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# MINUTES

## BOARD MEETING

Date: 4.00pm-6.00pm, Monday 3 August 2015

Venue: Conference Rooms, Wollongong Hospital

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### ITEM 1: MEETING OPENING

#### 1.1 Attendance of members

Clinical Professor Denis King, Ms Jill Boehm, Professor Kathy Eagar, Mr Paul Knight, Ms Marisa Mastroianni, Geoff O'Donnell, Clinical Professor Jan Potter, Dr William Pratt, Ms Carrie Schulman, Professor Gerard Sutton.

#### In Attendance

Ms Margot Mains, Chief Executive; Ms Sue Harris, A/Executive Director Clinical Operations; Ms Michelle Noort, Executive Director Integrated Care, Planning and Performance; Mr Brent Wiseman, Consultant Finance Directorate; Ms Jasmina Jonceski, Board Secretary; Ms Karen Mayo, A/Board Secretary.

Ms Harris, Ms Noort and Ms Mayo were not present for Item 9. Mr Wiseman was present for part of Item 9. Professor Eagar was not present for Item 5.1 and Mr O'Donnell was not present for part of Item 5.1.

#### Apologies

Associate Professor Stephen Andersen, Mr Roger Downs, Associate Professor Rod McMahon.

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

The Board noted the conflict of interest Professor Eagar has in relation to Item 5.1. Minutes for this confidential item are stored separately. Mr O'Donnell also declared a conflict of interest for part of Item 5.1. There were no other 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 to date.

#### 1.4 Confirmation of Minutes of meeting held 6 July 2015

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 Workforce Report – Workforce data

The Board received the information provided.

The Board sought further clarification on whether the data can be reported against and which indicators should be reported on.

**ACTION ITEM:** Executive Director People, Change & Governance to attend next meeting to provide further information on workforce reporting.

### ITEM 3: REPORTS

#### 3.1 Board Chair Report

The Board received the information provided.

#### 3.2 Chief Executive Report

The Board received the information provided.

The Chief Executive advised the Board that the District's performance was of concern and could have an impact on the performance rating.

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The Chief Executive also advised that the meeting with the University of Wollongong has been postponed pending key appointments within the District.

Further information was provided under Item 9.

#### **ITEM 4: NEW BUSINESS**

##### **4.1 Statewide Risk Management**

The Board received the information provided and endorsed this matter be raised at the Council of Chairs Meeting on 10 August 2015.

**RESOLUTION (2015/17):** The Board endorsed the Board Chair raise the proposal for a statewide approach to risk management at the Council of Board Chairs meeting.

##### **4.2 2015-16 Service Agreement Priorities**

The Board received the information provided and endorsed the District limiting responses to the Strategic Priorities, Key Focus Areas and NSW Health Strategic Plans from the 2015-16 Service Agreement to the actions in listed in the paper. The Board approved the signing of the 2015-16 Service Agreement in the context of limiting response to Strategic Priorities, Key Focus Areas and NSW Health Strategic Plans.

**RESOLUTION (2015/18):** The Board endorsed the District limiting responses to the Strategic Priorities, Key Focus Areas and NSW Health Strategic Plans from the 2015-16 Service Agreement to the actions in listed in the paper.

**RESOLUTION (2015/19):** The Board approved the signing of the 2015-16 Service Agreement in the context of limiting response to Strategic Priorities, Key Focus Areas and NSW Health Strategic Plans to the actions listed in the paper.

##### **4.3 Capacity Assessment Project – District Response to Draft Report**

The Board received the information provided.

The Chief Executive advised the Board that the statewide report held similar reflections.

The Board Chair advised that he will be discussing the Capacity Assessment Project at the Council of Board Chairs meeting on 10 August 2015 and requested that Board members email him with feedback they would like raised.

**ACTION ITEM:** Provide feedback on the Capacity Assessment Project to be raised at the Council of Board Chairs meeting directly to the Board Chair.

##### **4.4 Corporate Attestation Statement 2014-15**

The Board endorsed the Corporate Attestation Statement for the year ending 30 June 2015.

**RESOLUTION (2015/20):** The Board endorsed the Corporate Attestation Statement for the year ending 30 June 2015.

##### **4.5 Board Calendar of Events and Papers**

The Board agreed to include the Calendar of Events as a standing agenda item.

**RESOLUTION (2015/21):** The Board agreed to include the Calendar of Events as a standing agenda item.

#### **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 – *No minutes as June meeting was cancelled***  
*There were no minutes available.*

**7.2 Health Care Quality Committee – Minutes of 24 June 2015**  
The Board received the minutes.

**7.3 Planning Committee – *no meeting in July***  
*There were no minutes available.*

**7.4 Aboriginal Health Committee – *No approved minutes for circulation***  
*There were no minutes available.*

**7.5 Audit and Risk Management Committee – Draft Minutes of 17 July 2015**  
The Board received the draft minutes.

**7.6 Media and Community Engagement Activity – 24 June 2015 – 21 July 2015**  
The Board received the information provided.

**ITEM 8: NOTIFICATIONS REGARDING UPCOMING EVENTS**

**8.1 Launch of the *Rights and Responsibilities* video resource**  
The Board noted that the launch of the District's Rights and Responsibilities video resource will be held on 20 August 2015. An invitation has been sent to the Board.

**8.2 Research Forum**  
The Board noted that the ISLHD Research Forum is scheduled for 5 November 2015.

**ITEM 9: CONFIDENTIAL ITEM**

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

**MEETING CLOSED AT 6.45PM.**

**Next meeting:** Monday 7 September 2015  
4.00pm – 6.00pm  
Conference Rooms, Level 8,  
Block C, Wollongong Hospital

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM**

**7 September 2015**