

## Sydney Local Health District

### Third Meeting of the Board

Date: Monday 12 September 2011  
Time: 8:30am – 10:00am – SLHD Board Meeting  
Venue: Boardroom, King George V, RPAH  
Chair: The Hon. Ron Phillips

#### 1. Present and apologies

##### Present

The Hon. Ron Phillips, Chair  
Dr Teresa Anderson, Chief Executive  
Dr Barry Catchlove, Member  
Mr David McLean, Member  
Ms Frances O'Brien, Member  
Prof. Paul Torzillo AM, Member – retired at 10:00am  
Ms Hannah Evans, Secretariat

##### In attendance:

Mr David Gates, Chief Procurement Officer, NSW Health – retired at 9:25am  
Mr Gary Miller, Director, Operations, SLHD – retired at 9:45am  
Mr Mike Wallace, Chief Executive, Health Reform Transition Office – Western - retired at 9:45am

##### Apologies

Ms Stevie Clayton OAM, Member  
Mr Trevor Danos, Member  
Dr John Daniels, Member  
Dr Thomas Karplus, Member  
Ms Sonja Stewart, Member  
Ms Victoria Weekes, Member

#### 2. Welcome and introductions

The Chair welcomed Members to the third meeting of the Sydney Local Health District (SLHD) Board and introduced Mr David Gates, Mr Gary Miller and Mr Mike Wallace.

#### 3. Declaration of conflicts of interest

There were no conflicts of interest declared.

## 4. Confirmation of previous minutes

The minutes of the Sydney Local Health District Board meeting held on 8 August 2011 were confirmed by Mr David McLean and seconded by Dr Barry Catchlove.

The Chair declared and signed the minutes as a true and accurate record of the meeting.

At 8:33am the Chair requested that item 10.1 be brought forward for consideration.

- 10.1 RPAH North West Precinct – Mr David Gates, Chief Procurement Officer, NSW Health to attend

The Board received and noted the tabled letter 'RPAH North West Precinct Property Strategies' from Mr Gates dated 9 September 2011.

The Board RESOLVED to engage the support of the Minister for Health to expand the site and RESOLVED to undertake a feasibility study managed by SLHD.

At 9:25am Mr Gates retired from the meeting.

At 9:25am the Chair requested that item 9.1.3 be brought forward for consideration.

- 9.1.3 Brief – NSW Health Governance Review and Transition Status

The Board received and noted the brief.

At 9:45am Mr Miller and Mr Wallace retired from the meeting.

At 9:45am the Chair requested that items 8.1 and 8.3 be brought forward for consideration.

- 8.1 Brief – Amendment to Sydney Local Health District By-Laws

The Board received and noted the brief and RESOLVED to approve the amendments to Part 7 – Peer Selection Processes.

- 8.3 Brief – Lifehouse and Request for Proposal

The Board received and noted the brief and RESOLVED to engage an independent consultant to undertake due diligence in relation to the Lifehouse project.

The Chair tabled a brief titled 'Education and Research Committee'.

The Board received and noted the brief and RESOLVED to appoint Professor David Le Couteur as the Concord Hospital representative to the SLHD Education and Research Committee.

At 10:00am Prof. Paul Torzillo retired from the meeting.

# Minutes



At 10:00am the Board did not have a quorum and went into Committee.

A handwritten signature in blue ink, appearing to read "Ron Phillips".

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The Hon. Ron Phillips  
Chair

10-10-2011

\_\_\_\_\_  
Date



## Sydney Local Health District

### Meeting of the Committee of the Board

Date: Monday 12 September 2011  
Time: 10:00am – 11:00am  
Venue: Boardroom, King George V, RPAH  
Chair: The Hon. Ron Phillips

The meeting of the Committee is a continuation of the Board meeting held on 12 September 2011 which concluded at 10:00am.

#### 1. Present and apologies

##### Present

The Hon. Ron Phillips, Chair  
Dr Teresa Anderson, Chief Executive  
Dr Barry Catchlove, Member  
Mr David McLean, Member  
Ms Frances O'Brien, Member  
Ms Hannah Evans, Secretariat

##### Apologies

Ms Stevie Clayton OAM, Member  
Mr Trevor Danos, Member  
Dr John Daniels, Member  
Dr Thomas Karplus, Member  
Ms Sonja Stewart, Member  
Prof. Paul Torzillo AM, Member  
Ms Victoria Weekes, Member

Items 2 – 4 were confirmed at the meeting of the Board.

#### 5. Matters arising from the previous minutes

##### 5.1 Action sheet

The following matters were considered closed:

1. The Committee received and noted the brief regarding services within SLHD that are at risk of transferring to Non-Government Organisations;
2. The Committee received and noted the information from Canterbury Hospital and Royal Prince Alfred Hospital indicating measures undertaken to improve performance; and

3. The Committee received and noted the Clinical Governance Report which indicated that key performance indicators for patient complaints do not include those received from the Health Care Complaints Commission and Minister's Office.

The Committee RESOLVED that future reports from Clinical Governance must include separate key performance indicators for patient complaints received from the Health Care Complaints Commission and Minister's Officer.

The following matters were considered outstanding:

1. The schedule of meeting dates; and
2. The remuneration process for Members.

## 6. Board Committee reports / minutes

- 6.1 Finance, Risk and Performance Management Committee – 29 August 2011 (unconfirmed minutes)

The Committee received and noted the unconfirmed minutes of the Finance, Risk and Performance Management Committee held on 29 August 2011.

- 6.2 Education and Research Committee – 5 August 2011 (confirmed minutes)

The Committee received and noted the confirmed minutes of the Education and Research Committee held on 5 August 2011.

