



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

**Date: Monday 1 September 2014  
3.30pm – 6.00pm**

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

**ITEM 1: Presentation**

The Chair welcomed Mr André Snoxall, Chief Information Officer, ISLHD/SESLHD to the meeting.

Mr Snoxall discussed the current challenges in healthcare information management and the priorities of the Information Management Services Directorate, with respect to ISLHD, SESLHD and the SCHN which the Directorate services.

The presentation was received and noted by the Board.

**ITEM 2: Meeting Opening**

**2.1 Attendance of members**

Clinical Professor Denis King, Ms Jill Boehm, Professor Kathy Eagar, Ms Sue Baker-Finch, Mr Paul Knight, Associate Professor Rod McMahon, Ms Marisa Mastroianni, Dr William Pratt.

**In Attendance**

Mrs Susan Browbank, Mr Henry Kornacki, Ms Sue Harris, Ms Jasmina Jonceski (Board Secretary).

**Apologies**

Mr Roger Downs, Mr Geoff O'Donnell, Professor Gerard Sutton, Clinical Professor Jan Potter.

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

Ms Baker-Finch declared her ongoing conflict of interest in relation to Item 6.8. 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 4 August 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 Social Media Policy (Resolution 2014/28)**

The Board agreed to amend Resolution 2014/28 to:

**Resolution 2014/28:** The Board endorsed the Social Media Strategy and its related documents.

### **3.2 Governance Working Group / Board Members Handbook**

The Board approved the creation of the Board Governance Committee and its Terms of Reference, with the amendments as noted in the resolution.

**Resolution 2014/34:** The Board approved the creation of the Board Governance Committee and its membership to include:

- Denis King
- Sue Baker-Finch
- Rod McMahon
- Board Secretary
- other Board members may be invited to attend meetings as required for their expertise and will retain full member privileges
- Chief Executive or a delegate may attend as required.

**Resolution 2014/35:** The Board approved the creation of the Board Governance Committee and its Terms of Reference, with the following amendments:

Part 3, Responsibility and Scope, amend to:

“The Committee will develop and review the following for approval by the Board:”

Part 4, Membership, amend to:

“Membership of the Committee will include:

- at minimum two Board members, including the Board Chair, one of whom will be Chair of the Committee
- the Board Secretary.

The Committee may invite other Board members to attend meetings for their expertise as required. Where Board members are invited they will retain full member privileges.

The Chief Executive or a delegate may attend as required by the Committee.”

Part 6.2, Quorum, amend to:

“A quorum shall consist of at least two Board members and the Board Secretary.”

### **3.3 Medical and Dental Advisory Committee (MADAAC) Model**

The Board approved the proposed alterations to MADAAC and its Credential Sub-Committee, and the Board approved the new MADAAC Charter, with amendments as noted in the resolution.

The Board noted that the Chief Executive would be tabling the new MADAAC Charter at the September 2014 District Clinical Council meeting.

**Resolution 2014/36:** The Board approved the proposed amendments to MADAAC, and approved the following Board members as members of MADAAC:

- Jill Boehm OAM
- Rod McMahon.

**Resolution 2014/37:** The Board approved the proposed MADAAC Charter with the following amendments:

Part 3 Membership, amend to:

- “Two Board members (one non-medical person), one of whom will be the Chair
- Two members of the Medical Staff Executive Council
- Chief Executive, as ex-officio member
- Director of Clinical Operations
- Relevant hospital Director of Clinical Services
- One representative of the LHD relevant to the matter under consideration (General Manager or Service Director)
- Clinical Director of the relevant Division/s for appointments under consideration
- Head of Department or College representative for appointments under consideration
- Representative of the UOW Graduate School of Medicine”

Part 6.2 Quorum, amend to:

“The quorum for a meeting of the Committee or the Sub-Committee is a majority of the appointed number of members.”

### **3.4 ISLHD Foundation**

The Board received the information provided.

The Board noted that further development of naming considering policies and regulations for foundations and other fundraising options; and branding of the initiative is to be undertaken to consider donations to be able to be tagged under a subset, for example, “ISLHD kids services” for fundraising to assist with paediatrics services and parallel opportunities to co-brand with other District strategies.

The Board also noted that once established, the project would regularly report to the Board Finance and Performance Committee.

**ACTION ITEM:** Further work to be undertaken on development of ISLHD Foundation, including naming and branding opportunities for consideration at the next meeting.

### **3.5 Strategy on a Page**

The Board received the report provided.

## **ITEM 4: Reports**

### **4.1 Board Chair**

The Board received the report provided.

### **4.2 Chief Executive**

The Board received the report provided.

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

The Board received the report provided.

#### **4.2.2 Performance Report – YTD July 2014**

The Board received the report provided.

#### **4.2.3 Finance Report for Period ending 31 July 2014**

The Board received the report provided.

