

Western NSW LHD Board Meeting October 2022  
Molong Multipurpose Service, King Street Molong  
Wednesday 5 October 2022, 10:30 — 15:30 AEST

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<b>Present:</b>	Matthew Irvine	Board Chair
	Amanda O'Brien	Board Member
	Jason Cooke	Board Member
	Annette Crothers	Board Member
	Fiona Bennett	Board Member (virtual)
	Colin McClintock	Board Member
	Louise Johnson	Board Member
	Mark Spittal	Chief Executive
	Adrian Fahy	Exec Director Quality, Clinical Safety & Nursing
	Josh Carey	Exec Director Planning, Performance, Funding & Corporate Services
	Sharon McKay	A/Exec Director Operations
	Krissy Ukena	Secretariat

**Absent:**

**Apologies:** Dr Charles Warren District Medical Staff Executive Council representative

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

The meeting commenced at 10.50 am with the Chair providing an Acknowledgement of Country.

**2 Apologies**

Dr Charles Warren, District Medical Staff Executive Council.  
Ms Sally Davis and Ms Penny Gibbs, newly appointed Members of the Board.

**3 Conflicts of interest**

**4 Minutes of Board meeting held 7 September 2022**

Minutes were endorsed by the Board.

**5 Action Register from Board meeting held 7 September 2022**

Progress on action items was noted.

**6 Rounding**

Board members toured Molong MPS. There was an opportunity to meet with staff. Reflections from Board Members were discussed.

**7 Chair Report**

Director Irvine noted the following:

- Ms Sally Davis and Ms Penny Gibbs have been appointed as members to WNSWLHD Board.
- Re appointment process for Director O'Brien has commenced.
- WNSWLHD Health Awards held in Dubbo on 28 September. Directors O'Brien, Johnson, McClintock were acknowledged for their attendance and involvement.

- Director O'Brien recognised the positive projects and enthusiasm that was on display.
- Director Johnson acknowledged that staff had the opportunity to meet and celebrate with colleagues and would welcome the opportunity to attend both the symposium and awards in 2023.
- Director McClintock recognised the opportunity for staff to celebrate achievements in difficult times.
- Board acknowledge Mr Richard Cheney and his role in organising the event.

## **8 Chief Executive Report**

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

- Positive local media from the WNSWLHD Symposium and Awards.
- Virtual Rural Generalist Service is a finalist in the Excellence in Digital Innovation category of the 2022 NSW Premier's Awards.
- Work continues to support workforce recruitment and incentives project.
- The District is looking to finalise a new graduate program for allied health professions.
- Public consultation for the Regional Health Plan opened 4 October.
- There is an opportunity for the Districts to review how public health and health promotion programs and staffing are structured.
- Additional Safe Haven facilities in Western NSW are being considered by the State.
- WNSWLHD Aboriginal Health Symposium will be held on 11 October.
- Transfer of Schedule 3 services from Catholic Healthcare have been finalised.
- Acknowledged the volume of staff who contributed to the People Matter Survey.

### **8.1 WNSWLHD Performance scorecard August 2022**

The scorecard was noted by the Board.

### **8.2 NSW Health League Table August 2022**

The paper was not available for the meeting and will be tabled at the November meeting.

## **9 Western NSW LHD Governance and Audit**

*Jessica Spence, Corporate Governance and Nicholas Bennett, Manager Internal Audit joined the meeting.*

### **9.1 Enterprise Risk**

Ms Spence spoke to the brief and presentation, which was noted by the Board.

Discussion included:

- Current tracking of risk management and available tools within the LHD. Previous tools and software were no longer suitable for the business.
- maturity risk rating of risks for the District
- Acknowledged the timeline presented and resources that would be required.
- value adds for the District
- Capacity building
- Transition of current enterprise risk approach

### **9.2 Work Health and Safety Audit**

Mr Bennett spoke to the brief and paper which was noted by the Board.

