

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

DATE: 16 August 2023 TIME: 4.00pm – 6.30 pm

VENUE: Warragamba Executive Boardroom,  
Station Street Penrith

**MINUTES**

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

<b>BOARD MEMBERS</b>			
The Hon. Peter Collins, AM KC (Chair)	P	Mr Murray Austin	P
Associate Professor Stephen Fuller	P	Mr Robert Lagaida	P
Dr Nhi Nguyen	P	Dr Antonio Rombola	P
Ms Pamela Rutledge, AM	P	Professor Ian Seppelt (via TEAMS)	P
<b>NBMLHD EXECUTIVE &amp; STAFF</b>			
Ms Kay Hyman, Chief Executive	P	Mr Brett Williams, Director Hospital Services (via TEAMS)	P
Ms Jacqui Clark, Director People & Culture (via TEAMS)	P	Ms Julie Williams, Director Nursing & Midwifery (via TEAMS)	A
Mr Luke Bellman, Director Finance & Corporate Services (via TEAMS)	P	Dr Karen Arblaster, Director Allied Health, Research & Strategic Partnerships (via TEAMS)	P
Ms Vanessa Clements, Director Planning, Redevelopment & PMO (via TEAMS)	P	Ms Michael Wood, A/Director Clinical Governance (via TEAMS)	P
Mr Paul Grocott, Director Corporate Communications (via TEAMS)	P	Ms Cathy Crowe, Director Community & Integration (via TEAMS)	P
Prof Mohamed Khadra, Director Strategy & Innovation (via TEAMS)	A	Ms Kim Maddock, A/ Director Nursing & Midwifery (via TEAMS)	P
<b>MEDICAL STAFF COUNCIL &amp; JUNIOR MEDICAL STAFF REPRESENTATIVES</b>			
Dr Eddy Fischer, Chair, Nepean Medical Staff Council (via TEAMS)	P	Dr Stavros Prineas, Chair Blue Mountains Medical Staff Council (via TEAMS)	P
Rep. Mental Health Medical Staff Council	A	Dr James Mallows, District Medical Staff Executive Council (via TEAMS)	P
<b>WENTWORTH HEALTHCARE LIMITED (Primary Health Network)</b>			
Ms Lizz Reay (via TEAMS)	A		

## 1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The Chair opened the meeting with Acknowledgement to Country. Apologies were noted.

## 2. Wentworth Healthcare Limited (Primary Health Network)

Nil report.

## 3. Feedback from Medical Staff Council

The Chair welcomed the Medical Staff Council Chairs to the meeting.

### 3.1 Nepean Medical Staff Council

Dr Fischer reported on behalf of the Nepean Medical Staff Council.

### 3.2 Blue Mountains Springwood Medical Staff Council

Dr Prineas reported on behalf of Blue Mountains Springwood Medical Staff Council.

### 3.3 Mental Health Medical Staff Council

Nil report.

### 3.4 NBMLHD Executive Medical Staff Council

The Chief Executive reported that Dr Mallows is the new Chair, District Executive Medical Staff Council. Members noted that this Council provides more engagement between facilities in the District.

## 4. DECLARATION OF CONFLICTS OF INTEREST

The Chair asked members to advise any changes to the conflicts of interest register. Dr Rombola reported that his amendments have been provided to the Board Secretariat and will be available at next meeting.

## 5. MINUTES OF PREVIOUS MINUTES

Minutes of the meeting on Wednesday, 19 July 2023 were accepted as a true and accurate record of the meeting.

Moved: Mr Lagaida

Seconded: Prof Fuller

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

## 6. CHAIRMAN'S REPORT

### Retirement of the Chief Executive

The Chair highlighted that this Board meeting will be the final meeting for Mrs Kay Hyman, Chief Executive. The Chair congratulated the Chief Executive on a monumental career spanning over 12 years and longest serving Chief Executive for this region.

The Chair congratulated the Chief Executive on the instrumental changes across the District during her tenure. Members noted that the Board, staff, and community will remember the Chief Executive fondly and be grateful for her service which has included:

- Nepean Stage 1 - uplift to occupied
- Nepean Stage 2 - development
- Natural disasters - flood, fire and the COVID-19 Pandemic

Members noted that the NSW Minister for Health, the Hon. Ryan Park MP recently paid tribute to Mrs Hyman and acknowledged her exceptional work and that the community of Nepean Blue Mountains is deeply indebted.

### Meetings with Local Members of Parliament

The Chair reported on recent meeting held with Ms Trish Doyle, MP member for Blue Mountains and Ms Karen McKeown, MP Member for Penrith. Members were advised that the Chair and Chief Executive are scheduled to meet with the Hon. Prue Car, Deputy Premier over the coming weeks.

### NBMLHD Board vacancies

The Chair reported on the correspondence out letter to the NSW Minister for Health on the NBMLHD Board vacancies.

