

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

DATE: 15 July 2020 TIME: 4.00pm – 6.30 pm

VENUE: Virtual meeting via PEXIP

**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 <i>(via PEXIP)</i>	P	Dr Linda McQueen <i>(via PEXIP)</i>	P
Mr Gary Smith <i>(via PEXIP)</i>	P	Mr Joseph Grassi	P
Professor Ian Seppelt <i>(via PEXIP)</i>	P	Mr Colin Lenton <i>(via PEXIP)</i>	P
Ms Kath Skinner <i>(via PEXIP)</i>	P	Professor Jennifer Reath <i>(via PEXIP)</i>	P
Mr Clarke Scott	A	Associate Professor Stephen Fuller	A
<b>NBMLHD EXECUTIVE &amp; STAFF</b>			
Ms Kay Hyman, Chief Executive	P	Ms Clair Ramsden, Executive Director Operations <i>(via PEXIP)</i>	A
Ms Jacqui Clark, Executive Director People & Culture <i>(via PEXIP)</i>	P	Ms Julie Williams, Executive Director Nursing & Midwifery <i>(via PEXIP)</i>	A
Ms Rebecca Beech, Executive Director Finance & Corporate Services <i>(via PEXIP)</i>	P	Ms Karen Arblaster, A/Director Allied & Population Health <i>(via PEXIP)</i>	P
Ms Rasha Kiswani, Director Planning <i>(via PEXIP)</i>	P	Ms Debbie Wyburd, Executive Director Clinical Governance <i>(via PEXIP)</i>	P
Ms Caroline Noonan-Edwards, Director Media & Communications <i>(via PEXIP)</i>	A	Ms Kim Maddock, A/Executive Director Nursing & Midwifery	P
Mr Albert Yaacoub, A/Executive Director Operations <i>(via PEXIP)</i>	P		
<b>MEDICAL STAFF COUNCIL &amp; JUNIOR MEDICAL STAFF REPRESENTATIVES</b>			
Dr Nhi Nguyen, Chair, Nepean Medical Staff Council	P	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council <i>(via PEXIP)</i>	A
<b>WENTWORTH HEALTHCARE LIMITED (Primary Health Network)</b>			
Ms Lizz Reay <i>(via PEXIP)</i>	A		

## 1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The Chair welcomed attendees to the Nepean Blue Mountains Local Health District (NBMLHD) Board meeting and opened with an acknowledgment to country. Apologies as noted in attendance table.

## 2. Presentation:

The Chair welcomed Mr Daniel Pitton, Mr Bruno Zinghini, Health Infrastructure NSW and Mr Julian Ashton, Lead Architect to present to the Board. Members were provided with a construction update on the Nepean Redevelopment.

Topics included:

- Hospital tower construction update
- COVID-19 response
- New Somerset Cottage Early Childhood Education and Care Centre opening on Tuesday, 7 July.
- Stage 2 concept design review
- Zonal masterplan
- Future campus expansion
- Site vehicle access, pedestrian access
- Service / Department location
- Refurbishment plan
- Future stages and expansion

The Chair welcomed questions from the Board members. Mr Allchin asked for clarification on the utilisation of Barber Avenue and traffic flow. The Chair suggested that there should be a road linkage through the campus. Mr Pitton advised that this is currently being considered possibly with areas for authorised vehicles only.

Prof Reath requested that pedestrian as well as vehicular traffic flows are considered. It was noted that ideally the bus stops would be located on the perimeter of the campus, proximal to the entry/exit points. Members stated that it is important to encourage use of public transport and consider an innovative process to improve access from Kingswood Railway Station to Nepean Hospital. Mr Allchin stated that The Quarter would assist to facilitate this concept.

Mr Smith asked what the costs of the refurbishment of the other areas that will need to be occupied outside the new towers and how these costs were aligned to the budget. Mr Pitton confirmed that there is an allowance for refurbishment included in the budget.

## 3. DECLARATION OF CONFLICTS OF INTEREST

The Chair asked members to advise any changes to the conflicts of interest register. The Chair added a change and with that it was noted no other changes were advised.

#### 4. MINUTES OF PREVIOUS MINUTES

The Chair asked members if there were any amendments to the previous minutes. Members provided amendment to the minutes of the meeting held on 17 June 2020. With those corrections the minutes were accepted as a true and accurate record of the meeting.

