

**1. PRESENT AND APOLOGIES:**

Dr Brian Pezzutti (Chair), Mr Malcolm Marshall, Mr David Frazer, Ms Deb Monaghan, Dr Alan Tyson, Ms Rosie Kew, Ms Hazel Bridgett

Via Videoconference The Tweed Hospital : Ms Leone Crayden, Dr Joe Ogg

Via Teleconference : Professor Lesley Barclay

**In Attendance :** Mr Chris Crawford, Mr Murray Spriggs, Ms Jennifer Cleaver  
(Secretariat)  
Ms Amanda Tutty, Acting In-Charge Physiotherapist, Grafton Base  
Hospital (GBH) (for part of the meeting)

**Apologies:** Dr Sue Page, Mr Mark Humphries

**2 Declaration of Pecuniary and/or Conflicts of Interest**

Nil

**PRESENTATION OF PATIENT JOURNEY STORY**

Patient Story – Orthopaedic Patient – was presented by Amanda Tutty, Acting In-Charge Physiotherapist GBH.

Ms Tutty attended the Board Meeting and presented on the Patient Story about the journey of a Patient who underwent Orthopaedic Surgery at Grafton Base Hospital and received Physiotherapy Services by the Allied Health Staff from GBH.

There was discussion about aspects of the Patient Story with Ms Tutty.

The Chair suggested that the ACI pathway/model of care that is undertaken at GBH for Patients receiving Orthopaedic Surgery, should be considered for implementation in other LHD facilities, as it may have the impact of reducing unwarranted clinical variations.

The Chair also requested that a copy of the pathway/model of care be circulated through the Medical Staff Executive Council and Dr Tyson advised that he would ensure that this occurs.

The Board thanked Ms Tutty for attending the Board Meeting and sharing this Patient Story with the Board.

**3. Previous Minutes:**

a) The Minutes of the Board Meeting held on 29 May 2013 were ENDORSED with an amendments.

Moved: Ms Hazel Bridgett  
Seconded: Mr Malcolm Marshall  
CARRIED

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b) Unconfirmed Minutes of the NNSW LHD and NCML Board Meeting held on 29 May 2013 were ENDORSED with the addition of Ms Rosie Kew (RK) to the Attendees list.

Moved: Dr Alan Tyson  
Seconded: Mr David Frazer  
CARRIED

c) The Abridged Minutes of the 1 May 2013 were approved for placing on the NNSW LHD Internet Site.

Mr Crawford is to provide information to the 31 July 2013 Board Meeting on the number of "hits" that have been made on the NNSW LHD Internet Board Minutes Site.

**Action:**

**Mr Crawford is to provide information to the 31 July 2013 Board Meeting on the number of "hits" that have been made on the NNSW LHD Internet Board Minutes Site.**

**4. Business Arising from the Minutes:**

**29 May 2013 Joint NNSW LHD and NCML Board Meeting**

**4.1 Item 6 Co-location and con-joint care delivery model**

**The NNSW LHD will consider the project to co-locate State Funded Community and Allied Health Services into General Practice and provide a response to the NCML Board on any decision taken by the NNSW LHD as to whether it will support the project.**

Mr Crawford advised that he would be proposing that the trial provide for people external to the GP Practice to also be able to access the Allied Health Staff, when they are being accommodated at a particular GP Practice.

Mr Crawford advised that he would request Ms Vicki Rose, Acting Executive Director Allied Health, to undertake an analysis of the Health Care Home Project Program and this review would include Mr Frazer's concerns and a paper can be provided to a future Board Meeting for the Board's consideration.

The Board agreed in principle with the pilot for integrating General Practice with Allied and Community Health Services, however noted that there is more work to be undertaken, including community consultation, prior to undertaking of the pilot.

