Minutes

Sydney Local Health District

Meeting One Hundred and Fifty Six of the Board

Date: Monday 17 March 2025

Time: 9.00 – 11.00am

Venue: SLHD Boardroom / Teams

Chair: Adjunct Professor Karen Crawshaw PSM

1.   Acknowledgement of Country

The Chair conducted Acknowledgment of Country

2.   Welcome / Present / Apologies

Present

Adjunct Professor Karen Crawshaw PSM, Chair
Ms Deb Willcox AM, Chief Executive
Ms Ronwyn North, Member
Mr Richard Acheson, Member
Mr Rob Furolo, Member
Ms LaVerne Bellear, Member
Mr Raymond Dib, Member
Dr Mary Haines, Member
Dr John Sammut, Member
The Hon. Carmel Tebbutt, Member

Apologies
Dr Alicja Smiech, Chair, Medical Staff Executive Council
Dr Andrew Hallahan, Executive Director Medical Services Clinical governance & Risk

In attendance

Dr Genevieve Wallace, Executive Director of Operations, SLHD
Mr Joseph Jewitt, A/Chief of Staff, Office of the Chief Executive
Mr Puneet Datta, A/Executive Director of Finance, SLHD
Dr Peter Youssef, acting for Dr Alicja Smiech Chair of the Medical Staff Executive Council
Dr Kim Hill acting for Dr Andrew Hallahan, Executive Director Medical Services Clinical Governance and Risk
Mr David Norwood, Acting Chief Information Officer & Director DH&I (presenter)
Dr Leena Gupta, Clinical Director, Public Health (presenter)
Ms Zoe Hassoun, Secretariat

3.   Declaration / Removal of conflicts of interest

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

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

4. **Presentation:**

   SLHD Cyber Security Update by Mr David Norwood, Acting Chief Information Officer (A/CIO) & Director Digital Health & Infrastructure (DH&I)

   The A/CIO provided an update on:
   - the Critical Infrastructure Risk Management (CIRM) Governance Committee and the eHealth Working Group
   - the management of the Genea IVF Cyber Incident
   - the status of the Cyber Security Program.

   Action: A/CIO to develop a discussion draft schedule of respective cyber security and cyber business continuity accountabilities to support clarity in providing board oversight and attestations related to cyber security and critical infrastructure.

   - The Board **discussed** the new Cyber NSW Directives regarding restricted Apps.

   Action: Chief Executive to issue an all staff memorandum on the new directive prohibiting the use of banned Apps on NSW government issued devices, or personal devices used for work purposes.

   Action: A/CIO to seek advice from eHealth regarding the application of the Cyber NSW Directive to Bring Your Own Device (BYOD) and the ability to monitor prohibited Apps on these devices.

   - The Board **noted** the upcoming roll out of the new Microsoft 365 Sensitivity Labelling by eHealth.
   - The Board **noted** the DH&I Cyber Security tabletop exercise. The exercise was designed to test and improve incident response capabilities and prepare staff for real world scenarios.
   - The Board were provided an update on the implementation of the Convene software. The software will enable improved management of Board papers making it easier for Board members using their own devices. The Board expressed its desire to have the implementation occur as soon as possible.

   Action: The A/CIO to write to the Chief Executive of eHealth requesting an early start date for the implementation of Convene in SLHD.

5 **Confirmation of previous minutes**

   5.1 Minutes of the previous meeting

   The minutes of the meeting held 17 February 2025 were accepted as a true and accurate record of the meeting.

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6. Matters arising from the previous minutes

6.1 Action sheet

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

7 Patient Story

- Dr Leena Gupta, Director Public Health Unit, SLHD presented on the district-wide response to the Mpox virus outbreak in Sydney.

The Board received, read and noted the patient story on the successful public health response to the Mpox virus outbreak in Sydney.

8. Matters for Approval / Resolution

8.1 Terms of Reference – Board Subcommittees

The Board **noted**:
- the minor changes to the Terms of Reference of some of the Board Subcommittees and noted the addition of the People and Culture Board Subcommittee.
- the minor amendments to the Board meeting schedule for 2025
- that some Terms of Reference's with board membership was not provided to the Board.

