would be further cost to the Local Health District in relation to the gifting of land. The Board and Committee members discussed the location of the parcel of land and services that may be provided by Maari Ma Health.

Mariette Curcuruto noted the need for a clear process around the organising of the sub division and questioned if Maari Ma Health was aware of the length of time and costs that would be involved in the process. The Chief Executive noted that Maari Ma Health had not been informed but it could be discussed at the next Maari Ma Health meeting in August 2019.

Mariette Curcuruto noted the sharing of information between Far West Local Health District and Maari Ma Health was important moving into the future and should be taken into consideration during negotiations.

Resolution: **The Chief Executive Report be received and noted.**
 Moved Mariette Curcuruto, seconded Stephen O’Halloran. Carried

Item 9. Aboriginal Health

9.1 Aboriginal Health Committee Chair Report

Stephen Rodwell left the meeting at 10.09am

Michelle Dickson noted Donna Cruickshank was performing well with the review and development of the Community Consultation Plan. The plan was presented to the Aboriginal Health Committee. Further work will be undertaken to align the actions to the national standards. There would be some delays in the process due to the review of all National

Standards and National Frameworks. The Aboriginal Health Committee members will review the plan and provide comment out of session.

Stephen Rodwell returned to the meeting at 10.11am

Michelle Dickson advised the Aboriginal Health Committee members had discussed issues around the history of people walking away from the Emergency department when they needed a service and the use of ICE in the communities.

Work is continuing to ensure the Respecting the Difference training being developed for the District Health Services continues.

Michelle Dickson also noted the informal afternoon tea with Maari Ma Health had been positive and to work together to develop strategic planning was a major positive outcome.

Item 10. District Performance

10.1 Finance and Performance Report

10.1.1 Finance and Performance Committee Chair's Report

10.1.2 Finance Report

Noni Inglis provided the Board and Committee members with highlights from the Finance and Performance Report.

- The YTD result \$0.308M favourable to budget (GF)
- Favourable result compared to previous month forecast due to \$0.900M cash assistance from MoH.

The Board and Committee members discussed the cash assistance and the implications on receiving the cash assistance.

John Harris left the meeting at 10.23am and returned at 10.25am

The Board and Committee members discussed ways to implement effective savings. All delegations will stay in place until the end of September 2019 with the possibility of extension. Noni Inglis noted the need to control costs early in the financial year.

Noni Inglis advised the target for Roadmaps had been received for the 2019/20 financial year. The target given was high due to the cash assistance. Roadmaps are efficiency strategies to make savings throughout the financial year.

Stephen O'Halloran questioned accounting standards and training. Noni Inglis advised it was her responsibility as an Accountant to understand changes to the accounting standards.

Paul Kemp left the meeting at 10.30am

Mariette Curcuruto noted her concern about the targets that need to be met and the ability to meet them.

Paul Kemp returned to the meeting at 10.36am

ARRP 2019/20 Funding

Noni Inglis advised the MoH had confirmed ARRP funding of \$1.500M for the LHD for the following:

- BHHS Vinyl replacement - \$700k
- Menindee A/C replacements - \$240k
- Wilcannia roadway resurfacing - \$200k
- Cooling tower replacement - \$170k
- BHHS fire detection system head replacement - \$190k

Noni Inglis advised the ARRP funding was one area of saving, a rural minor works program.

The Board and Committee members discussed projects that could be covered by the ARRP.

Diana Ferry noted Health Council staff had informed her about the safety of steps and a ramp at the back of the Health Service. Noni Inglis advised processes were in place to raise issues and should be followed as required.

Stephen O'Halloran noted the need for Health Council members to approach the HSM with any issues raised and the information was not getting to the members. The Chief Executive advised information around processes were advised through the induction program pack.

\$12,289.50 PBRC Debtors to be written off:

Debtors raised for overseas patients that the LHD will be unable to recoup as the patients have left Australia.

10.1.3 Financial Reports

Noted

Resolution: **The Finance Reports be received and noted.**
Moved Lilon Bandler, seconded John Harris. Carried

10.1.4 MoH Narrative – April 2019

Noted

10.1.5 June Financial Statements

Noni Inglis advised the June Financial Statements had been presented to the Audit and Risk Committee and the Finance and Performance Committee.

