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## Sydney Local Health District

### Meeting One Hundred and Fifty Two of the Board

Date: Monday 21 October 2024  
Time: 9.00am  
Venue: Concord Hospital Boardroom / Teams  
Chair: Adj/Professor Karen Crawshaw PSM

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#### 1. Acknowledgement of Country

The Chair acknowledged the traditional owners of the land.

#### 2. Welcome / Present / Apologies

The Chair welcomed members and guests, to meeting one hundred and fifty two of the Sydney Local Health District (SLHD) Board.

##### Present

Adj/Professor Karen Crawshaw PSM, Chair  
Ms Deb Willcox AM, Chief Executive (Departed 9.30am – returned 9.45am)  
Mr John McGee, Member  
Ms Ronwyn North, Member  
Mr Richard Acheson, Member  
Dr Paul Hosie, Member  
Mr Rob Furolo, Member  
Ms LaVerne Belleair, Member  
Dr Mary Haines, Member  
Ms Kerry-Anne Hartman, Member  
The Hon. Carmel Tebbutt, Member

##### Apologies

Mr Raymond Dib, Member

##### In attendance

Dr Genevieve Wallace, Executive Director of Operations, SLHD  
Dr Alicja Smiech, Chair, Medical Staff Executive Council  
Mr Puneet Datta, A/Executive Director of Finance, SLHD  
Dr Andrew Hallahan, Executive Director Medical Services, Clinical Governance & Risk (9.45am - 10.08am)  
Mr Joseph Jewitt, A/Chief of Staff, SLHD  
Ms Nerida Bransby, Secretariat

### 3. Declaration / Removal of conflicts of interest

The Chair advised to declare / remove any conflicts of interest at this meeting.

Mr Richard Acheson declared his son has received a further grant and will be working in the SLHD.

There were no additional new conflicts of interest to declare or to be added/removed in the Register at this meeting.

### 4. Presentation:

#### 1. Special Purpose and Trust Funds – Program of Philanthropy

Mr Datta presented on the Special Purpose and Trust Funds – Program of Philanthropy including:

- Types of Funds
  - Custodial Trust Funds (CTFs)
  - Restricted Financial Assets (RFAs)
- Funds not classified as CTF and RFA
- Philanthropic contributions managed by the SLHD - donations from community members and corporate entities.

Following the presentation, the Board discussed:

- The District is the custodian of all the Trust Funds.
- There are two or more authorised signatures required for Trust Funds
- Funds received for a specific purpose are used in accordance with the purpose and the stipulated conditions.
- Funding from trust funds can be used for temporary staff.
- There is no history of misuse of trust fund money due to the tight procedures.

Chair thanked Mr Datta, for the presentation and for attending the meeting. This agenda item can now be removed from the action sheet.

### 5 Confirmation of previous minutes

#### 5.1 Minutes of the previous meeting

The minutes of the meeting held 16 September 2024 were accepted as a true and accurate record of the meeting.

### 6. Matters arising from the previous minutes

#### 6.1 Action sheet

The Board received, read and noted the items on the action sheet including:

- The Board planning Day is to be scheduled in February 2024.
- The link to the MoH Aboriginal Health Plan was circulated on 16 September 2024. This agenda item can be removed from the action sheet.
- The planned SCOI Round table is scheduled for 23 October 2024 at Concord Hospital. This is by invitation only and will include clinicians from the following groups:
  - Burns Unit
  - ECMO
  - Pelvic Exenteration
  - Parent and Baby Unit
  - Veteran's Centre
  - Child and Family Hubs,
- The District is connecting with NSLHD on where the responsibilities lay for Digital Health matters.
- Letters of appreciation were sent to the previous Chief Executive and Board Chair. This agenda item can be removed from the action sheet.

## 6.2 Brief ASMOF Dispute

The Board received, read and noted this brief.

## 7 Patient Story

The Board received, read and noted the de-identified patient (child) who presented to the RPAH Emergency Department and the special care provided to the child.

## 8. Chair's Report

The Board Chair provided a verbal report including:

- The Chair is attending the Sydney Health Partners Annual Briefing with NSW Health Board Chairs and Chief Executives.
- Meetings this week with the ACHS Surveyors for RPAH Short Notice Accreditation.
- Acknowledged the passing of Dr Robert Loblay. A letter of condolences is to be written to the family from the Board.
- The Chair will provide a regular message in the "all staff" SLHD Newsletter. If any Board Member would like anything to be included, please contact the Chair.

## 9. Standing Items

### 9.1 Chief Executive

The Board received, read and noted this report, in particular:

- Tracking well for Performance.
- Focus remains on Financials.

- Spent last Friday at Concord and met with many staff one-on-one from Concord Hospital, followed by a visit to the Mental Health Unit.
- The District has 2 finalists in the NSW Health Awards.
- A meeting is being held with the Mental Health Clinical Stream Director re recruitment of Psychiatrists.
- The SLHD PMES survey received a 45% response rate. The District performed above state average on all categories. A meeting is to be held with the Executive Director of Workforce.
- Discussions are occurring on the Canterbury Hospital Dialysis Unit to ensure it can manage the correct cohort of patients for a safe service.

## 9.2 Finance

The Board received, read and noted this report. in particular,

- Investment in the Customer Service Officers for revenue
- Work is progress for the single room rates.

