

Minutes for ISLHD Board Meeting

24/04/2023 | 10:00 AM - 04:00 PM - AEST

Conference Room, District Executive Offices, Warrawong

Attendees (15)

Alan Hudson; Rod McMahon; Richard Morris; Janine Cullen; David Campbell; Chris Bertinshaw; Peter McDonald; Suzi Clapham; Nick Mitrevski; Jonathan Boswell; Jenny Collins; Marilyn Smith.

Agenda

ITEM 1: WHS Due Diligence Training

This presentation was noted as being confidential due to the use of current ISLHD data.

The Board queried who the presentation was delivered to in ISLHD previously, and it was clarified that it was delivered to the Strategic Executive (SE) group. SE identified the need for more open conversations about psychological safety and more accountability.

iCare queried the Board's involvement in Work, Health and Safety (WHS) matters. The Board indicated that workplace hazards are addressed through the Finance and Workforce Performance Committee, where the reports are tabled and there is a drill down into the root causes of the reported data. iCare agreed that the drilling down into the data is the key action in this instance.

The Board queried the data regarding Workplace injury claims, and whether the data refers to only accepted claims, or all claims made. It was revealed that the data is an indication of all claims received, as that is considered best practice for reporting at a Board level. The Board also noted the inaccuracies in the Performance Snapshot graph provided by iCare.

Regarding the presented claim example for a PCBU, it was identified that the Board currently does not receive any traffic management reporting from our sites.

iCare stressed that the ability to practise due diligence arises from an understanding of the legal obligations of an officer. The Board queried whether they act as officers, as they do not make executive decisions, nor affect the financial standing of the district. iCare clarified that

the courts will determine who is an officer, and reasonable influence, such as that of the ISLHD Board, will be considered in the courts' decision.

Risk management obligations of the Board should be as follows:

1. Identify hazards/risks
2. Assess risks
3. Control risks
4. Review control processes

ACTION 234/23: ISLHD to follow up and provide more information regarding the enforceable undertakings from Bankstown and RPA incidents. (Assignee(s): EDSIP, Senior Manager, WHS; Due Date: 26/06/2023)

ITEM 2: Lunch

ITEM 3: Chair's Consultation

The Board Chair, as a result of research into how to run and be a part of meetings, reiterated that Board meetings are a space for every member to express their views. It was clarified that if this is not the case for any member, then it should be brought to the attention of the Chair.

ITEM 4: Welcome

The meeting commenced at 1:00pm.

4.1 Acknowledgement of Country

Before ITEM 3: The Board Chair, Chris Bertinshaw acknowledged the Traditional Custodians of the land the Board were meeting on, specifically Dharawal Country. He paid respects to elders past present and future and extended that respect to Aboriginal and Torres Strait Islander peoples in the room. He expressed his gratitude that the Board can share these lands today, his sorrow for the costs of that sharing, and his hope and belief that we can move to a place of equity, justice and partnership together.

The Board noted the NSW Health Secretary's position on the Aboriginal 'Voice to Parliament': "NSW Health supports the principles of the *Uluru Statement from the Heart* as well as the *National Agreement of Closing the Gap*, which is underpinned by a number of priority reform areas". The Board supported and endorsed this message.

4.2 Attendance

Mr Chris Bertinshaw, Board Chair

Ms Janine Cullen OAM, Deputy Chair
The Hon. David Campbell, Board Member
Dr Richard Morris AM. BM., Board Member
Dr Rodney McMahon, Board Member
Dr Jenny Collins, Board Member
Mr Nick Mitrevski, Board Member
Mr Jonathan Boswell, Board Member
Mr Peter McDonald, Board Member
Ms Marilyn Smith, Board Member
Ms Suzi Clapham, Board Member

In attendance:

Ms Margot Mains, Chief Executive
Ms Jessica De Angelis, Director, Office of the Chief Executive
Mr Hayden Barrington, Acting Board Secretary (minutes)

In attendance for ITEM 5:

Luke Worth, Acting Executive Director Integrated Care, Mental Health, Planning, Information and Performance (EDICMHPIP) he also returned for other items please note
Pippa Rendel, Director Planning, Information and Performance
Dominic Longo, Health Infrastructure
Bruno Zinghini, Health Infrastructure
Paul Edmiston, Savills

In attendance for ITEM 8.1:

Beverly Robb, Director Corporate Governance and Risk

4.3 Apologies

There were no apologies for this meeting.

4.4 Declarations of Interests

There were no declarations of interests.

ITEM 5: Presentation - New Shellharbour Hospital Timeline

Dominic Longo, Bruno Zinghini, Paul Edmiston, Luke Worth and Pippa Rendel joined the meeting at 1:08pm

The Board received and noted the Health Infrastructure (HI) presentation regarding the New Shellharbour Hospital (NSH) from Dominic Longo, Bruno Zinghini and Paul Edmiston. Key

points included the Schematic Design, early and enabling works, communications and the Five Islands design, Risk Management and High-Level Milestones.

