

**Nepean Blue Mountains Local Health District  
Board Meeting**

DATE: 18 September 2019 TIME: 4.30pm – 6.30 pm

VENUE: ICET West Block, Nepean Hospital

**MINUTES**

**Attendees:** (P) Present (A) Apology (Ab) Absent

<b>BOARD MEMBERS</b>			
The Hon. Peter Collins, AM QC (Chair)	P	Mr Greg Allchin (Deputy Chair)	P
Mr Murray Austin	P	Dr Linda McQueen	A
Dr Andrew Keegan	A	Mr Joseph Grassi	P
Mr Gary Smith	P	Mr Colin Lenton	P
Ms Kath Skinner	P	Professor Jennifer Reath	P
Mr Clarke Scott	P	Associate Professor Stephen Fuller	P
Associate Professor Ian Seppelt	P		
<b>NBMLHD EXECUTIVE &amp; STAFF</b>			
Ms Kay Hyman, Chief Executive	P	Ms Julie Williams, Executive Director Nursing & Midwifery	P
Ms Clair Ramsden, Executive Director Operations	P	Ms Jacqui Clark, Executive Director People & Culture	P
Ms Rebecca Beech, Executive Director Finance & Corporate Services		Mr Kevin Hedge, Director Allied & Population Health	P
Ms Caroline Noonan-Edwards, Director Media & Communications	P	Ms Debbie Wyburd, Executive Director Clinical Governance	P
Ms Rasha Kiswani, Director Planning	P		
<b>MEDICAL STAFF COUNCIL &amp; JUNIOR MEDICAL STAFF REPRESENTATIVES</b>			
Dr Nhi Nguyen, Chair, Nepean Medical Staff Council	A	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council	P
Dr Peter Flynn, Nepean Medical Staff Council	P	Dr Amanda Stevanovic, Nepean Medical Staff Council	P
<b>WENTWORTH HEALTHCARE LIMITED (Primary Health Network)</b>			
Ms Lizz Reay, CEO	A		

## 1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The Chair welcomed attendees to the Nepean Blue Mountains Local Health District Board meeting and opened with an acknowledgment to country. Apologies were noted.

## 2. DECLARATION OF CONFLICTS OF INTEREST

The Chair asked members to advise any changes to the conflicts of interest register. No changes were advised.

## 3. MINUTES OF PREVIOUS MINUTES

The minutes of the meeting held on 21 August 2019 were accepted as a true and accurate record of the meeting.

Moved: Mr Lenton

Seconded: Mr Allchin

**Action: Endorsed by the NBMLHD Board.**

## 4. CHAIRMAN'S REPORT

### Nepean Redevelopment Clinical Tower – Stage One

The Chair reported that the concrete pour for the Nepean Redevelopment Clinical Tower Stage one has been scheduled on Friday, 27 September. The Chair stated that Minister Ayers will be in attendance and Board members are welcome to attend.

### Meeting with Secretary, NSW Health

The Chair reported a meeting has been scheduled with the Secretary, NSW Health on Wednesday 16 October. The meeting is to discuss the 2019/20 Service Agreement between NBMLHD and NSW Health. The opportunity will be taken to also discuss the Health & Education precinct concept and NBMLHD concern about the Office for Health & Medical Research report. The Chair will be attending with the Chief Executive.

## 5. CHIEF EXECUTIVE REPORT

Members were provided with the Chief Executive report and noted the following items for September 2019:

### Integrating Care Committee

The Chief Executive reported that the first Integrated Care Committee will be held in October 2019. The Committee is a collaboration between the Local Health District and the Primary Health Network. Members were advised that NSW Health will be holding a workshop, attended by LHD and PHN representatives from across NSW, on collaborative commissioning. Collaborative commissioning will be one of the areas of governance for the Integrating Care Committee. Board members who will be members of the Committee - Chair: Mr Gary Smith, LHD Board representative Dr Linda McQueen and PHN Board representative Dr Shiva Prakash.

### Staff Recognition

The Chief Executive reported that NBMLHD has two finalists in the NSW Health Awards:

- Koori Kids Futures, Supporting our People category
- Dr Albert Yaacoub in the Collaborative Leader of the Year category

The Chief Executive highlighted that this is a wonderful recognition for our Koori Kids team and Dr Yaacoub. Members were advised that the awards will be held on Thursday, 10 October and attended by the Deputy Chair, representing the Board Chair.

