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# MINUTES

## BOARD MEETING

Date: 3.30pm-6.00pm, Monday 1 February 2016

Venue: Conference Rooms, District Executive Office, Warrawong

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### ITEM 1: MEETING OPENING

#### 1.1 Attendance of members

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

Ms Marisa Mastroianni via teleconference for part of the meeting; disconnected due to technical difficulties.

#### In Attendance

Ms Margot Mains, Chief Executive; Ms Jasmina Jonceski, Board Secretary; Ms Carolyn Cooper, Executive Director Clinical Operations; Mr Brent Wiseman, Executive Director Finance and Corporate Services; Dr Pim Allen, Executive Director Medical Services

#### Apologies

Nil.

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

Mr O'Donnell advised the Board that he is no longer a member of the University of Wollongong Council and requested that the Register of Conflicts be updated.

**ACTION ITEM:** Update Register of Conflicts.

A conflict of interest for Professor Anderson, Professor Eagar and Ms Mastroianni in relation to Confidential Item 9.2 was noted. Further details are provided in the confidential minutes.

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 14 December 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 Rostering System Update

The Board received the information provided.

The Board noted that the Rostering System has been designed for working arrangements in line with the various awards, legislation and government policies and that any contracts that are outside of 'the norm' will be highlighted as the system is rolled out. The Board noted that this would enable an opportunity to review such arrangements and requested to be provided with an update of these extraordinary arrangements as the system is implemented

**ACTION ITEM:** Provide the Board with an update on extraordinary workplace arrangements for individual employees following rollout of the new Rostering System.

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## **2.2 Low Volume Complex Cancer Surgery Initiative**

The Board received the information provided.

The Board Chair advised the Board of concerns that had been brought to his attention with the arrangement concerning compliance and teaching standard of medical officers involved with the program.

The Chief Executive advised that evaluations of the program are underway; pending the outcome the issues raised may be included on the risk register.

The Board noted that the implementation of the Leadership and Governance Framework should address the leadership and training concerns and that cultural change will take time.

### **ITEM 3: REPORTS**

#### **3.1 Board Chair Report**

The Board received the information provided.

The Board Chair acknowledged the work of the Chief Executive leading the District through the difficult issues it is facing.

The Board Chair noted the Board Self-evaluation results and advised that the feedback was more positive than the last evaluation; however noted that there is always room for improvement. The Board noted that largest area of concern raised through the evaluation was in relation to the role of the Pillars in NSW Health. It was agreed to invite the Chief Executives of the Agency for Clinical Innovation (ACI), Clinical Excellence Commission (CEC) and the Health Education Training Institute (HETI) to a future Board meeting together to outline their roles; pointed questions would be provided to the Chief Executives to respond to before at the meeting.

**ACTION ITEM:** Invite the Chief Executives of the Agency for Clinical Innovation (ACI), Clinical Excellence Commission (CEC) and the Health Education Training Institute (HETI) to a future Board meeting together to outline their roles; and provide pointed questions for them to respond to at the meeting.

Marisa Mastroianni disconnected due to technical issues.

#### **3.2 Chief Executive Report**

The Board received the information provided.

The Board noted the recent tour with clinicians through the new Wollongong Private Hospital and asked if a similar tour could be arranged for the Board.

**ACTION ITEM:** Look into tour for the Board through Wollongong Private Hospital.

The Board noted that Wollongong Private Hospital is expected to have an impact on District services, particularly private hospital care, and sought an analysis paper on the opportunities and risks, including teaching opportunities, of the new Private Hospital.

**ACTION ITEM:** Provide paper on the opportunities, including teaching opportunities, and risks of Wollongong Private Hospital on the District.

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

*There was no new business notice.*

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**ITEM 5: BUSINESS WITHOUT NOTICE**  
*There was no business without notice.*

**ITEM 6: INFORMATION**

**6.1 Finance and Performance Committee – Minutes of 30 November 2015**  
The Board received the minutes.

**6.2 Health Care Quality Committee – Minutes of 25 November 2015**  
The Board received the minutes.

**6.3 Planning Committee – Minutes of 14 December 2015**  
The Board received the minutes.

**6.4 Aboriginal Health Committee**  
*There were no minutes available*

**6.5 Audit and Risk Management Committee – Minutes of 1 December 2015**  
The Board received the minutes.

**6.6 Media and Community Engagement Activity – 4 December 2015 to 21 January 2016**  
The Board received the information provided.

**ITEM 7: NOTIFICATIONS REGARDING UPCOMING EVENTS**

**7.1 Board Calendar of Events**  
The Board received the Calendar of Events.

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***Board members are referred to the Confidential Minutes for minutes relating to the Confidential Agenda.***

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**MEETING CLOSED AT 6.27PM.**

**Next meeting:** Monday 7 March 2016  
2.30pm-6.00pm  
Conference Rooms, ISLHD Executive Office, Warrawong

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM**  
**7 March 2016**