    Action: The Office of the Chief Executive will provide a pack of all Terms of Reference of Board Subcommittees and peak committees with Board membership to the April Board meeting.

9. Chair's Report

The Board Chair provided a verbal update including:

- The Secretary of Health met with Board chairs to update on current issues which included:
    - system response to social media incident at Bankstown Hospital
    - psychiatrists industrial action
    - nurses industrial claim
- Other chair activities included short notice accreditation meetings for Balmain and Concord Hospitals.
- The Chair acknowledged the passing of Dr Peter Kennedy. The Board expressed their sadness at his passing and acknowledged his enormous contribution to Concord Hospital and the District. The Chief Executive advised the Board that she has sent a letter of condolence on behalf of the Board to Dr Kennedy's family.
- The Chair advised that the Director Sydney Education, SLHD has confirmed board members mandatory training. This includes:
    - Cyber Security Fundamentals
    - Work Health & Safety -Introduction
    - Respecting the Difference
    - Public Interest Disclosure

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10. Standing Items

10.1 Chief Executive

The Board received, read and noted this report. The following is of note:

<u>SLHD Performance</u>
The Board **noted** that the District's performance continues to perform at level 1.

<u>Facility's Accreditation update</u>
Canterbury Hospital resulted in no recommendations for further improvement.

Balmain Hospital resulted in 3 recommendations for relevantly minor areas for improvement. The hospital staff have developed an action plan to address the recommendations.

Concord Hospital resulted in 3 recommendations related to improving cleaning and the assessors expressed their happiness with the standard of patient care.

<u>People and Culture update</u>
The Chief Executive acknowledged the 5-day arbitration hearing had commenced in the Industrial Relations Commission regarding psychiatry staff specialists' dispute.

The Chief Executive advised that she has met with all remaining psychiatrists and discussed prioritising recruitment to critical positions to ensure safe medical staffing levels.

The Board **requested** that the new People and Culture Board Subcommittee is provided with a detailed report on vacancy rates across all facilities, including a breakdown by discipline.

Action: Executive Director People and Culture to provide a detailed report on vacancy rates for each facility and by discipline at the inaugural People and Culture Board Subcommittee.

The Board **noted** that there has been a substantial decrease in Allocated Days Off (ADO) over the past 6 months.

The Chief Executive advised the Board that SLHD have deployed 20 nursing staff to assist with emergency response in Lismore due to the floods in the aftermath of cyclone Alfred.

<u>Staffing update</u>
The Chief Executive advised the Board that Dr Paul Haber has been appointed as the Director of Research and will commence on 24 March 2024. The Board welcomed Dr Paul Haber who is also the Clinical Director Drug Health Services.

The Board **thanked** Dr Warwick Britton (incumbent Director of Research) for his contribution to SLHD. Dr Britton will continue to support the Sydney Biomedical Accelerator (SBA) one day a week. The Chair has written to Dr Britton thanking him for his service as Director of Research on behalf of the Board.

Ministry of Health update

NSW Ministry of Health have held a Purchasing Roadshow session with SLHD representation. The roadshow has highlighted that the new Service Level Agreement will be over four years and have a stronger focus on population health outcomes and provision of care in the community. The next meeting with the NSW Ministry of Health will be in May 2025.

Single Digital Patient Record (SDPR)

The work being undertaken to develop the SDPR has affected Digital Health and Innovation staffing numbers. Many of the District's staff have either been seconded into the SDPR Implementation Authority or have been invited to participate in working parties. SDPR will roll out at SLHD from 2027. Hunter New England Local Health District and NSW Pathology will be the first phase of the implementation.

10.2 Finance

The Board received, read and noted this report.

10.3 Operations

The Board received, read and noted this report.

The Board **commended** the General Manager's and their teams on the magnificent effort in achieving the patient flow performance targets.

10.4 Safety and Quality and Medical Services

The Board received, read and noted this report.

10.5 Medical

The Board received, read and noted this report.

10.6 Nursing

The Board received, read and noted this report.

The Board **expressed** their appreciation for the work on the implementation of the Emergency Care Assessment and Treatment (ECAT) protocols. The Board requested more information regarding the scope of implementation across each facility and frequency of initiation of the protocols.