**Action:**

**Mr Crawford is to forward a letter to Mr Vahid Saberi, Chief Executive Officer, NCML advising that the NNSW LHD agreed in principle with the pilot for integrating General Practice with Allied and Community Health Services, however noted that there is more work to be undertaken, including community consultation, prior to the undertaking of the pilot.**

**Mr Crawford is to request that Ms Vicki Rose, Acting Executive Director Allied Health to undertake an analysis of the Health Care Home Project Program, which this would include Mr Frazer's concerns and a paper on this matter will be provided to a future Board Meeting for consideration.**

**4.2 Item 7 Alliance to Improve the Provision of Services to the Vulnerable Members of the Community:**

- **Homeless**
- **People with Disability**
- **Children at Risk of Significant Harm.**

**The Alliance to Improve Provision of Services to the Vulnerable Members of the Community Proposal is to be considered at the next NSW LHD Board Meeting on 3 July 2013.**

The Board supported the North Coast Alliance to Improve the Provision of Services to the Vulnerable Members of the Community Proposal, as it was outlined to the Joint Meeting of the NCML and NSW LHD Boards.

**Action:**

**Mr Crawford is to forward a letter to Mr Vahid Saberi, Chief Executive Officer, NCML advising that the NSW LHD Board supports the North Coast Alliance to Improve Provision of Services to the Vulnerable Members of the Community Proposal.**

**4.3 Item 8 Aboriginal Health**

- **Region-wide planning exercise**
- **Governance training**

**The issue of funding support for Governance Training for Aboriginal people will be considered at the next NSW LHD Board Meeting on 3 July 2013.**

The Chair noted that a good meeting was held between the NSW LHD Aboriginal Partnership Members that was held prior to the Board Meeting and he asked that the Unconfirmed Minutes of the Aboriginal Partnership Meeting be circulated to Board Members as soon as they are finalised.

The Chair advised that Jenny Smith, Manager Aboriginal Health, is developing a Cultural Education package, which is for NSW LHD Staff and which will assist in making the LHD Staff more culturally aware. Further, he said that this package will be an elearning program, which will be available through HETI on-line and that it will compliment the face to face cultural awareness training already available within NSW LHD.

**4.4 Consideration of a direction from the Board to the NSW LHD ICT Services to ensure that the LHD employees have the correct access to the IT Network that assists Staff to be able to carry out their roles in a cost effective way with access to technology that would assist in creating seamless communications with LHD facilities and between Clinicians.**

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Dr Tyson spoke on the issue of ICT Services being raised at the recent Board Members Conference and the difficulties that are being encountered with ICT Services across the State. A key issue is achieving uniformity in accessing wireless services. This was an important matter that was discussed and who actually owns the wireless networks was also discussed, Dr Tyson said. Dr Tyson advised that there are different systems operating within the one organisation and as a result of this different contractors provide equipment and the information provided by these systems is not always able to be linked to the Cerner Electronic Medical Record System, as they are on different networks. Consideration is being given to what will occur with the central networks and the external providers may be advised that they can provide the system but it needs to be able to be connected to the LHD or facility network, Dr Tyson said.

The Board strongly supported the proposal for NNSW LHD to form a joint Working Group with MNC LHD to work through the practicalities associated with splitting the ICT Service.

Moved: Ms Hazel Bridgett  
Seconded: Dr Alan Tyson  
CARRIED

**Action:**

**Mr Crawford is to forward a letter to Mr Stewart Dowrick, Chief Executive, MNC LHD advising that NNSW LHD Board has endorsed the establishment of a joint Working Party of NNSW LHD and MNC LHD Staff to work through the practicalities associated with splitting the ICT Service.**