Items of significance in the annual financial statements include:

- Kincumber House demolition costs charged as repairs and maintenance of \$2.911M
- Insurance claim proceeds for hail damaged roofs in Broken Hill \$2.192M

The introduction of five new Australian Accounting Standards, effective in the 2018/19 and 2019/20 years, will have the greatest impact on financial reporting since the adoption of International Financial Reporting Standards in 2005.

The five Standards and effective dates are as follows:

- | | |
|---|-------------|
| • AASB9 Financial Instruments | 1 July 2018 |
| • AASB 15 Revenue from Contracts with Customers | 1 July 2019 |

- AASB 16 Leases 1 July 2019
- AASB 1058 Income for Not-for-Profit Entities 1 July 2019
- AASB 1059 Service Concession Arrangements: Guarantors 1 July 2020

An effective date of 1 July 2018 will mean the Standard is first applied in the financial year ending 30 June 2019.

Noni Inglis noted the Observations on early Close Procedures were included in the report and consisted of the audit results of the March 2019 pre run of the Financial Statements.

Noni Inglis advised the pack also included a set of analytics which was a comparison of the actual results from June 2017/18 and 2018/19. The analytics were based on profit and loss, balance sheet and cash flow and held explanations against the financial statements.

Resolution: The June 2019 Financial Statements be received and noted.
Moved Lilon Bandler, seconded John Harris. Carried

10.2 Clinical Governance Report

10.2.1 Health Care Quality Committee Chair's Report

Lilon Bandler advised the Health Care Quality Committee meeting had been moved to Monday 15 July 2019 due to a lack of quorum on Friday 12 July 2019.

The Terms of Reference were discussed and accepted and will be presented to the Board at the next meeting for endorsement.

Lilon Bandler noted there were continuing issues of concern around falls and pressure injures and continuing RCA's. The issue around My Health Learning data to be more focused was also discussed and the Risk Register being adapted for better viewing in Diligent.

10.2.2 Clinical Governance Report

Noted

Resolution: The Clinical Governance Report is received and noted.
Moved Lilon Bandler, seconded John Harris. Carried

10.3 Workforce Development Report

10.3.1 Workforce Development Committee Chair Report

Mariette Curcuruto advised the workforce Development Committee meeting was spent reviewing the Nursing and Midwifery Plan and the Non Clinical Workforce Plan. Both Plans were accepted.

Mariette Curcuruto noted the increase in Aboriginal workforce was good however, the FTE headcount was still high. The two new workforce recruitment agencies were proving to be working well with senior nursing positions being filled.

The SBAT's were going well. There was some discussion around ways to improve funding for a SBAT Coordinator.

The Terms of Reference had also been reviewed and will be sent to the Workforce Development Committee members for final consultation followed by submission for endorsement by the Board.

10.3.2 Workforce Development Report

Noted

10.3.2.1 Headcount and FTE June 2019

Noted

10.3.2.2 Strategy to reduce premium employee related costs

Noted

Resolution: **The Workforce Development Report is received and noted.**
Moved Mariette Curcuruto, seconded Stephen O'Halloran. Carried

10.4 Risk Status Report

The Chief Executive noted the risk register had been updated and was discussed in the Chief Executive report.

10.4.1 Risk Management Unit - Work Health and Safety Report

Lilon Bandler noted the reduction in staff incidents reported was a welcome achievement.

Resolution: **The Risk Dashboard Reports be received and noted.**
Moved Lilon Bandler, seconded John Harris. Carried

10.5 Health Performance Report May 2019

Noted.

Resolution: **The Health Performance Report May 2019 is received and noted.**
Moved Stephen O'Halloran, seconded Paul Kemp. Carried

Item 11. Committee Reports

Nil

Item 12. Business on Notice

12.1 Service Agreement

12.1.1 Cover Letter-20 Service Agreement

Noted

12.1.2 2019-20 Service Agreement

2019-20 Service Agreement

The Chief Executive advised the document had been sent out in draft to key people and recommended it be signed off by 31 July 2019.

The Chief Executive had recommended to the Finance and Performance Committee members that the Service Agreement 2019-20 be signed with a provision that the Far West Local Health District seek a change to the amount of revenue needed to raise in the financial year 2019/20.

Noni Inglis noted Schedule C of the report, in particular the Total Expenses of \$116,918 which included the roof and therefore was not a normal year of total expenses. The Transition Grant was still listed in the Schedule and the Recognised Operational Costs, previously known as Recognised Structural Costs, had doubled. This was due to the costs of being a remote LHD.