The Chief Executive reported that NBMLHD also has three finalists in the Excellence in Nursing and Midwifery Awards:

- Courtney Solomons, Assistant in Nursing category
- Colleen Green, Registered Nurse category
- Lorain Squire, Nurse Educator category

### NSW Health Junior Medical Staff Awards

The Chief Executive reported that Dr Eddy Fischer, Renal Specialist and Director Prevocational Education & Training (DPET) at Nepean Hospital was awarded the Geoff Marel Award for his support of junior doctors. Nominated by the Junior Medical Officers, Resident Medical Officers and specialty Registrars, Dr Fischer was acknowledge for his orientation and mentorship of junior doctors and instilling a culture of approachability and learning between junior and senior staff. Members were advised that Dr Fischer will represent NSW at the Confederation of Postgraduate Medical Education Councils (CPMEC) Australia & New Zealand's Clinical Educator of the Year Award later this year.

### Aboriginal Midwifery Trainees

The Chief Executive reported that the District has had three Aboriginal women complete their first steps towards becoming midwives and complete their Assistant in Nursing Program. The AIN program is in partnership between the POCHE Centre for Indigenous Health and NSW Health. The Chief Executive stated that this is a training pathway to becoming an aboriginal midwife and the District welcomes these new Aboriginal midwives of the future.

### August Results

The Chief Executive reported that the District year to date August result is \$4.6M unfavourable. Members were advised that the District is required to submit a year end forecast following the August results. NBMLHD has submitted a forecast of \$20.9M unfavourable

The Chief Executive reported that the unfavourable result will be discussed with the Secretary at next month's meeting. Staff have identified roadmaps and opportunities for expenditure reduction.

### NGO Contractor Governance Issues

The Chief Executive reported that the District has engaged an external organisation to review governance issues which have been identified as a result of a complaint regarding one of the NGO contractors. The external reviewer has been selected due to their previous experience on similar NGO governance issues for SWSLHD.

### Greater Western Sydney Health Partnership

The Chief Executive reported that the Secretary, NSW Health has agreed to formally launch the Greater Western Sydney Health Network partnership on Thursday, 3 October 2019.

#### **5.1 Appendix 1: collaborative commissioning**

The Chief Executive reported the attached information on Collaborative Commissioning is for information.

#### **5.2 Appendix 2: Performance Reports (ETP, TOC, ESAP)**

Members noted the attached Performance Reports for September 2019. The increase in ambulance arrivals at Emergency Departments was noted. Mr Smith requested advice with regard to the number of ambulance diversions/over-rides particularly relating to Nepean Hospital.

**Action: Date on number of ambulance diversion/over-rides resulting in presentation to Nepean Hospital to be provided to October meeting.**

#### **5.3 Appendix 3: People Matter Survey**

The Chief Executive reported on the attached People Matter Survey documentation. Members were advised on the increase to response rate and engagement index increase since last year.

#### **5.4 Appendix 4: Service Agreement Key Performance Indicators**

The Chief Executive highlighted the list outlines all Service Agreement KPIs and which Board Sub-Committee they report through. Members were advised that they will receive the KPI report each month. This report, in addition to Health Care Quality Committee sub-committee report, provide Board members with results against all KPIs in the Service Agreement with NSW Health.

#### **5.5 Appendix 5: HPRM 19/2760 DRAFT NBMLHD Enterprise Risk Appetite Statement**

The Chief Executive reported that Mr John Klincke, Director Internal Audit will be presenting the attached DRAFT NBMLHD Enterprise Risk Appetite Statement. Members noted the following:

- The purpose of the Risk Appetite Statement (RAS) is an *“an expression of the type and amount of risk an organisation is prepared to take. It promotes consistent, ‘risk informed’ decision making aligned with strategic aims and it also supports robust corporate governance by setting clear risk taking boundaries”*
- After engaging Ernst & Young in 2015 who facilitated a Board Risk Appetite workshop and an Executive Strategic Risk Assessment Workshop a RAS was drafted.

Members reviewed updated draft and were provided an opportunity for questions. Ms Skinner asked for clarification on Fraud and Information Communication Technology relating to low appetite and zero tolerance. Mr Klincke advised that NBMLHD has zero tolerance relating to staff actions and the low appetite acknowledges that not all issues are within NBMLHD control.

Mr Austin asked if NSW Health provide a policy directive in relation to a format for the RAS. Mr Klincke advised that there is a policy directive but it is not prescriptive with regard to the

format or content of a risk appetite statement.

The Chair sought endorsement of the statement noting that the risk appetite statement will be reviewed annually and come to the Board for endorsement having been reviewed by the Executive and then through the Audit & Risk board sub-committee.

Moved: Mr Allchin

Seconded: Ms Skinner

**Action: Endorsed by the NBMLHD Board.**

### **5.6 Appendix 6: HPRM 19/29925 NBMLHD Asset Strategic Plan 2019-2029 Priorities**

The Chief Executive reported that unlike previous years, the District is not required to submit an Asset Strategic Plan for 2019. The Chief Executive highlighted that as a result of Stage 2 funding being insufficient to include a Comprehensive Cancer and Wellness Centre the District will submit an Asset Strategic Plan to NSW Health to ensure the Ministry are aware of the District's priorities.

Members held discussion on importance of the Nepean Comprehensive Cancer Care Centre and Health Services in the Blue Mountains, including one hospital. Dr Flynn highlighted a meeting between the Federal Member and medical staff to discuss Federal funding for Nepean Cancer Care and Wellness Centre.

The Chair highlighted that the \$1B allocated to the Nepean Redevelopment is imperative to bring Nepean's facilities to an appropriate capacity and standard for our community. However, acknowledged that there needs to be an additional \$250M for Nepean Cancer Services. The Chair also stated that the redevelopment of the Blue Mountains District ANZAC Memorial Hospital at Katoomba remains a priority. The Chair acknowledged that funding for planning for facilities in the Blue Mountains would be a good first step. Dr Kalantar agreed. Prof Reath highlighted the importance of the message and wording that is submitted to NSW Health in the Asset Strategic Plan.

**Action: Document to be amended and distributed to Board members for review prior to the next meeting.**

### **5.7 Appendix 7: HPRM 19/29922 Nepean Redevelopment Stage II Clinical Services Plan 2018-2036**

The Chief Executive provided the attached Nepean Redevelopment Stage II Clinical Services Plan for Board members' review prior to submission to NSW Health. For information.

## **6. NEPEAN HOSPITAL AND INTEGRATED AMBULATORY SERVICES REDEVELOPMENT**

Members were provided with an update on the Nepean Hospital and Integrated Ambulatory Services Redevelopment.

The Chief Executive reported on the sod turn for the Child Care Centre, Nepean Hospital. The Centre is scheduled to be operational by mid-2020.

The Chief Executive reported on forthcoming events. As previously mentioned by the Chair the concrete pour for the Clinical Tower is scheduled on 27 September. Also an event to mark the completion of the works for Cancer Care enhancement will be attended by the NSW Minister for Health, the Hon Brad Hazzard. The Minister's office will confirm the date in late September or early October. Invitations will be forwarded once date is confirmed.

#### Orchard Hills Health One

The Chief Executive reported on a meeting held with Health Infrastructure and the Health One team. Members were advised that Orchard Hills was identified as a location for Health One a few years ago. It is now been determined that Sydney Science Park will be a better location and will enable NBMLHD to establish a facility as a foundation service for the area.

#### Child & Adolescent Mental Health Unit

The Chief Executive reported that Mental Health Service are developing a model of care for the unit that will be provided to NSW Ministry of Health for review prior to release to Health Infrastructure. This will then inform the design process.

## **7. FEEDBACK FROM MEDICAL STAFF COUNCIL**

### 7.1 Nepean Medical Staff Council

Dr Flynn reported on the following:

- The second MRI for Nepean Hospital will be operational on 30 September.
- Discussion with regard to the potential for a Hyperbaric Medicine service
- Tele Stroke Hub – stroke physician available on Skype for Business into each Emergency Department. The services will be available 24 hours 7 days per week with a Stroke physician who will review the patient and advise on appropriate treatment. Members were advised that Blue Mountains Hospital will require an update to the CT scanner for this service to be operational.
- Nepean Medical Staff Council Annual General Meeting will be scheduled for October 2019.

### 7.2 Blue Mountains Medical Staff Council

Dr Kalantar reported on the following:

- A request for Cardiology and Gastroenterology clinics at Blue Mountains Hospital. The Acting General Manager Blue Mountains is currently working with medical staff with regard to feasibility. It is noted that these clinics were not identified as part of our 2019-20 service enhancements to the Ministry.

## **8. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK) –**

Nil report.

## 9. NBMLHD RESEARCH & EDUCATION FOUNDATION

Mr Grassi reported that the Foundation has been endorsed as a tax deductible recipient.

Mr Grassi reported that the NBMLHD Research & Education Foundation will be launched on Saturday, 7 December at 5.30pm at a function which will combine with the Board Christmas celebration.

