

---

# MINUTES

## BOARD MEETING

Date: 4.30pm-6.00pm, Monday 7 March 2016

Venue: Conference Rooms, District Executive Office, Warrawong

---

### 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, Ms Marisa Mastroianni, Associate Professor Rod McMahon, Mr Geoff O'Donnell, Clinical Professor Jan Potter, Dr William Pratt, Ms Carrie Schulman, Professor Gerard Sutton AO.

#### 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 Andrew Jones, Co-Chair Northern Illawarra Medical Staff Council.

Dr Jones arrived part way through the meeting.

#### Apologies

Nil.

#### 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 to date.

#### 1.4 Confirmation of Minutes of meeting held 1 February 2016

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 Action Item 14 – Rostering – extraordinary arrangements

The Board received the information provided.

The Chief Executive advised that there are some other known arrangements in place; primarily concerning Rights of Private Practice arrangements.

The Board requested a register of all extraordinary working arrangements to be provided to the Board.

**ACTION ITEM:** A register of all extraordinary working arrangements in place at ISLHD to be provided to the Board.

### ITEM 3: REPORTS

#### 3.1 Board Chair Report

The Board received the information provided.

The Board Chair advised that while the Government Sector Employment Legislation Bill 2016 is due to commence in January 2017, he expects that there will be pressure for it to commence earlier, and that the new arrangements cannot be overturned except through an amendment to the act through Parliament.

---

The Board noted that the responsibility of the Board would increase and that governance arrangements would need to be enhanced, particularly concerning Chief Executive performance and monitoring.

The Board noted that the District's Delegations Manual would need to be updated to reflect the changes once the new legislation commences.

The Board acknowledged the efforts of the Board Chair who had been working to achieve this outcome for a number of years.

The Board chair sought feedback on the draft paper on sub-committee governance. The Board noted:

- It is important that Board committee chairs provide verbal reports and that these agenda items should always be starred
- Greater inclusion of Board members on the Audit and Risk Management Committee is needed and proposed that the chair of the Audit and Risk Management Committee should be a Board member; Board members should become prequalified as per recent advice from NSW Treasury
- Audit and Risk Management Committee needs to better connect with the Health Care Quality Committee on risk.

Dr Jones arrived at 4.05pm.

The Board Chair advised the Board that he has received a number of concerns in relation to the Low Volume Complex Cancer Care initiative concerning success of the project. The Chief Executive advised that following meetings with clinicians that it continues to be looked at; the Executive Director Clinical Operations advised that a joint audit with Illawarra Shoalhaven and South Western Sydney Local Health Districts was undertaken on the project, with the results yet to be provided to the District. The outcome of the audit will be provided to the Board.

**ACTION ITEM:** Provide outcome of the audit review on Low Volume Complex Cancer Care project.

### **3.2 Chief Executive Report**

The Board received the information provided.

The Chief Executive advised that she is meeting with all Hubs on their productivity and efficiency plans and that a key gap is capability to manage this which will be addressed through training.

The Chief Executive advised that earlier in the day she met with the Ministry of Health concerning the start of negotiations for the next Service Agreement.

The Board noted the need for an Information Communication and Technology (ICT) strategy for the District, noting that ICT within NSW Health is driven by the Ministry of Health and eHealth. The Board agreed to invite Mr Zoran Bolevich, Acting Chief Executive eHealth to address the Board on statewide ICT and what ISLHD can and should be doing in that area.

**ACTION ITEM:** Invite Mr Zoran Bolevich, Acting Chief Executive eHealth to address the Board on statewide ICT and what ISLHD can and should be doing in that area.

The Board noted the anticipated changes to the Medical and Dental Advisory Committee (MDAAC) that would be submitted for consideration at the next Board meeting; it was agreed that the current Board members on the Committee, Ms Boehm and Professor McMahon, would be briefed on the final proposal prior to submission to the Board.

---

**ACTION ITEM:** Ms Boehm and Professor McMahon to be briefed on the final proposal for MDAAC prior to submission to the Board.

**ITEM 4: NEW BUSINESS**

**4.1 Delegations Manual Version 7.0**

The Board received the information provided.

The Chief Executive acknowledged the work of Jasmina Jonceski in the development of the new delegations manual.

The Board noted that further work is required to clearly indicate areas where Board approval is to be sought for high value or impact delegations that are to be executed by the Chief Executive or referred to the Ministry of Health; the Board agreed that Ms Mastroianni would meet with the Chief Executive to clarify these updates.

**ACTION ITEM:** Chief Executive to meet with Marisa Mastroianni to review draft Delegations Manual with updates to be included in final version for Board consideration in April 2016.

The Board noted the changes arising from the Government Sector Employment Legislation Bill 2016 and requested that the new Delegations Manual include a preamble covering the new direction for Board governance and its role related to recent legislation and expected changes.

**ACTION ITEM:** Include preamble in the Delegations Manual covering the new direction for Board governance and its role related to recent legislation and expected changes for Board consideration in April 2016.

The Board noted that the need to ensure compliance with the new Delegations Manual and requested that once endorsed by the Board that it be referred to the Audit and Risk Management Committee to be included in the internal audit schedule.

**ACTION ITEM:** Review of new delegations manual to be referred to Audit and Risk Management Committee for compliance with the new Delegations Manual to be added to internal audit schedule.

**ITEM 5: BUSINESS WITHOUT NOTICE**

*There was no business without notice.*

**ITEM 6: INFORMATION**

**6.1 Finance and Performance Committee – Minutes of 29 January 2016**

The Board received the minutes.

**6.2 Health Care Quality Committee – Minutes of 27 January 2016**

The Board received the minutes.

**6.3 Planning Committee – Minutes of 1 February 2016**

The Board received the minutes.

**6.4 Aboriginal Health Committee**

*There were no minutes available.*

**6.5 Audit and Risk Management Committee**

*There were no minutes available.*

---

**6.6 Media and Community Engagement Activity – 21 January 2016 to 25 February 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.

---

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

---

**MEETING CLOSED AT 7.04PM.**

**Next meeting:** Monday 4 April 2016  
4.00pm-6.00pm  
Conference Rooms, ISLHD Executive Office, Warrawong

**CERTIFIED A CORRECT RECORD**

**Clinical Professor Denis King OAM  
4 April 2016**