**29 May 2013 NNSW LHD Board Meeting**

- 4.5 Mr Chris Crawford is to initiate a piece of work to review the coding of Radiotherapy Patients being treated at LBH to quantify the potential increase in workload of Staff at LBH due to Cancer Patients undertaking their Radiotherapy treatment at the North Coast Cancer Institute (NCCI).**  
Mr Crawford advised that he has forwarded a request to Mr James McGuigan, Executive Director of Finance, to initiate a piece of work to review the coding of Radiotherapy Patients being treated at LBH to quantify the potential increase in workload of Staff at LBH due to Cancer Patients undertaking Radiotherapy treatment at NCCI. Mr Crawford advised that he will provide this information to the Board, after a response is provided to him by Mr McGuigan.
- 4.6 Mr Crawford is to provide advice to the 3 July 2013 Board Meeting on the number of positions, that have received specific funding, for which recruitment is on hold.**  
Mr Crawford provided verbal advice indicating that he has discussed the types of positions that attract specific funding with the NNSW LHD Finance Department. Based on the advice received, Mr Crawford stated that he considered that there are 4.6 FTE positions that have received specific funding, where recruitment is "on hold".

Following a query from the Board Chair, Mr Crawford advised that a Co-ordinator has been appointed for the LBH Stoke Unit and the LBH Executive will be considering the

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proposed Stroke Unit Model of Care at its next meeting and its decision will be considered by the LHD Executive and then will be submitted to the Board for endorsement.

**4.7 Mr Crawford is to submit a report to the 3 July 2013 Board Meeting on an evaluation of the three month trial of the Coraki Community Care Centre (CCC) for the Board's consideration**

Mr Crawford spoke to the Brief that provided an evaluation of the CCC that commenced on the 25 March 2013.

The Board ENDORSED the seven recommendations contained in the Brief with an amendment to replace the CCC in early to mid-August 2013 with a Community Health Clinic rather than on a specific date to give Ms Weir more flexibility over the timing of the change and requested that the new Model of Care, which is proposed to be introduced, be explained to the Coraki Community Reference Group by Ms Bridgett and Ms Weir.

**Action:**

**Ms Hazel Bridgett, Board Member and Ms Lynne Weir, Executive Director Richmond Clarence Health Service Group, are to meet with the Coraki Reference Group, to brief it on why the Board has made its decision to replace the CCC. Ms Weir is to then discuss the replacement of the CCC with the Staff and General Practitioner prior to any announcements being made about this change.**

**4.8 Mr Spriggs is to develop a program for Board training to be undertaken based on one item per Board Meeting with an hour to be set aside for each module commencing from July 2013 and to be completed by the end of 2013. The Board also requested that Mr Spriggs follow-up with the Health Education and Training Institute to ascertain if there are relevant elearning modules available, which could be undertaken by Board Members and to provide advice back to the next Board Meeting.**

Dr Ogg gave feedback on the two day Board training session that was provided by NOUS and suggested that the Board would become more strategic, if every Board Member undertook the two day Board training session. Dr Ogg advised that the two day training was an opportunity to obtain insight into how other LHD Boards operate from the other attendees at the course, which was very valuable. Dr Ogg suggested that an in-house program would not deliver any more than half of the benefit and value of the NOUS session, due to the interaction that took place at that session with other LHD Board Members. The two days of training provided a greater sense of what the Board should be doing at a more strategic level and how to become a more effective Board, Dr Ogg said.

The Chair suggested that following the completion of the proposed in-house training program consideration will be given to undertaking a Board evaluation by an external consultant.

The Chair asked Deb Monaghan to undertake an evaluation of the 31 July 2013 Board Meeting, utilising a template that either Professor Barclay and Ms Crayden will provide.

The Chair proposed that an additional Special Board Meeting to discuss the 2013/14 Service Agreement be held from 1pm – 3.00pm on 17 July 2013 in Lismore and the scheduled 31 July 2013 Board Meeting at The Tweed Hospital be extended to commence at 10am to hold the routine Board Meeting, which would conclude at 1.00pm and from 1.30pm – 5.00pm the NNSW LHD Budget be presented to the Board for its consideration. The Board ENDORSED this proposal for an additional Board Meeting and an extended Board Meeting to be held in July 2013.

To accommodate the extended Board Meeting on 31 July 2013, the Board ENDORSED postponing the proposed NNSW LHD Board Governance Training Program proposed to be held on 31 July 2013 to be held instead on 4 September 2013, prior to the following Board Meeting.

