

Minutes for disclosure

Southern NSW Local Health District Board meeting

SDOC 24/11945

Meeting # 10/2024

Meeting Date: Tuesday 29 October 2024

Meeting Time: 1.30pm – 3.15pm

Meeting Location: Peppertree Lodge, Queanbeyan

[Click here to join the meeting](#)

Attendance and declarations

Present

Beth Hoskins	Chair	Margaret Bennett	Chief Executive (CE)
Terry Clout, PSM	Deputy Chair	Fiona Renshaw	Executive Director Operations (EDO)
Ken Crofts	Board Member	Sarah Wallace	Director Finance and Performance (DFP)
Narelle Davis	Board Member	Karen Lee-Archer	District Director People and Culture (DDPC)
Megan Keaney	Board Member	Peter Lawrence	Director Asset Management (DAM)
		Tash Lutz	Acting Director Mental Health, Alcohol and Other Drugs (A/DMHAOD)
		Brad Scotcher	General Manager Coastal Network

In Attendance [Teleconference / Videoconference]

Peter Leach	Director Nursing, Midwifery and Clinical Governance (DDNMCG)
Kayeleen Brown	Director Aboriginal Health (DAH)
Vanessa Barratt	Director Media and Communication (DMC)
Nicola Yates	Director Project Management and Service Commissioning (DPMSC)
Kavi Gunaseelan	Director Organisational Performance
Jac Ducat	Chief Information Officer (CIO)

Apologies

Margaret Lyons	Board Member
Jennie Gordon	Board Member
Dr Vennassa Wong	Board Member
Dr Elizabeth Mullins	Executive Director Medical Services (EDMS)
Damien Eggleton	Director Mental Health, Alcohol and Other Drugs (DMHAOD)
Dr Suyin Tan	Chair Medical Staff Executive Council (CMSC)
Sarah Galton	General Manager – Corporate Services and Projects (GM-CSP)
Jen Spain	Director Governance Risk and Audit (DGRA)

Agenda items

Item 1: Welcome

Item 1.1: Welcome and Acknowledgment of Country

The meeting was declared open at 1.30pm. The Chair acknowledged the traditional custodians of the lands encompassed by Southern, welcomed Indigenous members attending the meeting and paid respects to Elders past, present and emerging.

Item 1.2: Declarations of Interest

Board members were asked to provide details of any pecuniary interests, Conflicts of Interest or Director Related Transactions to the Secretariat. No new declarations were made.

Item 2: Presentations

2.1: Eurobodalla Regional Hospital update

Matthew Malone, Senior Project Director Health Infrastructure joined the meeting at 1.30pm.

The Eurobodalla Regional Hospital (ERH) project milestone report noted that early works commenced in February 2024. Main works completion is planned for January 2027, with operational commencement planned for March 2027.

Batemans Bay Community Health construction commencement is planned for early 2025 and is currently out for tender. Completion is expected by mid-2026, with the site open to patients by late 2026.

For ERH, the planned activities for the next three months include bulk earthworks, detailed excavation, service installation and concrete footings.

Site offices are being established. Design finalisation is progressing.

Upcoming communications were detailed and include community updates, staff forums and social media.

The project has a four-star environmental requirement.

Green initiatives include no use of natural gas, electric heat pumps and solar 100kW. The roof design has been future proofed with capacity to fill with solar panels (providing up to 400kW).

The car park will have room for expansion. The current plan is for 385 spaces.

Matthew Malone left the meeting at 2.03PM.

Item 3: Confirmation of Previous Minutes

Item 3.1: Confirmation of Minutes of Meeting 24 September 2024

The Minutes of the Board meeting held on 24 September 2024 were accepted as a true and accurate record.

Item 3.2: Confirmation of Minutes for Disclosure of Meeting on 24 September 2024

The Minutes for Disclosure of the Board meeting held on 24 September 2024 were accepted as a true and accurate record.

Item 4: Actions from Previous Meetings

Item 4.1: Action Log

The Board reviewed the outstanding action list.

Item 5: Leadership

Item 5.1: Chief Executive update

The CE spoke about the ongoing work by various District taskforces.

DAH arranged for South Eastern Sydney Local Health District (SESLHD) to provide a presentation to the Executive on the development of the SESLHD Healthy Mob, Strong Community, Aboriginal Health Plan 2024-2026. The presentation provided detail on the process, and learnings.

