



**Health**

Illawarra Shoalhaven  
Local Health District

**MINUTES  
ILLAWARRA SHOALHAVEN LOCAL HEALTH DISTRICT  
BOARD MEETING**

**Date: Monday 14 October 2013**

**4.00pm – 6.00pm**

**Venue: Meeting Room, Cancer Care Centre,  
Shoalhaven District Memorial Hospital**

**ITEM 1: Presentations**

**1.1 Confidential Item One**

Board members are referred to the Confidential Minute 6.1 for further information related to this item.

**1.2 Confidential Item Two**

Board members are referred to the Confidential Minute 6.6 for further information related to this item.

**ITEM 2: Meeting Opening**

**2.1 Attendance of members**

Clinical Professor Denis King, Ms Sue Baker-Finch, Dr William Pratt, Professor Kathy Eagar, Ms Jill Boehm, Mr Roger Downs, Professor Gerard Sutton, Mr Geoff O'Donnell, Clinical Professor Jan Potter, Ms Marisa Mastroianni

**2.2 Apologies**

Mr Paul Knight, Associate Professor Rod McMahon

**2.3 In Attendance**

Mrs Susan Browbank, Mr Henry Kornacki, Mrs Rosemary Croke  
(secretariat)

**2.4 Declaration of Pecuniary Interest, Conflict of Interest**

There were no other conflicts of interest, gifts, or benefits declared.

## **2.5 Confirmation of Minutes of meeting held 2 September 2013**

The minutes were accepted as a true and correct record.

## **2.6 Action List**

Action list received and noted by the Board.

## **ITEM 3: Report**

### **3.1 Chief Executive**

Report received and noted by the Board.

#### **3.1.1 Senior appointments**

The Board noted the appointment of Mr Gerrard Golding to the position of Director of Workforce Strategy and Development for an initial period of 12 months. The Chair requested Mr Golding be invited to present his proposals to the Board.

**ACTION ITEM:** An invitation to be extended to the Director Workforce Strategy and Development to present to the Board in early 2014.

#### **3.1.2 Balanced Scorecard 2013-2014**

The Board was informed NWAUs are now calculated by the District, however the data available at the time of reporting is four to six weeks out of date.

#### **3.1.3 Finance Report for period ending 31 August 2013**

Report received and noted by the Board.

#### **3.1.4 Activity Report for period ending 31 August 2013**

Report received and noted by the Board.

## **ITEM 4: Business Arising:**

### **4.1 Internal Audit Bureau – Review of ISLHD Workplace Health & Safety – revised draft October 2013**

Report received and noted by the Board.

## **ITEM 5: New Business:**

### **5.1 Annual Financial Statements 2012-2013**

Report received and noted by the Board.

The Board was informed that a special meeting of the Board Audit and Risk Management Committee was held on 13 September 2013 to endorse the District's annual financial statements 2012-2013 for signature by the Chief Executive.

At this meeting the external auditors highly praised the District's audit result and formally recognised the commitment of staff to the process.

## **5.2 ISLHD Board Annual Public meeting 2012-2013**

Report received and noted by the Board.

## **5.3 Research and Clinical Partnerships**

The Board was informed the District has received an approach from South Western Sydney Local Health District (SWSLHD) to work together in identifying innovative ways to achieve efficiencies in providing services related to high cost, low volume cancer surgery.

This contact had been prompted by the Ministry of Health's support of LHDs working together to explore partnership models to integrate the delivery of care, and research. Both Districts present with genuine commitments to work co-operatively in the areas of service delivery and development, and research.

The District is seeking the Board's approval to continue discussions with SWSLHD in working together to improve local availability of complex services, and their development at Wollongong Hospital over the next five to ten years. The Board will be kept informed of progress in relation to this issue.

### **RESOLUTION (2013/21):**

The Board resolved to endorse the ISLHD Chair and Chief Executive actions in developing clinical and research partnership with SWSLHD.

## **5.4 Microsoft Windows XP**

The District received correspondence from HealthShare on 3 October 2013 detailing the financial and operational risks to the District when the Microsoft Windows XP platform reaches end of life in April 2014. The District was aware of the cessation of support to the desktop platform, however had not been advised of the magnitude of this issue.

The Board sought and received information on how the organisation intends to mitigate the risk. HealthShare, in collaboration with the District, is developing a project plan to manage the replacement, upgrade, or disconnection from the network of PCs and laptops affected by this decision.

**ACTION ITEM:** The Board to be provided with the project plan developed to manage this issue.

Advice was provided by the Director Finance the District has 1,027 PCs and laptops that cannot be upgraded to Windows 7, and will need to be replaced at a cost of approximately \$910,000. The Board's attention was drawn to the issue of funding this unforeseen expense.

The financial risk to the organisation has been exacerbated by the District's ageing PC fleet. Just prior to the demerger of SESIAHS, the Illawarra executive team sought funding to replace PCs with limited warranty. Although the funding had been agreed by the then Southern Transition Office, it was not forthcoming due to the creation of LHDs.

**ACTION ITEM:** Letter to be sent to Chief Executive, Health Share concerning the funding for replacement of PCs, plus other concerns relating to HealthShare IT Services.

The Board was informed the issue has been recorded in the District's risk register with a risk severity rating of high.

#### **5.5 Invitation of Tier 2 Executives to Board meetings**

Members discussed extending invitations to Tier 2 directors to present their annual service plans to the Board.

**ACTION ITEM:** A 2014 schedule of Tier 2 Executive presentations of annual service plans to the Board be drafted and tabled at the 4 November 2013 meeting.

### **ITEM 6: Confidential Items:**

#### **6.1 Confidential Item One**

Board members are referred to the Confidential Minute for further information related to this item.

#### **6.2 Confidential Item Two**

Board members are referred to the Confidential Minute for further information related to this item.

#### **6.3 Confidential Item Three**

Board members are referred to the Confidential Minute for further information related to this item.

#### **6.4 Confidential Item Four**

Board members are referred to the Confidential Minute for further information related to this item.

**6.5 Confidential Item Five**

Board members are referred to the Confidential Minute for further information related to this item.

**6.6 Confidential Item Six**

Board members are referred to the Confidential Minute for further information related to this item.

**ITEM 7: Information**

**7.1 Health Care Quality Committee – minutes of meeting held 28 August 2013 and draft minutes of meeting held 25 September 2013**

Minutes and draft minutes received and noted by the Board.

**7.2 Audit and Risk Management Committee – draft minutes of meetings held 2 September 2013 and 13 September 2013**

Draft minutes received and noted by the Board.

**7.3 Media and Community Engagement Activity – August 2013 and September 2013**

Report received and noted by the Board.

**7.3 Shoalhaven Clinical Council – draft minutes of meeting held 16 September 2013**

Draft minutes received and noted by the Board.

**7.4 Illawarra Clinical Council – draft minutes of meeting held 11 September 2013**

Draft minutes received and noted by the Board.

**7.5 Medical and Dental Advisory Appointment Committee (MDAAC) – meeting held 26 August 2013**

Executive summary received and noted by the Board.

**Meeting closed at 6.45pm.**

**Next meeting:** Monday 4 November 2013  
4.00pm – 6.00pm  
Conference Rooms  
Lower Level  
Shoalhaven District Memorial Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King**



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**Signature**

4.11.13

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**Date**

TRIM Ref: DT13/62309