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# MINUTES

## BOARD MEETING

**Date:** 3.30pm-6pm, Monday 2 March 2015

**Venue:** Conference Rooms, Wollongong Hospital

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**Health**  
Illawarra Shoalhaven  
Local Health District

### **PRESENTATION: NSW HEALTH PATHOLOGY**

The Chair welcomed Ms Tracey McCosker, Chief Executive NSW Health Pathology, and Associate Professor Robert Lindeman, South Eastern Area Laboratory Services (SEALS) Network Director to the meeting.

Ms McCosker presented on the progress of NSW Pathology since its inception in 2012 and its contestability. Professor Lindeman on pathology issues for the ISLHD through SEALS.

The Board received the presentation.

### **ITEM 1: MEETING OPENING**

#### **1.1 Attendance of members**

Clinical Professor Denis King, Ms Jill Boehm, Professor Kathy Eagar, Ms Marisa Mastroianni, Mr Roger Downs, Mr Geoff O'Donnell, Mr Paul Knight, Professor Gerard Sutton, Associate Professor Rod McMahon, Clinical Professor Jan Potter, Dr William Pratt, Dr Stephen Andersen and Ms Carrie Schulman.

#### **In Attendance**

Ms Margot Mains, Mr Andrew Grice, Ms Sue Harris, Ms Jasmina Jonceski (Board Secretary).

Mr Grice, Ms Harris and Ms Jonceski were not present for discussion on Items 3.1.1 and 8.

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

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

#### **1.3 Register of Board Resolutions**

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

#### **1.4 Confirmation of Minutes of meeting held 1 December 2014**

The minutes were accepted as a true and accurate record.

### **ITEM 2: ACTION LIST / BUSINESS ARISING**

The Board noted progress/completion of actions.

#### **2.1 Committee Membership**

The Board Chair advised members that he would speak to a few members individually concerning their committee membership.

**ACTION ITEM:** Board Chair to discuss committee membership with affected members.

#### **2.2 Shoalhaven Cancer Care Centre media statement of 14 December 2014**

The Board received the information provided.

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**ITEM 3: REPORTS**

**3.1 Chief Executive Report**

The Board received the information provided.

**3.1.1 Chief Executive Presentation**

The Board received the presentation provided by the Chief Executive

**3.1.2 Chief Executive Presentation**

The Board received the information provided.

**3.1.3 Health Services Performance Report January 2015**

The Board received the information provided.

**3.1.4 Performance Report – YTD January 2015**

The Board received the information provided.

**ITEM 4: NEW BUSINESS**

**4.1 Board Committee Structure and Terms of Reference**

The Board received the information provided.

The Board resolved that the Audit and Risk Management Committee (ARMC) and Health Care Quality Committee (HCQC) need to develop an interface to report high risks that need to be monitored, where the ARMC would provide advice to the HCQC where a clinical risk needed strong oversight and review and the HCQC would provide advice to the ARMC of any high risks identified that need to be monitored. It was proposed that the ARMC should have a clinical representative that has expertise to monitor clinical risks.

The Board resolved that the Planning Committee remain on the same day as the Board meeting and noted that the Committee's scope would be expanded to include business planning that would feed into executive business planning processes.

The Board resolved to suspend the Aboriginal Health Committee until the appointment of the Director Aboriginal Health.

- RESOLUTION:**
1. The Board endorsed the review of committee terms of reference
  2. The Board agreed to maintain Planning Committee meetings on the first Monday of the month
  3. The Board agreed to suspend the Aboriginal Health Committee until the appointment of the Director Aboriginal Health.

**ACTION ITEM:** Review Committee Terms of Reference and provide for Board endorsement.

**ITEM 5: CONFIDENTIAL ITEMS**

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

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**ITEM 6: BUSINESS WITHOUT NOTICE**

There was no business without notice.

**ITEM 7: INFORMATION**

**7.1 Finance and Performance Committee – Minutes of 24 November 2014 and 27 January 2015 meeting**

The Board received the minutes.

**7.2 Health Care Quality Committee – Minutes of 22 October 2014 meeting**

The Board received the minutes.

**7.3 Planning Committee – Minutes of 1 December 2014 meeting**

The Board received the minutes. The Committee Chair requested that in unapproved minutes from the Planning Committee be included with Board papers to avoid unnecessary delays in providing the Board with an update of business discussed at meetings.

**7.4 Aboriginal Health Committee – *No approved minutes for circulation; no meetings held since September 2014 as per meeting schedule to approve the draft minutes***

*No minutes were available.*

**7.5 Audit and Risk Management Committee – *No approved minutes for circulation; no meetings have been held since December 2014 as per meeting schedule to approve the draft minutes***

*No minutes were available.*

**7.6 Media and Community Engagement Activity – 20 January 2015 to 17 February 2015**

The Board received the information provided.

**ITEM 8: BOARD CHAIR REPORT**

The Board received the Board Chair Report.

**ITEM 9: NOTIFICATIONS REGARDING UPCOMING EVENTS**

**9.1 Board Planning Day – 13 April 2015**

The Board noted the Board Planning Day scheduled for 13 April 2015

**ITEM 10: DATE AND VENUE OF NEXT MEETING**

Information received and noted by the Board.

**MEETING CLOSED AT 6.25pm.**

**Next meeting:** Monday 13 April 2015  
4.00pm – 6.00pm  
Novotel Wollongong Northbeach

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM  
13 April 2015**