

Western NSW LHD Board Meeting April 2022  
Conference Room, Nyngan MPS - 15 Hoskins Street Nyngan  
Wednesday 6 Apr 2022, 10:30 — 15:45 AEST

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<b>Present:</b>	Matthew Irvine	Board Chair
	Fiona Bennett	Board Member (virtual from Kelso)
	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
	Josh Carey	Exec Director Planning, Performance and Funding
	Sharon McKay	A/Exec Director Operations
	Krissy Ukena	Snr Executive Assistant
	Randall Greenberg	District Medical Staff Executive Council representative

**Absent:**

**Apologies:** Jason Crisp – Director, Mental Health Drug and Alcohol

**Morning Tea on arrival**

**Acknowledgment of Country**

The meeting commenced at 10.30am with the Chair providing an Acknowledgement of Country.

**1 Apologies**

Board members noted the resignation of Directors Pheeny and Walkom.

The Ministry of Health have been advised of the vacancies and a letter notifying the NSW Minister for Health is being finalised.

Board members are encouraged to identify suitable candidates and provide contact details to the Chair. The Chair and Secretariat will continue to work with Ministry of Health to appoint new members.

**2 Conflicts of Interest - Register for noting**

Director Cooke advised employment with Orange City Council is no longer a conflict effective May 2022.

**3 Minutes of Board strategy meeting held 28 February 2022**

Minutes were endorsed by the Board.

**4 Minutes of Board meeting held 1 March 2022**

Minutes were endorsed by the Board.

**5 Action Register from Board meeting held 28 February and 1 March 2022**

Progress on action items was noted.

**6 Chair Report**

The Chair and members of the Executive Leadership Team met with Cowra Health Council regarding the proposed redevelopment.

The Chair and Acting Chief Executive, Mr Adrian Fahy attended the District's announcement in March to the award of successful tender for construction of a new MRI service. The announcement was made by The Hon. Paul Toole, Member for Bathurst.

**6.1 Board Conference**

Board Members provided feedback noting themes discussed:

- Referral pathways into tertiary facilities
- Environmental sustainability
- E-credentialling
- Future Health Plan

**7 Chief Executive Report**

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

- A media announcement is expected regarding the establishment of a Co-ordinator General role and the Division of Rural Health within the Ministry of Health.
- Recruitment and retention issues continue to be a focus
- Sandra Duff has been appointed to the newly established Director People and Culture position.

**7.1 WNSWLHD Performance Scorecard – February 2022**

The scorecard was noted by the Board

**7.2 NSW Health League Table - February 2022**

The table was noted by the Board

**8 Mental Health Drug and Alcohol Services**

*Ms Helen McFarlane, Innovation and Performance Manager and Ms Lindsay Penson, Senior Health Planner joined the meeting.*

Ms Penson spoke to the Drug and Alcohol Service Plan 2022-27 brief and presentation which was noted by the Board. Discussion regarding:

- Priority areas and access to detox facility
- Stakeholder engagement includes non-government organisations and the Western NSW Primary Health Network. A service level agreement also exists with the Royal Flying Doctors Service.
- The plan will be used to support business case development and any future funding opportunities.

The Board approved the Western NSW Local Health District Drug & Alcohol Services Plan 2022 – 27. Note, the data set was noted and does not require approval by the Board.

Ms McFarlane spoke to the Mental Health Drug and Alcohol services brief and presentation which was noted by the Board.

## **Break**

### **9 Corporate and Clinical Services**

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

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

- Environmental sustainability
- Security
- Acknowledgement given to Mr Morrissey and his team around the breadth and quality of work achieved.

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

#### **10.1 Financial Performance Report**

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

- February expenditure was favourable
- Full year baseline forecast remains slightly unfavourable
- COVID-19 expenditure full year forecast is unfavourable
- February YTD total expenditure unfavourable
- February YTD own source revenue unfavourable
- For March close, it is expected the net cost of service will be balanced assuming COVID-19 expenditure continues to be funding in arrears. Baseline expense forecast has improved and there has been a downward adjustment in the Ministry's revenue target.