## 10. WORK, HEALTH & SAFETY

### 10.1 Board Members' Advice to NBMLHD Executive

Nil report.

### 10.2 NBMLHD Executives' Advice to Board

Members noted earlier discussion on warm water systems by Dr Branley.

## 11. ACTION SHEET

### 11.1 Water Systems – Dr James Branley

Dr Branley provided members with an update on the warm water systems at Nepean Hospital. The Chair noted Dr Branley's advice that our testing and monitoring frequency is above what is building maintenance regulations. Prof Reath inquired if there are different standards for hospitals. Dr Branley advised that there were not. Members noted that the new build will not include warm water systems.

The Chief Executive advised that Dr Branley will be providing a report and if additional measures are advised in that report they will be advised to the Board.

**Action: Dr Branley's report to the provided to the Board.**

### 11.2 NSW Research Health & Education Precincts Report

The Chair reported concern with regard to Nepean's rating in the draft report. The Chair has advised Minister Ayers of this report and the importance that NBMLHD is a higher priority. Members held discussion on the collaboration between other LHDs, Universities and Research Institutes. Prof Fuller highlighted to members that the University of Sydney has stated that NBMLHD will be a fourth precinct in the future for a research collaboration.

**Action: Chair to discuss with the Secretary, NSW Health on Wednesday, 16 October and report back to the Board.**

### 11.3 Midwifery Workforce

The Chief Executive noted the report on Midwifery Workforce as requested at the August Board meeting. Members were advised that Midwifery workforce remains an issue across NSW and internationally.

**Action: Item closed.**

## **12. CORRESPONDENCE IN**

12.1 HPRM 19/28331 NSW Cancer Institute – Cancer Control in NSW State wide report 2018

12.2 HPRM 19/28557 NSW Ministry of Health Invitation to the 2019 NSW Health Nursing and Midwifery Showcase and the Excellence in Nursing and Midwifery Awards for the Board Chair

12.3 HPRM 19/29418 NSW Ministry of Health – Final signed 2019/20 Service Agreement – NBMLHD

12.4 HPRM 19/29570 NSW Ministry of Health – 2019 NSW Health Awards

12.5 HPRM 19/29681 Response from the NSW Minister for Health and Medical Research regarding 2019/20 Service Agreement

12.6 HPRM 19/29949 Letter from St John of God Health Care regarding negotiations to continue to provide health care services for Hawkesbury District Health Service  
Dinner next week.

12.7 HPRM 19/30109 Letter from the Prime Minister of Australia to the NBMLHD Board regarding Cancer Services Nepean Hospital

*The Chair reported the attached correspondence is for noting.*

## **13. CORRESPONDENCE OUT**

13.1 HPRM 19/29893 Thank you to the Chief Executive Officer Hawkesbury Hospital on the presentation to the NBMLHD Board on 21 August 2019

13.2 HPRM 19/29901 Thank you letter to the Hawkesbury Hospital Auxiliary regarding services to the community of the Hawkesbury Valley

*The Chair reported the attached correspondence is for noting.*

## **14. COMMITTEE REPORTS**

### 14.1 Aboriginal Health

Mr Scott reported that the Aboriginal Health Committee held a Strategic Planning Day on Wednesday, 18 September 2019.

### 14.2 Audit & Risk Committee

Members noted the attached quadrant report.

### 14.3 Clinical Services Development

Nil report.

### 14.4 Finance & Performance



Members noted that the Finance & Performance Committee reports will be uploaded to the Board portal. Mr Grassi provided members with an update regarding the August results.

14.5 Health Care Quality Committee (HCQC)

Nil report.

Ms Wyburd advised that the DRAFT Safety & Quality Account will be submitted for endorsement at the October Board meeting. The draft is currently with the HCQC members for comment.

14.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members noted the attached minutes for September 2019.

14.7 Research Committee

Nil report.

14.8 Workforce & Culture

Nil report.

14.9 Work, Health & Safety Committee

Nil report.

**15 BUSINESS WITHOUT NOTICE**

Nil.

**16 FOR INFORMATION ONLY**

Nil.

The meeting closed at 6.40pm

**17 NEXT MEETING**

**Date:** Wednesday, 16 October 2019  
**Time:** 4.00pm – 6.30pm  
**Venue:** Warragamba Executive Boardroom, Station Street Penrith

*Nepean Blue Mountains Local Health Board Minutes 18 September 2019.*



*The Hon. Peter Collins, AM, QC.*

Date: 16 / 10 / 19