*4.37pm Prof Seppelt joined the meeting*

## 7. CHIEF EXECUTIVE REPORT

Members noted the Chief Executive's report for the month of August 2023. The Chief Executive advised that the report will be taken as read and highlighted the following:

### ***Healthy People & Communities***

#### Hawkesbury District Health Service - St John of God Healthcare

The Chief Executive provided an update on the ongoing negotiations with St John of God Healthcare.

*Dr Rombola declared he is a member of the Hawkesbury Medical Advisory Council*

#### Nepean Blue Mountains Primary Health Network - Urgent Care Centre

The Chief Executive reported that the Penrith Urgent Care Centre is open and located at Our Medical Practice in Jamisontown (at Penrith Homemaker Centre). Members were advised that this service is open from 8.00am to 8.00pm, seven days a week, 365 days per year. The clinic is walk in with no need to call ahead or make an appointment. The Centre has an Xray facility, and a pharmacy is on site. Patients can be treated for urgent

non-life threatening illnesses and injuries that can't wait for an appointment with their usual GP.

## ***Exceptional Patient and Consumer Experiences and Outcomes***

### Disability

The Chief Executive thanked Dr Arblaster and Ms Alexander for their ongoing support of NDIS patients. Members were advised on the revised hospital discharge pathway for patients waiting for NDIS funding and supports that continue to be adhered to. This is minimising the impacts of these processes on hospital length of stay and patient flow.

### Capital Investment Proposals

Members were advised that the District is submitting the following three Capital Investment Proposals (CIP) for consideration to NSW Ministry of Health:

- New Blue Mountains Hospital
- Nepean Cancer & Wellness Centre
- Hawkesbury District Health Service – Emergency Department

## ***Talented, Happy and Engaged Workforce***

### Celebrate Together Week

The Chief Executive reported that for the first time the District is bringing together annual awards ceremonies, including new medical staff awards, local reward and recognition events, research showcase, Quality Awards, Annual Public Meeting which will be held from 20 November to 24 November.

This will be a weeklong series of activities acknowledging our staff of categories.

The Chief Executive reported that rather than hosting the events over the week at the Panthers Conference Centre it was determined that the funds would be utilised by refurbishing the South Block Lecture Theatre.

### Newmarch House

The Chief Executive reported that the District is awaiting on the Coroner's findings from the Newmarch House inquest.

## ***Hub for Research and Innovation***

### Research Office

The Chief Executive reported on the recent funding successes for research projects. Members were also advised on the significant success of our first year of membership of Sydney Health Partners.

### Safe Assessment Unit (SAU)

The Chief Executive reported that NBMLHD has been successful in securing funding

~\$4.3M to operationalise a Safe Assessment Unit (SAU) located in the new Nepean Hospital Emergency Department through an EOI submitted to the Government response to the Special Commission of Inquiry into the Drug Ice (Ice Inquiry). Members noted that NBMLHD has commenced work on this initiative. Mr Lagaida asked if the funding will be recurrent. The Chief Executive confirmed that there is a component of start up costs in this year's funding, but the majority is recurrent.

### **Responsible Governance and Financial Management**

#### July 2023 Monthly Financial Result

The Chief Executive reported on the monthly financial results for July. Members noted that the budget for the balance of 2023/24 will not be received until the Budget is delivered in September.

#### 2023 NBMLHD Risk Appetite Statement

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

#### Sub-Acute Ward

The Chief Executive reported that the Sub Acute Ward will be commissioned on 23 August to Nepean Building C Level 4. For information.

#### World Class End of Life Care

Members were advised that the Palliative Care Unit will be located on the Stage 2 Tower, Level 7. This preferred location was identified at a workshop which Dr Nguyen advised was robust and collaborative.

Mr Lagaida inquired if the Hawkesbury Hospital Emergency Department Capital Investment Proposal is incorporated into a capital sinking fund.

### **Section B – Appendices**

1. NBMLHD Strategic Plan 2023-2028

For information.

2. NBMLHD Quarterly Board Report – Key Performance Indicators – January to March 2023

Members noted the attached NSW Ministry of Health NBMLHD Quarterly Board Report. The Chief Executive advised that the report is unpacked and discussed in detail with various Sub Committee, but the majority of content is discussed at Health Care Quality Committee.

3. 2023 NBMLHD Risk Appetite Statement

For information.

## Section C

1. NBMLHD KPIs by Directorate  
For information.
2. NBMLHD Emergency Department – Elective Surgery and Hub Performance – July 2023  
For information.
3. NSW Ministry of Health League Table – June 2023  
For information.
4. Surgical Dashboard – June 2023  
For information.
5. Corporate Communications Board Report - July 2023  
For information.
6. Enterprise Risk Management (ERM) Report – August 2023  
For information.

## 8. WORK, HEALTH & SAFETY

8.1 Board Members' Advice to NBMLHD Executive  
Nil Report

8.2 NBMLHD Executives' Advice to Board  
Nil Report

## 9. ACTION SHEET

9.1 Progress on Western Sydney University – Nepean Nursing & Midwifery Clinical Research and Education Facility Proposal  
Refer to correspondence out item 11.2.