Moved: Mr Allchin

Seconded: Mr Grassi

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

#### 5. CHAIRMAN'S REPORT

##### Royal Commission into Aged Care

The Chair reported on the Royal Commission on Aged Care and that Dr James Branley would be the representative for the District's management of COVID-19 at Newmarch House.

##### ABC Television – Four Corners Program

The Chair reported on the Four Corners coverage of the COVID-19 outbreak at Newmarch House that aired on Tuesday, 23 June. Members noted that the program appeared to be objective and highlighted the true tragedy of the loss of life to the corona virus.

#### 6. CHIEF EXECUTIVE REPORT

Members noted the Chief Executive Report for June 2020 and the following items were highlighted:

##### COVID-19 Update

The Chief Executive provided members with an update on the COVID-19 Status for Nepean Blue Mountains Local Health District. Members were advised that the District has eight active cases and this includes four community members who have returned from overseas and are currently in hotel quarantine. These people will remain hotel quarantine until cleared.

The Chief Executive reported on the high testing rate across the District. Members were advised that a third drive through Clinic will be available at the International Regatta Centre from Thursday, 16 July. The Chief Executive reported on further Guidelines on Residential Aged Care Preparedness that have been issued to all Residential Aged Care Facilities (RACF). Members noted that the Incident Management Team are continuing to engage with the RACF facilities to ensure their preparedness.

Ms Skinner brought attention to the Pulse survey and in particular access to Personal Protective Equipment. The Chief Executive responded that PPE is readily available with secure supply lines and is monitored closely by Health Share NSW.

Prof Reath noted that there was very little use of private laboratory testing identified in the report. The Chief Executive advised that all LHD tests go to the NSW Health Pathology lab but would have expected to see the GP Respiratory clinic tests reported as private. Future reports will be checked. Mr Austin advised that Nepean Lab has the capacity to do testing.

### Royal Commission into Aged Care Quality and Safety

The Chief Executive reported that the Royal Commission will hear issues relating to the management of COVID-19 in NSW RACFs on 10-12 August 2020. Members noted that these dates are tentative due to the COVID-19 outbreak currently progressing in Victoria. The Commission has been granted an extension of three months for the final report. Members were advised that Dr Branley would possibly be the only clinician that will provide evidence to the Royal Commission.

### NSW Health Elective Surgery Roundtable

The Chief Executive reported on the NSW Health Elective Surgery Roundtable that was hosted by the Hon. Brad Hazzard, Minister for Health. Members were advised that the forum highlighted the need to maximise existing capacity and the relationship between the Public and Private sector. The Forum was well attended by the Public and Private sector representatives.

### Key Performance Indicators

The Chief Executive reported that the District finished the year with 480 cases overdue for surgery as of 30 June 2020. The total number of overdue cases in NSW was 10,700. Members noted that the return of elective surgery to 100% of pre COVID-19 volumes will ensure no growth in the overdue number but our ability to eliminate overdue cases depends on utilising private sector capacity.

### Vale Street, Katoomba

The Chief Executive reported on the changes to premises located at 21 Vale Street Katoomba.

### Recognising COVID-19 Contributions

The Chief Executive reported that the Lakeside Restaurant, at the Sydney International Regatta Centre has advised they would like to recognise the contribution of Health staff for the COVID-19 pandemic by hosting a dinner for up to 80 attendees. Members were advised this provides the opportunity to recognise staff who have contributed to the COVID-19 pandemic above and beyond their roles.

## **6.1 Appendix 1: Performance Reports (ETP, TOC, ESAP)**

For information.

## **6.2 Appendix 2: Oral Health Service Profile: Activity**

The Chief Executive reported that construction of the expanded Oral Health Service at Hawkesbury District Health Service (HDHS) is nearing completion. Members noted with the additional five chairs at HDHS it brings the District total Oral Health capacity to 64 chairs. Members were provided with the Oral Health Service Profile on activity.

## **6.3 Appendix 3: Pulse Survey Results**

The Chief Executive reported that as there was no 2020 People Matters Survey the District took the opportunity during COVID19 response to undertake a quick pulse survey in an attempt to identify staff were feeling with regard to communication and support. Members noted that staff were generally feeling well supported.