Provision for Specific Initiatives and the HealthShare fees and charges were also noted.

John Harris questioned the five Local Priorities listed in the Service Agreement. *The Organisation's local priorities for 2019/20 are as follows:*

- 1. Investigate opportunities for using s19(2) Medicare exemption increasing nurse practitioner and GP telehealth services*
- 2. Work with the Coomealla Health Aboriginal Corporation; the Western NSW Primary Health Network; and the Rural Doctors Network on a GP model of care in the Wentworth Shire region to coincide with the opening of the new HealthOne facility at Buronga.*
- 3. Work with Aboriginal people in the co-design of health services redevelopment in particular; child and family health; mental health and drug and alcohol; and chronic disease prevention and management*
- 4. Develop the workforce to enhance their skills and knowledge through job share opportunities with partner organisations*
- 5. Implement the HealthOne Projects in the Tibooburra community and the Southern Cluster region to enhance models of care*

John Harris questioned the need to monitor the priorities listed on a regular basis.

Action: To report to the Board on a three monthly basis or as required the five local priorities as listed;

- 1. Investigate opportunities for using s19(2) Medicare exemption increasing nurse practitioner and GP telehealth services**
- 2. Work with the Coomealla Health Aboriginal Corporation; the Western NSW Primary Health Network; and the Rural Doctors Network on a GP model of care in the Wentworth Shire region to coincide with the opening of the new HealthOne facility at Buronga.**
- 3. Work with Aboriginal people in the co-design of health services redevelopment in particular; child and family health; mental health and drug and alcohol; and chronic disease prevention and management**
- 4. Develop the workforce to enhance their skills and knowledge through job share opportunities with partner organisations**
- 5. Implement the HealthOne Projects in the Tibooburra community and the Southern Cluster region to enhance models of care**

The Chair noted Wincen Cuy had suggested the agreement not be signed without the correction to revenue. Noni Inglis advised an email had already been received with an informal notification of the requested change.

The Chair recommended the agreement be signed given the process to correct the revenue was underway.

**Resolution: The 2019-20 Service Agreement is received and noted.
Moved Andrew Refshauge, seconded John Harris. Carried**

12.1.3 Budget Explanatory Notes

Noted

12.1.4 Schedule C Budgeting Notes 2019-20

Noted

12.1.5 Summary KPI Data Supplement 2019-20

Noted

12.1.6 Budget Conditions of Subsidy 2019-20

Noted

12.2 Maari Ma Draft Funding Agreement 2019-22

The Chief Executive noted there were some very minor changes pending however recommended the agreement be signed.

Mariette Curcuruto questioned if it was a final agreement and was advised that it was.

Resolution: **The Maari Ma Draft Funding Agreement 2019-22 is received and noted.**

Moved Mariette Curcuruto, seconded Michelle Dickson. Carried

Noni Inglis left the meeting at 11.30am and returned at 11.32am

12.2.1 Maari Ma – NSW Health Grant Agreement Standard Conditions

Noted

12.3 Finance and Performance Terms of Reference for Endorsement

The Board and Committee members discussed the Finance and Performance Terms of Reference. Diana Ferry noted the need to add the Secretariat had discretion to adjust the membership names as required. Mariette Curcuruto requested the addition to the Scope and Function of an extra point of any other matter the Board delegates.

Action: **To include the additions *Representatives will be updated as required by the Secretariat, and add 5. Any other matter the Board delegates.**

Endorsed

Item 13. Items for Discussion

Nil

Item 14. Calendar of Events

Noted

Item 15. Correspondence

15.1 Maari Ma RE: Gifting of Land

Noted

Item 16. Other Business

Mariette Curcuruto noted Andrew Refshauge had been reappointed to the Board until 2020.

John Harris questioned the workforce recruitment days and how they were impacting the positions chosen not to fill. The Chief Executive advised the positions were mostly non clinical positions.

Ordinary Meeting Closed 11.40am

Item 17. Closed meeting

Item 18. Annual Public Meeting

Item 19. Next Meeting

Friday 30 August 2019

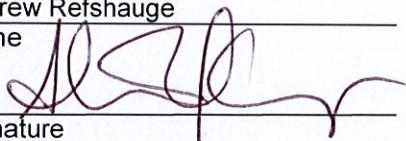
Certified as a correct record.

Andrew Refshauge

Name

Signature

Date


30/8/2019