The Board queried what services are included in the Mental Health wings. HI clarified it is a combination of the entire mental health services including inpatient services, child, adolescents, aged and acute mental health. Closer to the proposed Emergency Department there will be a Psychiatric Emergency Care Centre as well as a Drug and Alcohol withdrawal unit. There is also space to undertake mental health clinics and rehab.

The Board requested assurance that the design takes into account the latest design principles for mental health facilities. EDICMHPIIP advised that our Mental Health staff are a proactive clinical group, and have been thoroughly engaged in the design process, which does reflect current design principles.

The Board queried the timeline for completion of the fifth 'island' (sometimes referred to as the third finger) or building should there be available funding. The CE also queried if delays would occur in that instance, due to a requirement to redesign the internal distribution of services. HI clarified that the project would be added to, rather than redesigning what is already there. To combat this issue, Inpatient Units (IPUs) are designed generically, to allow for flexing in capacity. EDICMHPIIP added that there are designated expansion zones to account for projected population increase.

The Board expressed concerns that the site might exist on a flood plain, however HI clarified that all appropriate flood modelling has been completed, and there is no risk to the proposed site.

The State Significant Development Application (SSDA) was queried by the Board as to whether it includes four or five buildings. HI advised that the SSDA include four buildings, but as the foundations for the fifth are to be laid, it is included in the SSDA as a 'future-proofing measure'.

The Board requested information regarding the project's sustainability. It was advised that the solar panels will generate approximately 600kW of power, and excavated material from enabling works will be reused for carparks, earth works and gardens across the site.

The Chief Executive highlighted the good relationship between HI and ISLHD, both in liaising regularly and in delivery of projects.

The Board queried the location of the new Warrawong Community Health Centre, given that it has been changed from the original proposal to the board. Since then, due diligence on the site has been done, and it has been determined that it is difficult to build on due to underground infrastructure. Additional costs and remediation would be required, as well as considerations for our consumers. This is still under consideration with the CE clarifying that they had not yet received this as an official recommendation they support to take back to the Board for reconsideration.

Dominic Longo, Bruno Zinghini, Paul Edmiston, Luke Worth and Pippa Rendel left the meeting at 2:04pm

ACTION 235/23: HI team to work with LHD to provide clearer dates for the High Level Milestones timeline (Assignee(s): EDICMHPIP; Due Date: 26/06/2023)

ITEM 6: Presentation - Cyber Security

Peter Croll joined the meeting at 2:05pm

The Board received a presentation from Peter Croll, Chief Information and Security Officer (CISO), Ministry of Health.

The Board queried who deals with privileged information and patching and it was identified that this responsibility lies with the Vulnerability Management lead.

The board also requested clarification as to whether simulated phishing does occur. CISO advised that simulated phishing occurs in NSW Health organisations across the state.

Peter Croll left the meeting at 2:35pm

ITEM 7: Business from the last meeting

7.1 Confirmation of Minutes - 27 February 2023

The Chair invited comments or suggested improvements to the draft minutes of the ISLHD board meeting held on 27 February 2023 and receiving none they were adopted as a true and accurate record.

7.2 Actions Arising

The Board noted the action items arising. Can we discuss this re the ones that we can close.

7.3 Resolutions Register

The Board noted the Resolutions Register.

7.3.1 Resolution 2023/86 - Letter to Adj Prof D'Amato re Asset Management Funding

The Board considered the letter regarding Asset Management Funding and expressed their support for the ongoing advocacy of the District's Asset and Maintenance matters through Management, the CE and the Board.

ITEM 8: Strategic Matters

8.1 Quarterly Risk Report

Beverly Robb joined the meeting at 3:35pm

The Board reviewed highlights, issues and changes from the Quarterly Risk report and received a verbal summary from Director Corporate Governance and Risk. The Board Chair stated their intent to work with the Audit and Risk Committee (ARC) so that the Board is able to consider any relevant commentary, deliberation of escalation from the ARC prior to the report coming to the Board.

A Detailed risk progress report is proposed to be tabled with the Audit and Risk committee, including a bow tie analysis.

The Board queried the partial compliance against the legislative framework, and it was clarified that this is related to asset management of facilities. The Board acknowledged that this information is not new, and is monitored by the Finance and Workforce Performance Committee.

Beverly Robb left the meeting at 3:43pm

8.2 Quarterly MoH Board Report

The Board observed and discussed the quarterly Board report provided by the Ministry of Health. The timeframe of the report was contemplated noting that because of the historical nature of the report the Board would continue to scrutinise the action plans arising from the performance level escalation across Finance, Access and Flow and Healthcare Association Complications (HACs) to maintain timely governance.