Action: The Executive Director Nursing and Midwifery to report on the implementation of ECAT protocols for each facility. This report needs to outline the scope of implementation

and the frequency of initiation and any issues that have been identified during the implementation.

10.7 Facility Reports - General Managers

The Board received, read and noted these reports.

10.8 Selected Performance Indicators – January 2025

The Board received, read and noted this report.

10.9 Workforce (Quarterly)

The Board noted the report to be tabled in the April meeting.

The Board **requested** an update on the NSW SafeWork Enforceable Undertaking.

Action: The A/Program Manager for the safe care of mental health and behaviourally disturbed patients in acute care facilities to provide an update on progress towards meeting the requirements of the NSW SafeWork Enforceable Undertaking.

10.10 Digital Health and Innovations (Quarterly)

The Board received, read and noted this report.

10.11 Capital Infrastructure and Engineering (Quarterly)

The Board noted the report to be tabled in the May meeting.

10.12 Risk Management (Quarterly)

The Board noted the report to be tabled in the April meeting.

10.13 Detailed Asset Management Report (Quarterly)

The Board noted the report to be tabled in the May meeting.

10.14 Detailed Cyber Security Report (Six Monthly)

The Board noted the report was included in the Cyber Security presentation (Item 4).

11. Legal Matters

The Board received, read and noted this report.

12. Board Committee reports / minutes

12.1 Finance and Performance Management Committee

The Board received, read and noted the minutes of the meeting held on 10 March 2025.

The Board **requested** that the Executive Director Capital Infrastructure and Engineering to include an update on the action being taken to improve Balmain Hospital's infrastructure following the accreditation recommendation.

Action: The Executive Director Capital Infrastructure and Engineering to provide an update on Balmain Hospital's infrastructure in response to the accreditation recommendation in the next monthly facility report.

12.2 Education and Research Committee

The Board noted the next meeting will be held on held on 17 March 2025.

12.3 Audit and Risk Committee

The Board noted the next meeting to be held on 25 March 2025

12.4 Patient Safety and Quality Council

Next meeting to be held on the 27 March 2025

12.5 SLHD Clinical Council

The Board noted the next meeting to be held on 26 March 2025.

12.6 Medical Staff Executive Council

The Board noted the meeting was held on 2 May 2025

12.7 Patient and Consumer Committee (bi-monthly)

The Board noted the next meeting is to be held on 2 April 2025

12.8 Aboriginal Health Steering Committee (bi-monthly)

The Board noted the next meeting to be held on 25 March 2025.

12.9 People and Culture Board Subcommittee

The Board noted the next meeting will be held on 28 April 2025

13. Matters for Noting

13.1 Sustainability Committee (bi-monthly)

The Board noted the minutes of the meeting held on 25 February 2025

13.2 Medical and Dental Appointments Advisory Committee

The Board noted the minutes of the meeting held on 12 February 2025

13.3 Finance Leaders Forum

The Board noted the minutes of the meeting held on 19 February 2025

13.4   NSW Health / SLHD Performance Review Meeting

The Board noted the meeting was cancelled.

13.5   Organ Donation for Transplantation

The Board noted the next meeting is to be advised.

13.6   Major Procurement, Assets and Imaging Steering Committee

The Board noted the next meeting is to be advised.

13.7   Yaralla Estate Community Advisory Committee (quarterly)

The Board noted the minutes of the meeting held on the 4 March 2025

13.8   Security and Violence Prevention Committee

The Board noted the next meeting is to be advised.

13.9   Workplace culture and Safety Action Plan – Quarter update for 2025

The Board noted the action plan and was placed in the reading room.

14.   Other Business

Matters raised by the SLHD Board Members / District Executive

Action: The Chief Executive to provide a presentation on SLHD action's to the findings and recommendations resulting from the Special Commission of Inquiry into Healthcare Funding in the June Board meeting.

Business without Notice

Nil recorded.

15.   Next Meeting

The next meeting will be held on Monday 28 April at 8.30am at Canterbury Hospital.

The Chair declared the Board Meeting closed at 11.10am.

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Board Chair, SHLD

Date: