



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

**Date: Monday 4 August 2014  
3.30pm – 6.00pm**

**Venue: Conference Rooms 1 & 2, Level 8,  
Block C, Wollongong Hospital**

**ITEM 1: Presentation**

The Chair welcomed Mr Jim Mitchell, Chair ISLHD Audit and Risk Management Committee and Ms Gordana Trajcevski, Director Internal Audit. Mr Mitchell and Ms Trajcevski presented on Audit Assurance and Risk Management.

The presentation was received and noted by the Board.

Mr Mitchell and Ms Trajcevski left the meeting at 4.05pm.

The Board noted that an independent external assessment on risk management within ISLHD is currently being undertaken and the report will be available for the September Board meeting.

- ACTION ITEMS:**
- i. The report on risk management within ISLHD is to be tabled at the September Board meeting.
  - ii The Board resolved to review risk appetite through a workshop to be held in mid-September 2014.

**ITEM 2: Meeting Opening**

The Chair welcomed Ms Jasmina Jonceski as the new Board Secretary to the meeting.

The Chair also welcomed Ms Chrissie Crawford, Governance and Risk Officer, NSW Ministry of Health, as an observer to the meeting.

## **2.1 Attendance of members**

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

### **In Attendance**

Mrs Susan Browbank, Mr Henry Kornacki, Ms Sue Harris, Ms Jasmina Jonceski (Board Secretariat), Chrissie Crawford (observer).

### **Apology**

Nil.

## **2.2 Declaration of Pecuniary Interest, Conflict of Interest**

Ms Baker-Finch declared her ongoing conflict of interest in relation to Item 3.1. No other conflicts of interest, gifts, or benefits were declared.

## **2.3 Register of Board Resolutions**

Members received the Board resolutions of the previous 12 months, and the progress/outcomes to date.

## **2.4 Confirmation of Minutes of meeting held 7 July 2014**

The minutes were accepted as a true and accurate record.

## **2.5 Action List**

That members note the progress/completion of actions.

## **ITEM 3: Business Arising:**

### **3.1 Progress Report on UOW and IHMRI negotiations (Resolution 2014/05)**

The progress report was received and noted by the Board.

**ACTION ITEM:** A copy of IHMRI's Annual Report to be provided to the Board.

Ms Baker-Finch left the meeting at 4.45pm during discussion on Item 3.1. Ms Baker-Finch returned at 4.55pm.

### **3.2 MADAAC Model**

Item 3.2 was held over to the September meeting.  
Mr McMahon to liaise further with the Chief Executive on this Item.

### **3.3 Social Media Policy**

The report was received and noted by the Board.

The Board resolved in relation to dot point two that negative and inaccurate comments (distinct from offensive, inappropriate) will be acknowledged and an appropriate response determined by Corporate Communications.

**RESOLUTION (2014/28):** The Board resolved that negative and inaccurate comments (distinct from offensive, inappropriate) will be acknowledged and an appropriate response determined by Corporate Communications.

## **ITEM 4: Reports**

### **4.1 Board Chair**

The report was received and noted by the Board.

The Chair also noted that following discussions with incoming Chief Executive, Ms Margot Mains, the planning day previously arranged for February 2015 will be postponed to a later date to enable the Chief Executive to settle in. The Board Secretary will facilitate arrangements.

The Chair reported that following a market sounding process for the Illawarra Population Health Information Platform (IPHIP) facilitated through the Ministry of Health, 17 responses were received indicating strong market interest for the project. Work will commence on assessing the responses.

A Project Officer will be appointed to support the project, with the Board Secretary maintaining an overview to ensure the project progresses.

**ACTION ITEM:** Project Officer to be appointed to support the Illawarra Population Health Information Platform project.

### **4.2 Chief Executive**

The report was received and noted by the Board.

The Chief Executive also provided an update on the recent death at Shellharbour Hospital Inpatient Mental Health Unit.

#### **4.2.1 Health Services Performance Report June 2014**

The report was received and noted by the Board.

The Board congratulated the Chief Executive on the District's financial performance.

#### **4.2.2 NSW Ministry of Health Financial Narrative June 2014**

The report was received and noted by the Board.

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

#### **5.1 Internal Audit Strategic Plan 2014-17**

The Plan was received and approved by the Board.

**RESOLUTION (2014/29):** The Board approved the Internal Audit Strategic Plan 2014-17.

#### **5.2 ISLHD Corporate Governance Attestation Statement for 2013/14**

The Attestation Statement was received and approved by the Board.

**RESOLUTION (2014/30):** The Board endorsed the ISLHD Corporate Governance Attestation Statement for 2013/14 and approved its signing by the Board Chair and the Chief Executive..

#### **5.3 2014/15 District Operational Plan**

The Plan was received and noted by the Board.

#### **5.4 Board Calendar of Events**

The Calendar of Events was received and noted by the Board.

#### **5.5 Annual Financial Statements 2013-14**

The Annual Financial Statements 2013-14 were received and noted by the Board.

The Board again congratulated the Chief Executive on the District's financial performance.

It was noted that the Board Finance and Performance Committee reviewed and discussed the role of the Board to review and reconcile the financial statements.

The Board thanked members of the Board Finance and Performance Committee for presenting information that is easy to understand.

**RESOLUTION (2014/31):** The Board approved the Annual Financial Statements 2013-14.

## **5.6 Shoalhaven Hospital Surgical Services Review**

The report was received and noted by the Board.

The Chief Executive provided an overview of the issues arising from the management of wait times at Shoalhaven District Memorial Hospital.

## **5.7 Workforce Health and Safety Performance**

The report was received and noted by the Board.

### **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.

### **ITEM 7: Information**

#### **7.1 Finance and Performance Committee – minutes and report of meeting held 23 June 2014**

The minutes were received and noted by the Board.

#### **7.2 Health Care Quality Committee – minutes and report of meeting held 25 June 2014**

The minutes were received and noted by the Board.

#### **7.3 Planning Committee – minutes and report of meeting held 2 June 2014**

The minutes were received and noted by the Board.

#### **7.4 Audit and Risk Management Committee – minutes and report of meeting held June 2014**

No confirmed minutes were received.

#### **7.5 Media and Community Engagement Activity 27 June 2014 – 25 July 2014**

The report was received and recommendation noted by the Board.

**7.6 Shoalhaven Clinical Council – minutes of meeting held 16 June 2014**

The minutes received and noted by the Board.

**ITEM 8: Notifications regarding Upcoming Events**

Nil.

**ITEM 9: Date and venue of next meeting**

Information received and noted by the Board.

**Meeting closed at 5.50pm.**

**Next meeting:** Monday 1 September 2014  
4.00pm – 6.00pm  
Conference Rooms 1 and 2  
Level 8, Block C  
Wollongong Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM**



.....  
**Signature**

1. 9. 14

.....  
**Date**

TRIM Ref: DT14/45594