#### **10.2 Finance & Performance (F&P) Committee 29 March 2022 Draft Minutes**

The draft minutes were noted by the Board

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

Director Bennett highlighted:

- Terms of Reference were reviewed by the Committee. A notable change is the reduction in Board Member attendance from three members to two. The terms of reference also reflect a reduction in the monthly meeting duration to 90 minutes.
- An annual timetable has been finalised and adopted by the Committee.
- Progress on environmental sustainability within the LHD has discussed and papers are provided for the Board's noting.

#### **10.4 Finance & Performance Terms of Reference and Annual Timetable**

The Board noted and endorsed the updated terms of reference and annual committee timetable.

### **11 Clinical Operations**

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

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

- Bourke Multipurpose Service update:
  - Security enhancement
  - Commencement of new Health Service Manager and Nurse Unit Manager
  - Temporary relocation of emergency department

- Clinical Excellence Commission have conducted a Maternity Resilience review and a draft report has been received.
- Maternity, midwifery and obstetrics staff vacancies identified at Dubbo and Bathurst.
- Paediatric outpatient waitlist demand was discussed.

*Josh Carey left the meeting*

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

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

Mr Fahy spoke to the patient story which was 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 highlighting:

- The LHD is part of a program, sponsored by the Clinical Excellence Commission, to explore forming new health teams under emergent situations.
- Complaints have declined
- Accreditation for Rural Sectors will take place in July/August
- Part of the accreditation will incorporate a new national standard for comprehensive care – minimising harm for older people.

### **12.3 Health Care Quality Committee (HCQC) - 23 March 2022**

The draft minutes were noted by the Board

### **12.4 HCQC Chair Comments**

Director O'Brien highlighted

- Terms of reference were provided by the Committee. The Board noted and endorsed the updated terms of reference.
- Living Quality and Safety Awards magazine provided for noting.

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

### **13.1 ARC meeting held 18 March 2022 draft minutes**

The draft minutes were noted by the Board.

### **13.2 ARC representative comments**

Director Crothers highlighted:

- Ms Carolyn Burlew, independent Member has resigned her position effective 30 June.
- Recruitment for a new independent member is underway.
- Committee wanted to highlight the safe work environment supported by the LHD. There has been a downward trend in psychological claims
- Chair of ARC has extended an offer, if suitable, to attend the Board meeting when the LHD risk appetite statement is presented

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

### **14.1 MADAAC Meeting 16 March 2022 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:

- Reflections of the meeting
- Process changes implemented to strengthen and standardize documentation and processes.
- Terms of reference are being reviewed

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

### **15.1 DMSEC Meeting 15 March 2022 Draft Minutes**

The draft minutes were noted by the Board

### **15.2 DMSEC Representative Comments**

#### **Dr Randall Greenberg highlighted**

- Discussion regarding vascular surgery specialty service
- Paediatric referrals from Mudgee to Bathurst were discussed

## **16 General Business**

### **16.1 Discussion regarding facility rounding**

Board members conducted rounding at Narromine and Nyngan 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.

### **16.2 Board Membership**

Discussion regarding Board Membership on Committees. It was agreed:

- Director Irvine to continue as Chair MADAAC. Until such a time as new Board Members are appointed, Director O'Brien will join MADAAC.
- Director Johnson will become a member of the Audit and Risk Committee for the remainder of the calendar year.
- Directors Bennett, Cooke and Johnson will continue as members of the Finance and Performance Committee

Director Irvine led a discussion regarding appointment of new Board Members. It was agreed:

- Board Members to explore their networks to identify any suitable candidates and provide contact details to Director Irvine.
- Director Irvine, with the support of the Board Secretariat, to work with Ministry of Health to seek new appointments.

## **17 Reflection of Meeting**

A brief discussion was held. It was agreed the visit to sites were of value.

The Board noted Director Irvine, O'Brien and Mr Spittal would be conducting a site visit in Bourke on 7 April along with meetings with some key stakeholder agencies.

## **18 Papers for noting**

**18.1 Resource efficiency strategy**

Provided for Noting

**18.2 Future Health Strategy**

Provided for Noting

**18.3 Living Quality & Safety 2021 awards magazine**

Provided for Noting

**19 Close**

There being no further business the meeting was closed at 3.45pm

Signed:

A handwritten signature in blue ink, consisting of stylized initials and a surname.

Date: 4 May 2022