*Jessica Spence and Nicholas Bennett left the meeting.*

**Break**

## **10 Western NSW LHD Strategic and Annual Plan update**

### **10.1 Meaningful Engagement**

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

Ms O'Neill spoke to the brief and presentation which was noted by the Board. Discussion included:

- Board member involvement
- Membership on committees (Executive and Board)

It was agreed that

- Board Members are involved in representation on committees in addition to Executive Leadership Team representation.
- A member of Executive will be involved and additional Directors to be involved as the agenda requires.

*Maryanne Hawthorn and Kerrie O'Neill left the meeting.*

### **10.2 Financial Sustainability**

A brief was provided to the Board for noting. The following was acknowledged:

- There has been some improvement in solar projects
- A review of fleet vehicles has been complete, and progress made
- Elements of patient transport changes were made
- Service improvement functions to be developed in team

There was a discussion regarding the language used and Board Members requested language revised to differentiate between financial sustainability and environmental sustainability.

## **11 Planning, Performance and Funding**

### **11.1 Financial Performance Report**

Mr Carey spoke to the report and provided an update. It was noted by the Board and highlighted:

- Baseline results were unfavorable for August
- COVID expenses reflects arrears funding recovery which now occurs quarterly rather than monthly.
- Revenue is on budget with a forecast on impact
- Workforce vacancies remain high and is driving some of the existing variance being demonstrated in the reports
- It was noted that no funding has yet been received in relation to workforce sustainability, with the workforce plan still in development and expected to be submitted to the November Board meeting.

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

The draft minutes were noted by the Board.

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

Director Bennett highlighted:

- August results were unfavourable

- Sustainability Plan was considered at the recent meeting and environmental sustainability was overlayed as part of reporting.
- Workforce plan was tabled and discussed noting the plan will be presented at the Board meeting in November.
- The Committee recognised the quality of Peter Bonnington's work and his contribution to the District.

## **12 Clinical Operations**

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

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

- The new incentives policy is being applied for critical and hard to fill positions.
- Recruitment of Visiting Medical Officers for the Virtual Rural Generalist Service has been finalised to support baseline staffing levels.
- The Health Education and Training Institute (HETI) NSW General Manager program is being held in Dubbo next week.

The Board also discussion midwifery positions and staffing availability across the District.

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

### **13.1 Patient Story - Lessons Learned**

Mr Fahy spoke to lessons learned which were noted by the Board.

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

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

- The Clinical Excellence Commission (CEC) and the Agency for Clinical Innovation (ACI) are reviewing end of life guidelines
- Accreditation for Dubbo Health Service will commence in November.

### **13.3 Health Care Quality Committee (HCQC) Draft minutes**

There was no meeting held in September

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

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

The was no meeting held in September

## **15 Audit and Risk Committee**

### **15.1 Audit and Risk Committee Meeting Draft Minutes**

There was no meeting held in September

## **16 Medical Council Meetings**

### **16.1 District Medical Staff Executive Council Draft Minutes**

The draft minutes were noted by the Board.

### **16.2 District Medical Staff Executive Council representative comments**

Dr Warren is noted as an apology for the Board Meeting.

**17 General Business**

**17.1 Annual Public Meeting**

Annual Public Meeting: 2 November

The Board discussed meeting format and how meetings had occurred in previous years and venue suitability.

**17.2 WNSWLHD Board Meetings -2023 venue schedule**

Ms Ukena spoke to the brief and paper provided.

Discussion included:

- Inclusion of Orange as a meeting location
- The March strategy meeting clashes with the Australian Institute of Company Directors Course. It was agreed to move the March meeting to the second week in March.

**18 Papers for noting**

Papers were provided for the Boards noting.

**19 Reflection of Meeting**

Board members conducted rounding at the Molong MPS, noting feedback from staff. Acknowledge the presentations provided.

Formal meeting closed 2.55pm

Signed:



Date: 2 November 2022