

## Minutes of the Board of the South Eastern Sydney Local Health District

---

Date: Wednesday, 27 July 2022  
Time: 4:00pm – 7:00pm  
Location: Virtual\*/ Sydney Eye Hospital, 8 Macquarie Street, Sydney NSW 2000

Present: Michael Still, Chair  
Debra Graves  
Allan Spigelman  
Arthur Diakos  
Greg Levenston  
Helene Orr \*  
Jan Dudley  
John Estell \*  
Jonathon Doy  
Elli Baker  
Liam Harte

Ex Officio: Kim Olesen, Acting Chief Executive (A/CE)  
Invitees: Payal Kapoor, Director Finance  
Kate Hackett, Director, Nursing and Midwifery Services  
Jo Karnaghan, Director, Clinical Governance and Medical Services \*  
Grant Eruini-Bennett \*

Guests: Lisa Altman, Director, Strategy Innovation and Improvement  
Tayla Vella, Management Trainee (observer)

Apologies: Tobi Wilson, Chief Executive

Secretariat: Carrie Han, Executive Assistant to the CE / Board Secretary

---

### 1. Opening

#### 1.1 Acknowledgement of Country

An acknowledgement of country was shared.

#### 1.2 Present and Apologies

A quorum was present, and the meeting opened at 4:30pm.

#### 1.3 Declaration of Interests

Nil

#### 1.4 Minutes of Previous Meeting

The minutes of the previous meeting were reviewed by the Board.

---

*Resolution:* The Board resolved that the minutes of the previous meeting held on 29 June 2022 be signed as a true record of the meeting.

#### 1.5 Actions from previous meeting

Actions around following matters have been completed with reports tabled at the Board:

- SESLHD Board Strategic Community Partnerships Committee workplan and annual report
- SESLHD 2022-23 Service Agreement (SA) with Ministry of Health (MoH)
- Response from Board Chair to the Secretary NSW Health regarding the Board's responsibility for oversight of LHD performance
- Safety Attitudes Questionnaire Survey results

---

*Resolution:* The Board noted the information provided.

## 2 Committees

### 2.1 Finance and Performance (F&P) Committee

Minutes of the meeting held on 27 June 2022 were tabled in the papers and taken as read. It is noted that discussions were held around the District's revenue target and strategies to improve revenue performance. A report around leasing opportunities for Randwick Health & Innovation Precinct (RHIP) will be provided for the next F&P Committee meeting.

---

*Resolution:* The Board noted the information provided.

### 2.2 Quality and Safety Committee

It is noted there are no minutes for this month.

### 2.3 Board Strategic Community Partnerships Committee (BSCPC)

BSCPC update including the BSCPC Annual Report, Annual Working Plan and SESLHD Strategic Community Partnerships Governance Framework were tabled in the papers and taken as read. Director Strategy, Innovation and Improvement provided a brief overview of key highlights outlined in the Annual Report. It is noted that the Strategic Community Partnerships Governance Framework was refreshed to enhance effectiveness, following a review by the BSCPC. Discussions were held around focus areas and objectives for the agreed Annual Working Plan for 2022-23, noting monitoring process in place in measuring performance.

---

*Resolution:* The Board noted the information provided.

### 2.4 Audit and Risk Committee (ARC)

Minutes of the meeting held 10 June 2022 were tabled in the papers and taken as read.

---

*Resolution:* The Board noted the information provided.

## 3 Matters for Noting

### 3.1 Correspondence Register

---

*Resolution:* The Board noted the information provided.

## 4 Standing Items

### 4.1 Chief Executive Report

The Chief Executive's Report was tabled in the papers and taken as read.

---

*Resolution:* The Board noted the information provided.

### 4.2 Patient Story

The Patient Story provided by Population and Community Health Drug and Alcohol Services was tabled in the papers and taken as read.

---

*Resolution:* The Board noted the information provided.

### 4.3 Board Chair Report

---

*Resolution:* The Board noted the Chair's report

## 5 New Business

### 5.1 Safety Attitudes Questionnaire (SAQ)

Director, Nursing and Midwifery Services provided an update on the SAQ. It is noted that across the District 3,003 (26%) staff completed the survey. A facilitated feedback process has commenced following data analysis.

*Resolution:* The Board noted the information provided.

