

Minutes for ISLHD Board Meeting

28/08/2023 | 02:00 PM - 05:00 PM - AEST
ISLHD Executive Offices, Warrawong

Agenda

ITEM 1: Chairs Consultation

ITEM 2: Welcome

The Board Chair, Chris Bertinshaw opened the meeting at 2.01pm

2.1 Acknowledgement of Country

The Board welcomed Ms Pauline Brown, who was retiring from her role as Director Aboriginal Health Strategy with the District, after 8 years. Pauline acknowledged the traditional custodians of the land the Board were meeting on, the Wodi Wodi people.

The Board congratulated Pauline on her many achievements and advancements in Aboriginal Health for the District and also in her previous key senior roles at the Aboriginal Housing Office, the Department of Ageing, Disability and Home Care and Family and Community Services.

The Board Chair discussed the meaning of 'Dadirri', an Aboriginal word meaning 'inner deep listening and quiet still awareness and waiting'. He encouraged the Board to stop and consider how they stop and listen deeply.

Janine Cullen joined the meeting at 2.06pm.

2.2 Attendance

Mr Chris Bertinshaw, Board Chair
Ms Janine Cullen OAM, Deputy Chair
The Hon. David Campbell, Board Member
Dr Richard Morris AM. BM., Board Member
Dr Rodney McMahon, Board Member
Dr Jenny Collins, Board Member
Ms Suzi Clapham, Board Member
Mr Alan Hudson, Board Member
Mr Nick Mitrevski, Board Member (via Microsoft Teams)
Mr Jonathan Boswell, Board Member
Mr Peter McDonald, Board Member
Ms Marilyn Smith OAM, Board Member (via Microsoft Teams).

In attendance:

Ms Margot Mains, Chief Executive
Ms Angela Twist, Board Secretary (minutes).

In attendance for item 4.2 to 5.2

Ms Jessica De Angelis, Director, A/Executive Director Strategy, Risk, Planning and Performance

In attendance for item 4.2

Ms Suzanne Harris, Executive Director Infrastructure and Assets (via Microsoft Teams)

In attendance for item 8
Mr Damien Van Rosmalen, Executive Director Finance and Corporate Services.

2.3 Apologies

There were no apologies for this meeting.

2.4 Declarations of Interests

There were no declarations of interests.

ITEM 3: Business from the last meeting

3.1 Confirmation of Minutes - 14 July 2023

The Chair invited comments or amendments to the draft minutes of the ISLHD Board meeting held on 14 July 2023 and receiving none, they were adopted as a true and accurate record.

He noted the minutes reflect the Board's purpose which is to act in good faith, for a proper purpose, honestly and in the best interest of the organisation.

3.2 Actions Arising

The Board noted the actions arising and closed actions 252/23, 253/23, 254/23, 256/23, 257/23, 258/23.

ITEM 4: Strategic Matters

4.1 MoH Quarterly Board Report - January to March 2023

The Board noted the information provided on the NSW Health Quarterly Board Report – January to March 2023 and discussed it conveys the challenges the District has been raising with the Ministry of Health, particularly in terms of access and flow and aged care.

The Chief Executive advised she has had several meetings with the Ministry of Health, State and Commonwealth Government to discuss the requirements to assist the residential aged care facility placements, which are currently creating significant bed blockage in the hospitals. The Board strongly supported the Chief Executive's stance to push back on areas that were not her accountability.

4.2 Capital Works and Redevelopments

Suzanne Harris and Jessica De Angelis joined the meeting at 2.12pm.

The Board noted the updates on the capital works projects and queried the level of confidence the District had that the Shellharbour, Shoalhaven and Warrawong projects are on target to meet the completion dates announced by the Government. The Chief Executive advised all projects were on track to meet the current dates and further noted:

- Shoalhaven District Memorial Hospital – the contractor has been engaged and a construction plan developed. Early works are underway with major works commencing shortly. At this time, the project is on track to be completed on time in 2026. More accurate timeframes will be clearer as the project develops.
- New Shellharbour Hospital – at this time, there does not appear to be any major impediments to this project achieving the projected timeframe of commissioning in 2027. However, until the Site-Specific Design Assessment (SSDA) is approved and a main contractor is engaged who will develop the construction timeframe, confirmation is not possible. To note, the current projected timeframe is conservative so depending on the results of the SSDA and the contractors project plan, it may be possible to bring commissioning closer.