## 9.3 Operations

The Board received, read and noted this report, in particular,

- The Board congratulated the team on the Radiology reporting numbers.
- Information on the open SAERs are to be included in the Mental Health Services presentation.

## 9.4 Safety and Quality and Medical Services

The Board received, read and noted this report.

## 9.5 Medical

The Board received, read and noted this report.

## 9.6 Nursing

The Board received, read and noted this report.

## 9.7 Workforce (Quarterly)

The Board noted the next report is due in in December 2024.

## 9.8 Facility Reports - General Managers

The Board received, read and noted these reports. The entire facility reports are available to the Board Members in the document reading room.

## 9.9 Digital Health and Innovations (Quarterly)

The Board noted the next report is due in December 2024.

# Minutes

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## 9.10 Capital Infrastructure and Engineering (Quarterly)

The Board noted the next report is due in December 2024.

## 9.11 Risk Management (Quarterly)

The Board received, read and noted this report. Discussions are on-going to ascertain which risks are the responsibility of each Committee.

## 9.12 Detailed Asset Management Report (Quarterly)

The Board received, read and noted this report.

## 9.13 Detailed Cyber Security Report (Six Monthly)

The Board noted the next report is due in December 2024.

## 10. Legal Matters

The Board received, read and noted this report.

## 11. Matters for approval / resolution

### 11.1 SLHD National Safety and Quality Health Service (NSQHS) Standards Annual Attestation Statement 2024

Dr Andrew Hallahan presented to the Board including:

- Why the Attestation Statement is Required?
- Actions
- Key outcomes from Accreditation
- Accreditation Structural Arrangements
- Supporting Documents
- Actions required by the Board.

Following the presentation the Board Discussed”:

- This Statement is requested by the National Safety and Quality Health Service and is different from the Safety and Quality Account report provided to the MoH.
- Evidence folder contains over 1,000 pages.
- The Board fully supported the signing of the Attestation Statement by the Board Chair.

## 12. Board Committee reports / minutes

### 12.1 Finance, Risk and Performance Management Committee

The Board received, read and noted the minutes of the meeting held on 9 September 2024.

## 12.2 Education and Research Committee

The Board received, read and noted the minutes of the meeting held on 16 September 2024 in particular, a copy of a very informative presentation, Key Achievements & Performance against Strategy & Strategic Plan Update 2023 be provided to the Board.

## 12.3 Strategic Communication and Partnerships Committee

### (i) Minutes of Meeting

The Board received, read and noted the minutes of the meeting held on 1 October 2024.

### (ii) Bi-Monthly Report

The received, read and noted the information provided on the SLHD website.

## 12.4 Audit and Risk Committee

The Board received, read and noted the minutes of the meeting held on 11 September 2024.

## 12.5 Health Care – Clinical Quality Council

The Board received, read and noted the minutes of the meeting held on 25 September 2024.

## 12.6 Health Care – Clinical Council

The Board noted the next meeting is to be held on 27 November 2024.

## 12.7 Medical Staff Executive Council

The Board noted the next meeting is to be held on 1 November 2024.

## 12.8 Patient and Family Centred Care Steering Committee (bi-monthly)

The Board received, read and noted the minutes of the meeting held on 2 October 2024.

## 12.9 Aboriginal Health Steering Committee (bi-monthly)

The received, read and noted the minutes of the meeting held on 24 September 2024.

## 13. Matters for Noting

### 13.1 Sustainability Committee (bi-monthly)

The Board noted the meeting held on 17 September 2024 was cancelled.

### 13.2 Medical and Dental Appointments Advisory Committee

The Board noted the minutes of the meeting held on 11 September 2024 were placed in the document reading room.

### 13.3 Finance Leaders Forum

The Board noted the minutes of the meeting held on 18 September 2024 were placed in the document reading room.

### 13.4 NSW Health / SLHD Performance Review Meeting

The Board noted the meeting was held on 7 August 2024.

### 13.5 Organ Donation for Transplantation

The Board noted the next meeting is to be held on 26 November 2024.

### 13.6 Major Procurement, Assets and Imaging Steering Committee

The Board noted the minutes of the meeting held on 10 September 2024 were placed in the document reading room.

### 13.7 Yaralla Estate Community Advisory Committee (quarterly)

The Board noted the meeting was held on 15 October 2024.

### 13.8 Security and Violence Prevention Committee

The Board noted the minutes of the meeting held on 3 September and 1 October 2024 were placed in the document reading room.

### 13.9 Selected Performance Indicators Plan

The Board noted the report for June 2024 has been placed in the document reading room.

## 14. Other Business

### 14.1 Report on NSW Nurses and Midwives Association Industrial Action - 24 hour strike on 24 September 2024

The Board received, read and noted this report.

### 14.2 Matters raised by Board Members

- The Board discussed the provision of completing forms for their quarterly payments. Further information is to be provided following discussions with Internal Audit.
- All Board reappointments have been supported by the Chair and will now need to wait the outcome from the MoH.


## 15. Next Meeting

The next meeting will be held on Monday 18 November 2024 at 9.00am.

The Chair declared the Board Meeting closed at 11.15am.

Following the meeting, the Chair presented the Chief Executive with her 40 year Service to Health Pin.

The Board then proceeded on a tour of Concord Hospital.

  
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Chair

18-10-24.  
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Date