**ACTION:** To share SESLHD SAQ Data Feedback with Board Members via Diligent Boards.

### 5.2 SESLHD Board Meeting August 2022 at POWH and ASB Site Walk

*Resolution:* The Board noted that the August meeting of SESLHD Board is to be held at Prince of Wales Hospital (POWH), preceded by a site walk of the new ASB.

**ACTION:** To meet with POWH Executive Team prior to the Board meeting.

### 5.3 Response to Secretary NSW Health – Board to monitor LHD performance

SESLHD Board Chair's response to correspondence from the Secretary, NSW Health in relation to the Board's responsibility for monitoring the performance of the LHD was tabled and taken as read.

*Resolution:* The Board noted the information provided.

### 5.4 ARC Chair extension of term

A paper was provided to the Board proposing a further six months' extension of current ARC Chair's appointment to 31 December 2022.

*Resolution:* The Board resolved to approve the extension of the appointment of Ms Carol Holley as chair of the SESLHD Audit and Risk Committee.

### 5.5 Corporate Governance Attestation

The SESLHD 2021/22 Corporate Governance Attestation was tabled at the Board for endorsement.

*Resolution:* The Board resolved to approve the SESLHD 2021/22 Corporate Governance Attestation Statement for submission to the NSW MoH.

### 5.6 Strategic Asset Management Plan (SAMP) and Asset Management Plan (AMP)

A paper around SESLHD SAMP, AMP and Capital Investment Plans was provided to the Board and taken as read.

*Resolution:* The Board noted the information provided.

### 5.7 SESLHD Service Agreement – Key Performance Indicators – new and changed 2022-23

A paper which outlines the changes to Key Performance Indicators (KPI) in the Service Agreement was tabled and taken as read.

*Resolution:* The Board noted the information provided.

### 5.8 SESLHD Service Agreement (SA) with MoH

SESLHD SA with MoH, along with a response to the Secretary providing the SA FY2022-23 was tabled for endorsement.

*Resolution:* The Board endorsed the Service Agreement FY2022-23 and the correspondence to the Secretary, NSW Health for SESLHD Board Chair and CE's signoff and submission to MoH.

## 6 Regular Reporting

### 6.1 RHIP Quarterly Report

The RHIP Quarterly Report was tabled in the papers and taken as read.

---

*Resolution:* The Board noted the RHIP Quarterly Report.

### 6.2 MoH Quarterly Board Report (January – March 2022)

The MoH Quarterly Board Report was tabled in the papers and taken as read.

---

*Resolution:* The Board noted the MoH Quarterly Board Report.

### 6.3 Finance Report

The Finance report was tabled in the papers and taken as read.

---

*Resolution:* The Board noted the Finance Report

### 6.4 Operations Report

The Operations report was tabled in the papers and taken as read.

---

*Resolution:* The Board noted the Operations Report

### 6.5 Performance Report

The Performance report including Integrated Performance Report and MoH League Table for May 2022 was tabled in the papers and taken as read. Discussions were held around challenges for the District to meet elective surgery targets.

---

*Resolution:* The Board noted the Performance Report.

### 6.6 Capital Works Report

The Capital Works report was tabled in the papers and taken as read. Discussions were held around potential delay with ASB, noting the Executive Team has been working on the contributing factors, including recruitment. Further information around funding to be provided to the Board in August meeting.

---

*Resolution:* The Board noted the Capital Works Report.

### 6.7 Clinical Governance Report

Director, Clinical Governance and Medical Services provided an update on ARIA outage. The Clinical Governance Report was tabled in the papers and taken as read. Discussions were held around the Harm Score 1 Incidents, noting investigation underway with final report to be tabled at the Board.

---

*Resolution:* The Board noted the Clinical Governance Report.

## 7 Meeting Finalisation

### 7.1 Business Without Notice

There was no further business raised.

### 7.2 Noting of Confidential Items

There were no confidential items raised.

### 7.3 Next Meeting

The next Board meeting is scheduled for **Wednesday, 31 August 2022** at Executive Conference Room A&B, Prince of Wales Hospital, 320-346 Barker Street, Randwick NSW 2031.

#### **7.4 Close**

The meeting closed at 6:20 pm.

---

I certify that the foregoing is a true and correct copy of the minutes approved by Members of the Board



**Michael Still**  
**Board Chair**