#### **4.2.4 NSW Ministry of Health Financial Narrative July 2014**

The Board received the report provided.

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

### **5.1 Capacity Assessment Project – Update**

The Board received the information provided.

### **5.2 Risk Management Health Check Report**

The Board received the report provided.

The Board requested a paper and risk matrix be provided at the next meeting outlining ISLHD's response to the Risk Management Health Check Report, including which recommendations are achievable.

**ACTION ITEM:** Paper and risk matrix to be prepared outlining ISLHD response to independent risk report.

### **5.3 Recruitment of Director Finance**

The Board received the information provided.

### **5.4 Recruitment of Director Workforce**

The Board received the information provided.

### **5.5 Bulli Aged Care Centre of Excellence**

The Board received the report and the information provided from members of the Board Planning Committee.

The Board noted the constraints faced in achieving the integrated service model for the Aged Care Centre of Excellence within the current funding provided and discussed other options. The Board also noted the Restart Illawarra Fund requirements for the funding received, local council, planning and other requirements and possible concerns.

The Board agreed to continue to pursue the current funded proposal for the site. The Board also agreed to approach the Council and MoH separately about the site and to explore the opportunity of further upgrading the redevelopment to improve integration of the site.

**RESOLUTION (2014/38):** The Board resolved to continue the development of the Bulli Aged Care Centre of Excellence as currently funded, and to pursue the opportunity for better integrated development at an additional cost of \$15.5 million.

**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.

**6.7 Confidential Item Seven**

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

**6.8 Confidential Item Eight**

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

**6.9 Confidential Item Nine**

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

**ITEM 7: Business Without Notice**

**7.1 People Matters Survey 2014 Results**

The Chief Executive tabled a summary of the Public Service Commission's People Matters Survey 2014 Results.

The Board noted that the District's bullying rate declined 19 percentage points to 31 per cent from 2012, and the engagement index increased to 62 per cent from 56 per cent in 2012.

**ACTION ITEM:** Further report on PSC People Matters Survey 2014 to be provided to October 2014 meeting.

## **7.2 Treasury Managed Fund (TMF) Report – 2014/15 Health South Deposit Contributions**

The Director Finance tabled the Ministry of Health Renewal Presentation from TMF concerning 2014-15 Health South Deposit Contributions.

The Board noted that the Board Finance and Performance Committee has been discussing ISLHD workers compensation performance and that when the Executive requested further information from the Ministry of Health, ISLHD was informed that it is one of the better performing Districts in terms of improving its position as highlighted in the TMF Report.

## **ITEM 8: Information**

### **8.1 Letter from Director of Physician Training re RACP training**

The Board received the correspondence.

The Board noted the good result for physician training in the District.

### **8.2 Letter from Chief Executive to MoH re Role Delineation**

The Board received the correspondence.

### **8.3 Finance and Performance Committee – minutes and report of meeting held 28 July 2014**

The Board received and noted the minutes.

### **8.4 Health Care Quality Committee – no meeting held 23 July 2014**

The Board noted there was no meeting held on 23 July 2014.

### **8.5 Planning Committee – minutes and report of meeting held 7 July 2014**

The Board noted there was no meeting held on 7 July 2014.

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

The Board noted there was no meeting since June 2014.

### **8.7 Media and Community Engagement Activity 26 July 2014 to 21 August 2014**

The Board received the information provided.

**8.8 District Clinical Council – minutes of meeting held 2 July 2014**

The Board received and noted the minutes.

**8.9 Illawarra Clinical Council – minutes of meeting held 9 July 2014**

The Board received and noted the minutes.

**8.10 Shoalhaven Clinical Council – minutes of meeting held 21 July 2014**

The Board received and noted the minutes.

**ITEM 9: Notifications regarding Upcoming Events**

**9.1 Chief Executive Farewell Dinner – Monday 15 September 2014**

The Board noted the upcoming Farewell Dinner for the Chief Executive, to be held from 6.30pm, Monday 15 September 2014 at Lorenzo's Diner.

**9.2 NSW Health Ministerial Advisory Council – Illawarra Dinner – Thursday 20 November 2014**

The Board noted the upcoming NSW Health Ministerial Advisory Council meeting to be held on Friday 21 November 2014, and that the dinner with the ISLHD Board is on Thursday 20 November 2014.

**ITEM 10: Date and venue of next meeting**

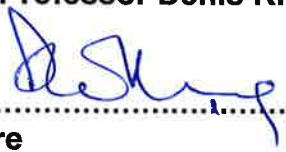
Information received and noted by the Board.

**Meeting closed at 6.20pm.**

**Next meeting:** Monday 13 October 2014  
3.30pm – 6.00pm  
Meeting Rooms  
Lower Ground Floor  
Shoalhaven District Memorial Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM**

  
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**Signature**

13 October 2014  
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**Date**

TRIM Ref: DT14/52301