**Action:**

**An additional Board Meeting is to be held on 17 July 2013 to discuss the 2013/14 Service Agreement and the Board Meeting scheduled on 31 July 2013 is to be extended from 10am – 5.00pm to include the routine Board Meeting Matters and discussions of the 2013/14 Budget.**

**The proposed NNSW LHD Board Governance Training Program scheduled to commence on 31 July 2013 is now to commence on 4 September 2013.**

**4.9 Mr Frazer is to prepare a document that should be signed off by the Chief Executive that provides comfort to the Board that the NNSW LHD is meeting its Work Health and Safety (WHS) obligations for consideration at the next Board Meeting.**

Mr Frazer advised that he has forwarded a draft document to Mr Crawford setting out the NNSW LHD Board WHS obligations and an email that detailed the input from the WHS Working Group has been circulated to Board Members for their information.

Mr Crawford advised that he will submit a final document setting out a level of comfort for the Board in relation to the NNSW LHD meeting its WHS obligations to the 31 July 2013 Board Meeting for consideration.

**Action:**

**Mr Crawford is to submit a document setting out a level of comfort for the Board in relation to NNSW LHD meeting its WHS obligations to the 31 July 2013 Board for consideration.**

**4.10 Mr Crawford is to contact the Agency for Clinical Innovation (ACI) to ensure that Dr Brian Pezzutti is consulted in relation to the “Safe Sedation” and “Fractured Neck of Femur” projects.**

The Board noted the letter to Dr Nigel Lyons, Chief Executive, ACI, dated 25 June 2013 concerning advice being provided to Dr Brian Pezzutti, Board Chair on the consultation and progress that has occurred with regard to the ACI Safe Sedation and Fractured Neck of Femur Projects.

**Mr Crawford is to obtain the names of the three Anaesthetic Fellows from Queensland, who applied for positions at LBH, who may be interested in taking up a position at GBH and provide the names of these Fellows to Dr Tyson.**

Mr Crawford advises that the names of the three Anaesthetic Fellows from Queensland, who applied for positions at LBH, who may be interested in taking up a position at GBH, have been provided to Dr Tyson.

- 4.11 Mr Crawford is to forward a letter to Pathology North seeking advice on why there was no consultation undertaken with GBH and the LHD on a service change and the implications of this change with regard to the level of service that is able to be provided by the Pathology Service, which is based at GBH.**

Mr Crawford reported that he followed up with Pathology North the issue that was raised concerning the change to the Pathology Service at GBH without consultation with the GBH Clinicians.

Dr Tyson noted that there are different views on how the service change was undertaken and he requested that a Pathology North representative, such as Mr John Tranter, attend the next GBH Medical Quality Meeting, scheduled for 9 July 2013, to discuss the consultation related to and implications of the service change.

**Action:**

**Mr Crawford is to request that Mr John Tranter from Pathology North attend the 9 July 2013 GBH Medical Quality Meeting to discuss the service change to the GBH Pathology Service.**

- 4.12 Mr Crawford is to seek advice from Ms Annette Symes, Executive Director of Nursing and Midwifery on why the number of homebirths undertaken by the Caseload Midwives per month has decreased from four to three and what the impact of this will be in terms of the number of births that will be undertaken in the future.**

The Board noted the information contained in the Brief from Ms Annette Symes, Executive Director of Nursing and Midwifery setting out how the number of births undertaken either as Hospital births or as Homebirths by Midwives utilising the Caseload Model was determined.

The Chair acknowledged that there had been a mistake contained in the Publicly Funded Homebirth Report provided to the Board with regard to the information supplied about the number of homebirths a Caseload Model Midwife is required to undertake each month.

- 4.13 Mr Crawford is to draft a letter to Ms Jenny Shaw, Executive Officer/Director of Nursing Mullumbimby Hospital advising of the Board's decisions on the recommendations contained in the Mullumbimby Community Birthing Service Publicly Funded Homebirth Trial Report April 2012 – April 2013.**

The Board noted the letter to Ms Jenny Shaw, Executive Officer/Director of Nursing Mullumbimby District Hospital dated 25 June 2013 concerning the decisions by the Board

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on the recommendations contained in the Mullumbimby Community Birth Service Publicly Funded Homebirth Trial Report.