## **6.4 Appendix 4: LHD Comparisons**

The Chief Executive reported on the District's May year to date performance compared to Central Coast and Illawarra Shoalhaven Local Health Districts. Comparison included

population, activity budget and YTD result. The Chief Executive reported that a meeting request has been sent to the Chief Financial Officer, NSW Ministry of Health so that the District can better understand the differences as all three Districts have similar populations and service delivery. Prof Seppelt brought attention to the recent Legislative Council Health Portfolio Committee hearing into “Current and Future Provision of Health Services in the South Western Sydney Growth Region” noting recommendations may have wider impact.

#### **6.5 Appendix 5: NSW Ministry of Health League Table**

For information.

#### **6.6 Appendix 6: HPRM 20/20448 2020-21 Budget & Service Agreement**

The Chief Executive reported that the attached is an interim NSW Ministry of Health and NBMLHD Service Agreement for 1 July to 31 December 2020.

#### **6.7 Appendix 7: Media & Communications Report**

Members noted attached Media & Communications Board report for June 2020. Mr Allchin asked if the number of LHD press releases could be added to the report.

**Action: Media & Communications to add Press Releases to report.**

#### **6.8 Appendix 8: COVID-19 Weekly Testing for LHDs**

The Chief Executive reported on the attached COVID-19 Weekly Testing for LHDs.

Ms Maddock provided a verbal report on the COVID-19 Clinics for Nepean Blue Mountains Local Health District. Members were advised of the extremely high presentations and traffic flow management. Members noted that Mondays continue to have the highest volume of tests. It was noted that Paceway, Regatta Centre, BMDAMH and Lithgow are 7 days whilst Hawkesbury Showground is currently Monday to Friday. Very small volumes of Hawkesbury residents are presenting for testing elsewhere at weekends and the Hawkesbury LGA testing rate is currently above target.

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

Members were provided with the Nepean Hospital and Integrated Ambulatory Services Redevelopment Report.

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

### 8.1 Nepean Medical Staff Council

Dr Nguyen reported on the following:

- Nepean Redevelopment Business Case and Planning of services for stage one and two moving into the future. Members noted the challenges to clinical load planning for COVID-19 and the planning of future services.
- NSW Ministry of Health have responded to the O’Connell Report that provides Medical Imaging & Nuclear Medicine activity projections. Dr Nguyen highlighted the possibility of a

PET MR at Nepean which would ensure our Imaging Services are equipped with the latest modalities.

## 8.2 Blue Mountains Springwood Medical Staff Council

Nil Report.

## **9. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK)**

Nil Report.

## **10. NBMLHD RESEARCH & EDUCATION FOUNDATION**

Mr Grassi reported that Dr Nanan has been appointed to the NBMLHD Research & Education Foundation Board along with Mrs Caroline Orde. Members were advised there needs to be a minimum of six members.

## **11. WORK, HEALTH & SAFETY**

### 11.1 Board Members' Advice to NBMLHD Executive

Nil report.

### 11.2 NBMLHD Executives' Advice to Board

Nil report.

## **12. ACTION SHEET**

### 12.1 NBMLHD Board Sub-Committee – survey for future interest

The Chief Executive reported that the Chair has received member area of interest request. Members were advised this item will be reported at the next meeting.

**Action: Deferred to the August Board meeting.**

### 12.2 HPRM20/14263 Integrated Care Committee – Terms of Reference

Mr Smith reported that the attached terms of reference were circulated at the June Board meeting. Members were asked for endorsement of the Integrated Care Committee Draft Terms of Reference.

Moved: Mr Smith

Seconded: Mr Allchin

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

### 12.3 Mental Health 1800 Telephone Line KPIs

The Chief Executive reported on the Mental Health 1800 Telephone Line KPIs. Members were provided with background information on the service.

#### 12.4 Nepean Hospital Warm Water Systems

The Chief Executive reported that the warm water system will be reviewed in conjunction with future use of West and South Blocks. The current systems continue to be monitored on a regular basis. Members agreed to close this item off.

#### 12.5 Nepean Redevelopment Traffic Flow

Members noted this item was discussed in the presentation with NSW Health Infrastructure.

### **13. CORRESPONDENCE IN**

#### 13.1 HPRM 20/19330 Board complaint from Leonie Wilmore – care provided to her mother Dorthea Shirley Kelly in Nepean Hospital

For information.

### **14. CORRESPONDENCE OUT**

#### 14.1 HPRM 20/17720 Congratulation letter to Dr Peter Conrad, OAM – 2020 Queen’s Birthday Award

For information.

#### 14.2 HPRM 20/20541 Email acknowledgement to Board complaint from Leonie Wilmore regarding care provided to her mother Dorthea Shirley Kelly in Nepean Hospital

For information.