- Warrawong Community Health Centre – as this is a Review of Environmental Factors (REF) and not an SSDA, there is more certainty around timeframes. Currently, the project is on track for commissioning in 2025.

The Board requested an update on the Port Kembla Hospital decant and safe working arrangements for the 100 Corporate Staff, discussed at the previous meeting. They were advised the decant had been progressing efficiently with the project team and ward staff working closely together. Potential office space has been located to house corporate staff, however the District is reviewing the most appropriate use of that space to ensure long term success. Clinical services provided on upper floors of the building continue to be moved down to lower levels to reduce the usage of lifts before the closure can occur.

The Executive Director Infrastructure and Assets advised the demolition of the old RSL building that was leased for 20 years to the Sussex Inlet Foundation, is nearing completion. There is no intent to do anything with this land as it also has the Sussex Inlet Community Health Centre. The land will be available for future expansion if required.

The Board noted some members toured the Bulli site at a Committee meeting and congratulated the Chief Executive on the forward-thinking renovation of the space.

Suzanne Harris left the meeting at 2.30pm.

4.3 ED Role Delineation Annual Review

The Board noted the current Emergency Department (ED) role delineation levels for ISLHD clinical services and further discussed the different criteria for each service, which is set out in the NSH Health Guide to Role Delineation of Clinical Services.

4.4 Quarterly Risk Report

The Board noted the quarterly risk report and discussed the addition of maternity and obstetrics and gynaecology to future reports. The board questioned whether local health district's share risk reports with the Chief Executive advising it is not routine practice though she would be happy to request this from her colleagues.

ACTION 262/23: CE to request quarterly risk reports from other LHD colleagues for comparison. (Assignee(s): Chief Executive; Due Date: 30/10/2023)

ITEM 5: For Decision

5.1 Delegations Manual

RESOLUTION 2023/95: The Board approved the revisions to the Delegations Manual – Version 10 (PART 1).

5.2 Corporate Governance Attestation

RESOLUTION 2023/94: The Board approved the ISLHD Corporate Governance Attestation Statement for the year ended 30 June 2023, and the Chief Executive and ISLHD Board Chair signed to confirm the approval.

Jessica De Angelis left the meeting at 2.39pm.

5.3 RDESC Terms of Reference

RESOLUTION 2023/96: The Board approved the Research, Data and Environmental Sustainability (RDESC) Terms of Reference.

5.4 ISLHD Nominations Committee

In line with the Minister's focus on increasing diversity on local health district boards and ensuring an appropriate skill mix, the Board Chair proposed the establishment of a Nominations Committee. The Board noted while they are able to make recommendations on appointments, the decision is entirely at the discretion of the Minister.

RESOLUTION 2023/97: The Board:

1. endorsed the establishment of the Board Nominations Committee
2. approved the Terms of Reference.

ITEM 6: Committee Reports

The Board noted the draft minutes of the Board Committees and the updates from the Audit and Risk Committee.

ITEM 7: Board Chair Report

The Board noted the information provided by the Board Chair.

ITEM 8: Chief Executive Report

The Board noted the Chief Executive's report and discussed the 22 inquiries from Commonwealth and State Governments occurring at the moment, which health is featuring heavily in. The Chief Executive advised she will be meeting with the Ministry of Health on Wednesday, 30 August to discuss funding requirements.

Damien Van Rosmalen joined the meeting at 2.45pm.

ACTION 263/23: CE to request Health Infrastructure include the names of the NSH buildings in future plans. (Assignee(s): Chief Executive; Due Date: 30/10/2023)

ITEM 9: For Information

9.1 Board Calendar and Leave

The Board noted the 2023 calendar and leave planner provided for information.

9.2 Annual Financial Statements

The Board note the unaudited financial statements for the year ended 30 June 2023 for Illawarra Shoalhaven Local Health District.

ITEM 10: Closure of General Meeting

There being no further business, the meeting closed at 3.03pm.