9.2 CM23/19656 Aboriginal Health Governance Committee – draft terms of reference  
The Chief Executive reported that the attached Aboriginal Health Governance Committee draft terms of reference were submitted to the July Board meeting. Members noted that at the July meeting the minutes were deferred pending further collaboration on the proposed governance structure.

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

9.3 NBMLHD Board vacancies  
Refer to Correspondence out item 11.1.

#### 9.4 Psychosocial Hazard Update

Refer to Chief Executive Report Item 3.5. Members were provided with additional information on the NBMLHD Incidents Statistics linked to Psychosocial Risks July 2020 to June 2023. This included District Total Incidents by quarter.

#### 9.5 Accreditation – Proposed Governance Structure for NBMLHD

The Chief Executive reported on the proposed new District Governance Structure for the Board and Board Sub Committees that is aligns to the NSW Future Health Strategy and NBMLHD Strategic Plan and proposed to:

- Increase oversight and visibility of performance
- Improve the effectiveness of performance reporting
- Reduce complexity and improve flows of information
- Ensure there is a clear purpose and function

The Board held a meeting on Monday, 31 July to determine the key changes required and how to apply to the proposed structure. Members provided feedback and put forward some suggested amendments.

Overall members agreed to endorse the proposed governance structure with a view to fine tune elements at the next Board meeting. The next discussions will include what content is being reported to which Sub Committee, how it is being reported and what content is relevant to ensure a more strategic direction and to identify any risks. Members highlighted that it is important to endorse the framework as a starting point.

#### **Action:**

- 1. Endorsed by the NBMLHD Board.**
- 2. For further discussions at the September Board meeting.**

#### 9.6 Audit & Risk Chair Summary

For further discussion at the September meeting.

### **10. CORRESPONDENCE IN**

#### 10.1 CM 23/27869 NSW Ministry of Health – NBMLHD Transfer of Care performance, furloughed staff and NDIS and RCAF numbers – Quarterly Board Report

Dr Nguyen stated that the report is part of a broad communication to all LHDs and that it provides visibility to key items for the board across the District.

#### 10.2 CM 23/29597 Letter to Chair regarding Fostering respectful O&G work environments

*The Chair advised that the ‘correspondence in’ is for noting.*

### **11. CORRESPONDENCE OUT**

#### 11.1 CM23/28315 Letter to the Hon. Ryan Park MP Minister for Health regarding Nepean Blue

## Mountains Local Health District Board membership

### 11.2 CM 23/29596 Letter to Prof Barney Glover Western Sydney University regarding Nepean Nursing and Midwifery Clinical Research and Education Facility Proposal

*The Chair advised that the 'correspondence out is for noting.*

## **12. COMMITTEE REPORTS**

### 12.1 Aboriginal Health

Ms Rutledge reported that the next Aboriginal Health Committee is scheduled on 9 November 2023.

### 12.2 Audit & Risk Committee

Mr Lagaida reported that the next Audit & Risk Committee meeting is scheduled on 15 September 2023.

### 12.3 Finance & Performance

Members noted that the Finance & Performance Committee meeting was held on Wednesday, 23 August 2023. Reports will be available on the NBMLHD Board Share Point site.

### 12.4 Health Care Quality Committee (HCQC)

Dr Nguyen reported on the current work by Health Care Quality Committee.

### 12.5 Medical & Dental Staff Appointments Advisory Committee

Members noted the attached minutes for July and August are for noting.

### 12.6 Integrated Care Joint Board

Ms Rutledge reported that the next Integrated Care Joint Board meeting is scheduled on 6 September 2023.

### 12.7 Research

Mr Austin reported that the next Research Committee meeting is scheduled on 14 September 2023.

### 12.8 Strategy & Planning Committee

Members noted that the next Strategy & Planning Committee meeting is scheduled on 28 August 2023.

### 12.9 Workforce & Culture

Ms Rutledge reported that the attached Workforce & Culture Quadrant Report is for information.

#### 12.9.1 Workforce & Culture Sub Committee Report

The Chief Executive reported that the attached slides are an annual update from the Workforce & Culture Committee noting standing meeting agenda items and current issues.

### 12.10 Work, Health & Safety



Mr Austin reported that the attached Work, Health & Safety Committee quadrant report is for information.

#### 12.10.1 Work, Health & Safety Sub Committee Report

The Chief Executive reported that the attached slides are an annual update from the Work, Health & Safety Committee noting standing meeting agenda items, recent major activities and current issues.

#### **14. BUSINESS WITHOUT NOTICE**

Nil business without notice.

#### **15. FOR INFORMATION ONLY**

The Chair reported that interviews have been held for the Chief Executive role and anticipating an announcement soon.

The meeting closed at 5.28pm.

#### **16. NEXT MEETING**

**Date:** Wednesday, 20 September 2023  
**Time:** 4.00-6.30pm  
**Venue:** Drug & Alcohol Centre, Nepean Campus

*Nepean Blue Mountains Local Health Board Minutes 16 August 2023.*



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The Hon. Peter Collins, AM, KC.

Date: 20 / 09 / 2023