**4.14 Mr Crawford is to provide an update to the 3 July 2013 Board Meeting on the progress with the review of the content of the Risk Register.**

Mr Crawford advised that he has corresponded with Mr Frazer seeking his advice in writing about his concerns with the content of some of the items on the NNSW LHD Risk Register to ensure that they are all taken into account, during the current quarterly review of the Risk Register. Mr Crawford advised that Mr Frazer has provided this feedback in writing, which has been forwarded to Dr David Hutton, Executive Director Clinical Governance.

Mr Crawford also advised that Mr Frazer has been invited to attend the half day more comprehensive review of the NNSW LHD Risk Register, which is scheduled to be held on 12 December 2013.

Mr Crawford advised that he will include Mr Frazer's email response on the 31 July 2013 Board Meeting Agenda for information.

**Action:**

**Mr Crawford is to include a copy of Mr Frazer's email response concerning feedback on the content of the NNSW LHD Risk Register on the 31 July 2013 Board Meeting Agenda papers for information.**

**4.15 Follow-up items from the Joint NNSW LHD and NCML Board Meeting held on 29 May 2013 are to be included on the 3 July 2013 Board Meeting Agenda for consideration.**

Refer Items 4.1, 4.2, 4.3 and 4.4.

**4.16 Consideration is to be given as to whether the Board wishes to invite the Minister for Health and Medical Research to attend a future Board Meeting.**

Mr Crawford noted that the recent letter from the Minister for Health and Medical Research to the Chair indicated that she would be interested in attending Board Meetings when available and the Board may wish to invite the Minister to attend a future Board Meeting.

The Board requested that the Minister be invited to attend the Board Meeting to be held on 17 July 2013 when the 2013/14 Service Agreement will be discussed, together with forwarding to the Minister a list of future NNSW LHD Board Meeting dates for the remainder of 2013 for her consideration, as to when she may be able to attend a NNSW LHD Board Meeting.

**Action:**

**Dr Pezzutti is to forward a letter to the Hon. Jillian Skinner, MP, Minister for Health and Medical Research providing a list of future NNSW LHD Board Meeting Dates and**



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**specifically inviting the Minister to attend the NSW LHD Board Meeting on the 17 July 2013, which will consider the 2013/14 Service Agreement but indicating that if she cannot attend that Board Meeting she would be welcome to attend any other scheduled Board Meeting in 2013.**

**5. NSW LHD Board Resolution & Decision Register.**

The Updated NSW LHD Board Resolution and Decision Register from the 29 May 2013 Board Meeting was noted.

**5.1 Changes to Register Items 199, 216, 217 and 221 covered in Item 4 Business Arising.**

Noted

**5.2 New Register items 222 to 224 covered in Item 4 Business Arising.**

Noted

**6. Chief Executive's Report**

Mr Crawford referred to the issues that were covered in his report to the Board, which included the 2013/14 Service Agreement, Performance Rating, 2012/13 Activity Levels, NEST, NEAT and Triage Results, 2012/13 Budget, Clinical Service Planning Exercises, Engagement with the Agency for Clinical Innovation, Transfer of Richmond Network Ophthalmology Service to LBH, Board Members Conference and Training, Quality Awards, Clinician Engagement, Tweed Heads Breast Assessment Clinic, Audit of 2011/12 ICT Service over-expenditure, LBH Endoscopy Service, Fluoride Go Ahead, Energy Performance, Work Health and Safety, Non-Emergency Health Transport, NSW Nurses Association Claim, Capital Works Projects, Casino Hospital Birthing Service, Whole of Hospital Program, Cross-Border Engagement, LHD Board Chairs Responses to the Recent Letter from the Minister for Health and Medical Research, Visit by Federal Minister for Health, National Partnership Agreement on Meeting More Public Dental Patients, Workforce Profile Collection for the Public Service Commission, Visiting Medical Officer Contracts, Immunisation, Official Visitors Report on Sexual Safety, Board Remuneration and LBH Car Parking.