The Special Commission of inquiry have requested an extension with the draft report expected to Ministry in January 2025.

Item 5.2: Board Chair update

The Chair noted the detail provided in Directorate updates.

Attended NSW Health Awards on 24 October and congratulated finalists, also commenting on the next iteration of the Small Acts of Kindness video clips to be released shortly, being Kindness Lives Here and what a fantastic resource these will be to remind all of the importance of kindness.

Item 6: Patient story

Item 6.1: Patient Story

The Patient Story as presented at Health Care Quality Committee meeting 29 October was noted.

Item 7: Discussion and endorsement

Item 7.1: Workplan item – Operational Plan – July to September 2024

The Board agreed to carry over presentation of the Operational Plan Q1 2024 to the November Board meeting.

Item 7.2: Action 21/2024 - Board Charter to be reviewed

The Board agreed to a number of minor changes.

The Board endorsed the Board Charter with these changes made.

Item 7.3: Workplan item – Safety and Quality Account 2023/2024

The Board endorsed the Safety and Quality Account subject to edits requested by Health Care Quality Committee on 29 October 2024. Board members will review out of session.

Item 7.4: Workplan item and Action 3/2024 – Review Aboriginal Health Governance Committee Terms of Reference

Noted.

Item 7.5: Draft 2025 Board meeting schedule

The Board agreed to continue with the current format. Locations are to be confirmed with the February subcommittee meetings to be held in Goulburn and Eurobodalla to be the location for Subcommittee meetings twice in 2025.

Item 7.6: Draft 2025 Board workplan

Noted.

Item 7.7: Draft 2025 significant dates

Noted. Further updates to be provided as the document is developed.

Item 8: Items for information

Item 8.1: Board work plan item – Assets and Infrastructure update

The Board noted the summary.

DAM left the meeting at 2.30pm.

Item 8.2: Board Correspondence summary

Noted.

2024 Board Meeting Schedule (updated)

Noted.

Item 8.4: 2024 Board workplan (updated)

Noted.

Item 8.5: Action 20/2024 - Provide update to Board on actions against CRMEC audit recommendations via P&C Subcommittee

Noted.

Item 8.6: Board workplan item – Transformation Office update including Partnerships and collaboration update

DPMSC advised that the Transformation Office operating model has been discussed with the Executive and now circulated to Board.

The District have received an invitation from South West Sydney Local Health District and the Ingham Institute to be part of commissioning research into cancer treatment outcomes.

HealthAnswers are progressing to a renewal of priorities with a formal launch planned for March 2025. Community engagement and consultation will occur during November 2024.

Item 8.7: Operations Directorate structure

Report noted.

The structure will be released by the end of October 2024 for consultation for four weeks. All feedback will be considered and then the structure will progress with a recruitment process and communication. Industrial organisations will be made aware.

There will be no loss of positions but regrading of positions will occur to align positions in both Networks.

Item 8.8: Standing agenda item - Single Digital Patient Record (SDPR) update

Noted.

Item 8.9: Board workplan item – Board and staff engagement

Noted.

Item 8.10: Transitional Aged Care Program LOS Report 1 July 2023 to 30 June 2024

Noted.

Item 8.11: People Matter Employee Survey 2024 update

DDPC provided a presentation to Board members. Currently providing result summaries and reports for members of the Executive.

Item 8.12: Ministry Quarterly Board report – April to June 2024

Noted.

Item 9: Accountability

Item 9.1: Medical and Dental Appointments Advisory Committee

Noted.

Item 9.2: Health Care Quality Committee

The HCQC Chair advised that the Committee's Terms of Reference had been endorsed by the Committee and would now progress to Board.

The Committee had also reviewed the Safety and Quality Account and endorsed it subject to changes.

Item 9.3: Audit and Risk Committee

Not provided.

Item 9.4: Performance Committee

The DFP presented a high level financial strategy report to the Committee.

Item 9.5: People and Culture Committee

PMES was highlighted as an item to come to Board (Agenda item 8.11).

Item 9.6: Aboriginal Health Governance Committee

Noted.

Item 9.7: Finance Update

Noted.

Item 10: Business without Notice

Nil.

Item 11: Chief Executive performance review

The Board proceeded to complete the Chief Executive's performance review in camera.

Meeting Close

The meeting closed at 3.15pm

Item 12: Board meeting review

No discussion held in camera this meeting as the Board proceeded to the APM

Next Meeting

The next meeting will be held on 26 November 2024.