*The Chair advised the correspondence is for noting.*

### **15. COMMITTEE REPORTS**

#### 15.1 Aboriginal Health

Nil report.

#### 15.2 Audit & Risk Committee

Mr Lenton reported that the Audit & Risk Committee will be held on Thursday, 16 June.

#### 15.2.1 HPRM 20/18537 Audit & Risk Committee Chairman’s Report – Annual Satisfaction Survey of Internal Audit 2019-20

Mr Lenton reported that the Audit & Risk Committee Annual Satisfaction Survey of Internal Audit 2019-20 is attached for noting.

#### 15.2.2 HPRM 20/18542 Internal Audit & Risk Management Attestation Statement for Financial Year 2019/20

Mr Lenton reported that the Audit & Risk Committee Attestation Statement for Financial Year 2019/20 is attached for noting.

#### 15.2.3 HPRM 20/18543 Audit & Risk Committee Self-Assessment Checklist 2019/20

Mr Lenton reported that the Audit & Risk Committee Self-Assessment Checklist 2019/20 is attached for noting.

### 15.3 Clinical Services Strategic Development

Nil meeting.

### 15.4 Finance & Performance

Mr Grassi reported that the Finance & Performance Committee meeting will be held on Monday, 20 July 2020.

#### 15.4.1 HPRM 20/19431 Draft Finance & Performance Committee terms of reference

Mr Grassi reported that the attached draft terms of reference are submitted for endorsement. Members agreed the venue should be amended due to the virtual meeting requirements.

Moved: Mr Grassi

Seconded: Mr Smith

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

#### 15.4.2 Presentation – Finance & Performance Committee Update to the NBMLHD Board

Mr Beech provided an update to the Board for the 2019/20 Financial Year. Members noted the following:

- NBMLHD Financial Performance Summary 2019-20
- COVID-19 expenditure to June 2020
- NBMLHD Activity Performance Summary 2019-20
- NSW State Budget 2020-2021
- NSW Health Outcomes and Business Plan
- NBMLHD Interim Allocation - June to December 2020
- NBMLHD Interim Budget expenditure

Mr Smith noted that there was no efficiency dividend identified in the Interim Allocation. Ms Beech confirmed that this is correct. Regardless, initiatives commenced will continue. Mr Allchin asked whether the activity that is undertaken in the Private Sector is recorded by NBMLHD. Ms Beech confirmed that the activity is counted by NBMLHD. Members noted that the Public and Private sector collaboration is imperative for the health services into the future.

The Chief Executive reported that the Interim NSW Ministry of Health and NBMLHD Service Agreement 2020 will be signed at the Finance & Performance Committee meeting on Monday, 20 July. The Chair reminded members that Health expenditure continues to be a significant proportion of the NSW State Budget.

### 15.5 Health Care Quality Committee (HCQC)

Prof Reath reported that Health Care Quality Committee report has been uploaded to the Board portal. Prof Reath highlighted the following:

- The Committee continues to monitor medication complications.
- Achievements are listed for information.
- Medical Imaging Service will be reporting on Quality and Safety.

Mr Smith acknowledged feedback from Junior Medical Officers in relation to working their senior colleagues. Mr Smith reported that the Workforce and Culture Sub-Committee will be



working towards creating a more supportive culture and greater collaboration within the medical workforce.

15.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Mr Allchin reported the Medication & Dental Staff Appointments Advisory Committee met on 1 July 2020.

15.7 Integrated Care

Nil meeting.

15.8 Research Committee

Mr Austin reported the attached quadrant report is for noting.

15.9 Workforce & Culture

Nil meeting.

15.10 Work, Health & Safety Committee

Nil meeting.

**15 BUSINESS WITHOUT NOTICE**

Mr Austin acknowledged Mr Kevin Hedge and highlighted his dedication to the community over his career in NSW Ministry of Health.

Members noted the appointment of Prof Stephen Kamper, Professor Allied Health. The role will be a great contribution toward research.

**16 FOR INFORMATION ONLY**

Nil report.

The meeting closed at 6.25 pm

**17 NEXT MEETING**

**Date:** Wednesday, 19 August 2020  
**Time:** 4.00pm – 6.30pm  
**Venue:** Virtual Meeting via PEXIP

*Nepean Blue Mountains Local Health Board Minutes 15 July 2020.*



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

Date: 19 / 08 / 2020