The Chair advised that following a request from Mr Frazer to resign as Chair of the Finance and Performance Committee (F&PC), Mr Malcolm Marshall has been nominated to take on the position of the Chair of the F&PC.

The Board ENDORSED Mr Marshall as Chair of the F&PC.

Mr Frazer was nominated as the Board Member on the Audit and Risk Committee (ARC).

The Board ENDORSED Mr Frazer as the Board Member on the ARC.

The Board ENDORSED the Chief Executive position as an Observer on the ARC.

The Board thanked Mr Frazer for his work, during his Chairmanship of the F&PC.

**Action:**

**Mr Crawford is to request Mr Robin Osborne, Acting Media Co-ordinator to draft a Media Release in the Chair's name about the Board's careful development of the 2013/14 Budget, which will be submitted to the MOH Media Office for its consideration and feedback.**

**Mr Crawford is to request Mr John Lambert, Manager Assets and Capital Works to provide advice to a future Board Meeting on what strategies can be pursued to reduce the LHD Energy Costs, and to advise on whether Commonwealth Grants can be accessed for this purpose.**

The Board endorsed the Chief Executive's Report.

**7. Minutes – Governance Committees**

**7.1 F&PC**

Mr Frazer provided a verbal report on the F&PC Meeting held on 26 June 2013.

The unconfirmed minutes of the NNSW LHD F&PC Meeting held on 26 June 2013 were noted by the Board.

**7.2 HCQC**

Ms Kew provided a verbal report arising from the HCQC Meeting held on 11 June 2013.

Professor Barclay left the meeting.

The unconfirmed Minutes of the HCQC held on 11 June 2013 were noted.

**Action:**

**Mr Crawford is to provide evidence that where there has been resistance in some Units to allowing the Patient Safety Officers to come into the Units and provide information on the RCA Recommendations, system improvements and the RCA Report, that this matter is being addressed through the management structure in a strategic manner.**

**7.3 Medical and Dental Advisory Appointments Committee (MDAAC)**

Ms Bridgett provided a verbal report on the MDAAC Meeting held on the 13 June 2013.

The unconfirmed Minutes of the MDAAC Meeting held on 13 June 2013 were noted.

**7.4 Health Services Development Committee (HSDC)**

The Chair provided a verbal report on the HSDC Meeting held on 30 April 2013.

The Minutes of the HSDC Meeting held on 30 April 2013 were noted.

**7.5 ARC**

Mr Marshall provided a verbal report on the ARC Meeting held on the 6 June 2013.

The unconfirmed Minutes of the ARC Meeting held on 6 June 2013 were noted.

**Action:**

**Mr Crawford is to provide assurance to the 31 July 2013 Board Meeting that excessive leave balances are being addressed.**

**7.6 NSW LHD Clinical Council**

The Minutes of the NSW LHD Clinical Council held on 18 June 2013 are to be submitted to the 31 July 2013 Board Meeting.

**7.7 Community Engagement Advisory Council (CEAC)**

The Board noted that the next Meeting of the CEAC Meeting is scheduled on 12 August 2013

**7.8 Medical Staff Executive Council (MSEC)**

Dr Alan Tyson provided a verbal report on the MSEC Meeting held on 23 May 2013.

The Board ENDORSED the proposal for the MSEC Terms of Reference to be changed to reflect rotation of the Chair position with a maximum term of three consecutive years.

**8. General Business:**

**8.1 Letter from Ms Lynne Weir, Executive Director Richmond Clarence Health Service Group seeking approval to hold Lismore Base, Ballina and Casino Hospitals and Richmond Community Health Service Clinical Council Meetings every two months**

Mr Spriggs reported that none of the NSW LHD Clinical Councils currently meet monthly, as they consider that they do not currently have enough workload to require them to meet that regularly.