- 6.3 Communications Committee – 11 July 2011 (confirmed minutes)

The Committee received and noted the confirmed minutes of the Communications Committee held on 11 July 2011.

- 6.4 Audit and Risk Committee
  - 27 July 2011 (confirmed minutes)
  - 24 August 2011 (unconfirmed minutes)

The Committee received and noted the confirmed minutes of the Audit and Risk Committee held on 27 July 2011 and the unconfirmed minutes from 24 August 2011.

- 6.5 Health Care – Clinical Quality Council – no meeting held in August 2011

The Committee noted that the next meeting of the Health Care – Clinical Quality Council is scheduled for 28 September 2011.

- 6.6 Health Care – Clinical Council – 24 August 2011 (unconfirmed minutes)

The Committee received and noted the unconfirmed minutes of the Health Care – Clinical Council held on 24 August 2011.

6.7 Medical Staff Council Executive Meeting – 5 August 2011 (unconfirmed minutes)

The Committee received and noted the unconfirmed minutes of the Medical Staff Council Executive Meeting held on 5 August 2011.

## 7. Other Committee reports / minutes

7.1 SLHD Medical and Dental Appointments Advisory Committee – 10 August 2011 (unconfirmed minutes)

The Committee received and noted the unconfirmed minutes of the SLHD Medical and Dental Appointments Advisory Committee held on 10 August 2011.

7.2 Activity Based Funding Executive Steering Committee – 1 September 2011 (unconfirmed minutes)

The Committee received and noted the unconfirmed minutes of the Activity Based Funding Executive Steering Committee held on 1 September 2011.

7.3 SSWAHS Surgical Demand Committee – 17 August 2011 (unconfirmed minutes)

The Committee received and noted the unconfirmed minutes of the SSWAHS Surgical Demand Committee held on 17 August 2011.

## 8. Matters for approval / resolution

8.1 Brief – Amendment to Sydney Local Health District By-Laws

Item 8.1 was considered at the meeting of the Board.

8.2 Reporting Framework

The Committee received and noted the Reporting Framework brief.

8.3 Brief – Lifehouse and Request for Proposal

Item 8.3 was considered at the meeting of the Board.

## 9. Chief Executive's report

9.1 Report - Chief Executive's

9.1.1 DOHRS Report – June

The Committee received and noted the DOHRS report for June 2011.



## 9.1.2 Finance Dashboard – June

The Committee received and noted the Finance Dashboard for June 2011.

## 9.1.3 Brief – NSW Health Governance Review and Transition Status

Item 9.1.3 was considered at the meeting of the Board.

## 9.2 Caring Together Implementation – verbal update

Item 9.2 deferred to the October meeting.

## 9.3 Performance Management Framework Dashboard – July 2011

The Committee received and noted the Performance Management Framework Dashboard for July 2011.

## 9.4 Sydney LHN Executive Management Report – July 2011

The Committee received and noted the Sydney LHN Executive Management Report for July 2011.

## 9.5 Health System Performance Report – July 2011

The Committee received and noted the Health System Performance Report for July 2011.

## 9.6 Capital Works Report

The Committee received and noted the Capital Works report.

## 9.7 Clinical Governance Report

The Committee received and noted the Clinical Governance Report and **RESOLVED** that future reports are to include data on Ministerial complaints and Health Care Complaints Commission complaints.

## 9.8 Facility Reports

The Committee received and noted the following facility reports:

- (i) Balmain Hospital
- (ii) Canterbury Hospital
- (iii) Concord Hospital
- (iv) Royal Prince Alfred Hospital
- (v) Oral Health Services and Sydney Dental Hospital
- (vi) Croydon/Marrickville/Redfern Community Health Centres
- (vii) Mental Health
- (viii) Drug Health
- (ix) Community Health

## 10. Other business

- 10.1 RPAH North West Precinct – Mr David Gates, Chief Procurement Officer, NSW Health to attend

Item 10.1 was considered at the meeting of the Board.

## 11. Matters for noting

- 11.1 Brief - *Staphylococcus aureus* Bacteraemia (SAB) Infection Rates for Royal Prince Alfred Hospital

The Committee received and noted the brief on infection rates for Royal Prince Alfred Hospital.

- 11.2 Table – Emergency Department measures to address key performance indicators – Canterbury Hospital

The Committee received and noted the brief on emergency department measures to address key performance indicators at Canterbury Hospital.

- 11.3 Brief – Emergency Department measures to address key performance indicators – Royal Prince Alfred Hospital

The Committee received and noted the brief on emergency department measures to address key performance indicators at Royal Prince Alfred Hospital.

- 11.4 Letter from Director-General – Round of the Health and Hospital Fund

The Committee received and noted the letter from the Director-General dated 25 August 2011 regarding round of the health and hospital fund.

- 11.5 Brief – Quality Systems Assessment – Visit from Clinical Excellence Commission in April 2012

The Committee received and noted the brief regarding the proposed visit from the Clinical Excellence Commission in April 2012.

The Committee RESOLVED that a brief is to be submitted to the October Board indicating the purpose of the visit, who will be attending and how Quality Systems Assessment fits with the quality systems within the SLHD.

- 11.6 Article - American Journal of Medical Quality – *Board Quality Scorecards: Measuring Improvement*

The Committee received and noted with interest the article from the American Journal of Medical Quality and RESOLVED that the article is tabled at the Finance, Risk and Performance Management Committee scheduled for October.



# Minutes



## 12. General business

The Committee noted that there was no general business.

## 13. Next meeting

The next meeting of the Sydney Local Health District Board will be held on Monday 10 October 2011 from 8:30am – 10:30am at Sydney Dental Hospital.

A handwritten signature in blue ink, appearing to read "Ron Phillips".

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The Hon. Ron Phillips  
Chair

10-10-2011

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Date