8.3 2023-24 Capital Investment Proposals

Luke Worth joined the meeting at 2:49pm

The Board deliberated the proposal presented in the report and received a verbal report from EDICMHPIP on the key areas:

1. Wollongong Hospital Proposal and Master Plan - Labor election commitment funding, around \$12m.
2. Multiple community-based facilities with a range of difference services in those facilities.
3. Investigating how we integrate our community facilities.

The Board queried the difference between the initial \$500k for Wollongong, compared to the \$12m the district received as an election commitment. The CE clarified that the \$500k was intended to start the development of a Clinical Services Plan (CSP) for Wollongong, whereas the \$12m is to design a further Master Plan for the site and potentially some forward works. All election commitments will now progress through the 2023-24 and future NSW Budget cycles to confirm the funding allocation and timing. ISLHD planning for infrastructure-related election commitments will continue until the 2023-24 Budget announcement which is expected in September 2023.

The Board also queried why there was no Asset Management funding requested through the CIP. The CE advised that Asset Management funding is requested through other streams, and the Board has assisted in escalating these issues to Ministry.

ACTION 236/23: Add Asset Management funding to Capital Investment Proposal request to Ministry (Assignee(s): CE; Due Date: 26/06/2023)

8.4 Capital Works and Redevelopments

The Board discussed and considered the Capital Works and Redevelopments paper.

The Board queried the deficits referred to in the State Outcome Budget Schedule, page 126 of the papers, and how they will be addressed. The CE clarified that value management exercises are underway to manage these costs, and that we would need to take further clarification of the discrepancy on notice.

The Board also queried the lack of monthly testing for the new generator at Bulli Hospital. It was advised that this reporting process exposed the lack of maintenance, and EDICMHPIP clarified that this issue has now been resolved. The Board acknowledged that generator testing can be counter-productive in clinical settings

such as theatres but expressed that this does not make it acceptable to stray from a safe schedule of testing.

The Board requested more detail regarding the decant of corporate staff from Port Kembla Hospital and reiterated their concern for the expedited decant of the site. The CE clarified that we have committed to decant all staff and patients from Port Kembla hospital by end September 2023. There is no complete proposal ready for Board endorsement at this stage.

Luke Worth left the meeting at 3:33pm

ACTION 237/23: Clarify the shortfalls noted in paper 8.4 Capital Works.

(Assignee(s): CE, EDICMHPIP, EDID; Due Date: 26/06/2023)

ACTION 238/23: Provide more information regarding maintenance processes for Generators on hospital sites, including the new Bulli Generator

(Assignee(s): CE; Due Date: 26/06/2023)

ITEM 9: Committee Reports

The Board noted the draft minutes for the Board committees.

ACTION 239/23: Format for board papers to be reviewed. (Assignee(s): CE, DOCE, Board Sec; Due Date: 26/06/2023)

ITEM 10: Board Chair Report

There was no report provided from the Board Chair.

ITEM 11: Chief Executive Report

The board considered the report and received a verbal update from the Chief Executive (CE) on the key issues:

- Work is underway with GE to develop algorithms to improve Access and Flow algorithms. The district has also been in contact with Philips regarding our Virtual Care programs.
- Discussions are still occurring with the Ministry of Health (MoH) regarding additional funding for Elective surgery. The district has requested additional NWAU to provide cardiothoracic surgery services until the end of June.
- Both ISLHD and the University of Wollongong are unable to access the funds remaining as part of the joint Illawarra Health and Medical Research Institute (IHMRI) and it has been determined that the funds will need to be donated. UOW has suggested the George Institute as a beneficiary, however the district has some concerns regarding a conflict of interest. The CE expressed a desire to distribute the funds in a more local setting, such as Cancer Care Illawarra.

The CE also highlighted the efforts of the Northern Illawarra Hospital Group and District Procurement teams in exceeding their assigned savings targets.

The board also appraised the action plans presented throughout the CE report noting their relation to the MoH's monthly and quarterly performance meetings. The Board discussion resolved that receipt of the action plans as they appear for the latest performance meeting was appropriate in order to minimise duplication of effort and ensure consistency of what is being reviewed for performance purposes.

ACTION 240/23: Independent financial review of Shoalhaven District Memorial Hospital to be tabled at the Board FWPC (Assignee(s): EDF; Due Date: 29/05/2023)

ITEM 12: For Information

12.1 Board Calendar and Leave

The Board noted the board calendar and leave planner for 2023.

ITEM 13: Closure of General Meeting

There being no further business, the Board Chair closed the meeting at 4:01pm

GENERAL MEETING CONCLUDES