Dr Tyson proposed that the NSW LHD By-Law prescribing the number of Clinical Council Meetings to be held be changed to allow these Councils to meet a minimum of four times per year.

The Chair requested that the Chief Executive submit a Brief on the consequential By-Law change in line with the proposal that has been put forward by Dr Tyson concerning the number of Clinical Council Meetings that are required to be held per year.

The Board ENDORSED the LBH, Ballina District Hospital, Casino District Hospital and Richmond Community Health Service Clinical Council to continue to meet on a bi-monthly basis subject to the change to the NNSW LHD By-Laws being approved.

Moved: Mr David Frazer  
Seconded: Dr Alan Tyson  
CARRIED

**Action:**

**Mr Crawford is to submit a Brief on the consequential By-Law change in line with the proposal that has been put forward by Dr Tyson concerning the number of Clinical Council Meetings that are required to be held per year.**

**8.2 Letter from Jane Walsh, Director BreastScreen concerning the issue of sending reminder letters to all women aged over 70 years of age to have a two yearly mammogram.**

The Board requested that a copy of the letter from Ms Walsh, Director BreastScreen concerning the issue of sending reminder letter to all women over 70 years of age to have a two yearly mammogram be submitted to the CEAC Meeting for noting.

**Action:**

**The letter from Jane Walsh, Director BreastScreen concerning the issue of sending reminder letters to all women aged over 70 years of age to have a two yearly mammogram is to be submitted to the 12 August 2013 CEAC Meeting for noting.**

**8.3 2013/14 MOH/NNSW LHD Service Agreement**

The Chair advised that a full discussion will be held about the 2013/14 MOH/NNSW LHD Service Agreement at the specially convened Board Meeting to be held on 17 July 2013 in Lismore.

**9. For Information:**

Nil

**10. Business Without Notice**

- The Chair referred to advice that he has received that indicates that a collation of the responses from all the LHD Board Chairs to the Minister for Health and Medical Research's request has been developed as an update on key issues that can be shared between all of the LHD Boards.

The Chair requested that the collated responses be obtained from the LHD Board's Portal on the Minister for Health and Medical Research's Website and be included in 31 July 2013 Board Meeting Agenda for consideration.

**Action:**

**Mr Murray Spriggs is to obtain the collated LHD Board Chairs responses from the LHD Board's Portal on the Minister for Health and Medical Research's Website to the Minister's request for information on key issues that are being addressed and it is to be included on the 31 July 2013 Board Meeting Agenda for consideration**

- Mr Spriggs advised that Ms Melinda Pavey, MP, Parliamentary Secretary for Regional Health and Ms Liz Devlin, Director, Integrated Care Branch, Strategy & Resources Division, will be attending the morning session of the CEAC Meeting in Lismore on 12 August 2013 to participate in Focus Groups to support the development of the Rural Health Plan.

**11. Correspondence In:**

Nil

**12. Correspondence Out:**

**12.1 Letter of congratulations to Ms Jenny Shaw, Executive Officer/Director of Nursing Mullumbimby District Hospital from the Acting Board Chair concerning the Mullumbimby Community Birthing Service Publicly Funded Homebirth Trial**  
Noted

**12.2 Letter to the Hon Jillian Skinner, MP, Minister for Health and Medical Research from the Board Chair dated 20 June 2013 enclosing a copy of the NSW LHD and Gold Coast Hospital and Health Service Cross Border Executive Committee 2012 Report**  
Noted

**13. Next Meeting: Wednesday 17 July 2013, Ground Floor Meeting Room, Crawford House, Hunter Street, Lismore commencing at 1.00pm**

**Wednesday 31 July 2013 The Tweed Hospital, Mental Health  
Videoconference Meeting Room commencing at 10am.**

**There being no further official business, the Chair declared the meeting closed at 5.25 pm**  
I declare that this is a true and accurate meeting record.

Signed .....

Dr Brian Pezzutti  
Chair, Northern NSW Local Health District

Date .....

19.9.13