

Minutes for the NSW Health Pathology Board  
27<sup>th</sup> August 2015  
Nineteenth Meeting  
Boardroom, Level 7, 67 Albert Ave, Chatswood



Health  
Pathology

**Present:**

Dr Steve Flecknoe-Brown, Professor Dominic Dwyer, Mr Murray Austin, Dr Tamsin Waterhouse, Ms Kay Hyman, Professor Graeme Stewart, Dr Maxwell Alexander and Dr Kerry Chant (Teleconference)

**Apologies:**

Mr Kevin Forward

**In Attendance:**

Ms Tracey McCosker, Professor Roger Wilson, Dr Gus Koerbin, Ms Vanessa Janissen, Ms Catherine Foster-Curry, Mr Sharn Dowsett and Dr Sue Carter (Videoconference).

**Secretariat:**

Ms Tanya Dunn

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Order of Business: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11,

## **BUSINESS OF THE MEETING**

### **1. Welcome and Apologies**

Mr Kevin Forward noted as an apology.

The Chair, Dr Steve Flecknoe-Brown opened the meeting at 2:48pm and welcomed those present and Tanya Dunn recorded the minutes. A quorum of Board members was present and the meeting proceeded with business.

### **2. Declarations of Conflict of Interest**

No Declarations of Conflict of Interest were noted.

### **3. Minutes of Previous Meeting**

The Board members APPROVED the draft Board meeting minutes of 25<sup>th</sup> June 2015.

### **4. Business Arising from Previous Meetings**

The Action List was reviewed as part of the agenda.

### **5. Chief Executive Report**

Tracey McCosker provided an update on NSW Health Pathology. The Board ACCEPTED the Chief Executive Report.

## **Standing Committee Reports**

### **6. Finance and Performance**

Murray Austin provided an update on the Finance and Performance Committee. The Board APPROVED the Finance and Performance Committee report.

#### **6.1 Sign off Budget**

The 2015/16 Budget paper was not included in the Board meeting papers.

**ACTION:** Tracey McCosker to circulate the 2015/16 Budget paper to the Board for consideration and circular resolution of the Board.

## 6.2 15/16 Pricing Policy and Future Steps

Vanessa Janissen presented to the Board an overview of the NSW Health Pathology 15/16 Pricing Policy outlining NSW Health Pathology's pricing objectives and priorities for 15/16. Discussion was held.

## 7. Audit and Risk Management Committee

Vanessa Janissen provided an update on the Audit and Risk Management Committee.

The Board APPROVED the Audit and Risk Management Committee Report.

### 7.1 Corporate Attestation

Vanessa Janissen presented to the Board the Corporate Governance Attestation Statement for NSW Health Pathology 14/15, outlining the Board's responsibility for the corporate governance practices of NSW Health Pathology.

**ACTION:** The NSW Health Pathology Corporate Governance Attestation Statement was endorsed by a resolution of the Board. A signed copy of the statement to be provided to the Ministry of Health.

## General Business

### Focus Area: Resource Accountability

## 8. Forensic Medicine End to End Business Process Review

Sharn Dowsett and Catherine Foster-Curry presented to the Board an overview of the Forensic & Analytical Science Service, Forensic Medicine Branch, End to end Business Process Review, outlining Stage 1, - 4; Mapping, Analysis, Design, Recommendations and Implementation. Discussion was held.

**ACTION:** Catherine Foster-Curry to provide an update to the Board regarding the Forensic & Analytical Science Service, Forensic Medicine Branch, End to end Business Review in one year's time (Oct 2016).

## 9. NSW Health Pathology Strategic Risks

Vanessa Janissen provided to the Board an update on the alignment between NSW Health Pathology Strategic and Operational Plan and the Board's strategic issues as identified on 25 June 2015. Discussion was held.

## 10. 15/16 NSW Health Pathology Operational Plan

Sue Carter made reference to the circulated 2015-2016 NSW Health Pathology Operational Plan; noting the brief accompanying the meeting papers. Attachment A – 2015-2016 NSW Health Pathology Operational Plan to be circulated to the Board for information.

**ACTION:** 15/16 NSW Health Pathology Operational Plan to be circulated to the Board for

## **New Business**

### **11. Items without Notice**

#### **NSW Health Pathology Board Meeting, 29<sup>th</sup> October at Wagga Wagga**

Steve Flecknoe Brown proposed an evening dinner arrangement with clinicians from the Wagga Wagga Base Hospital for the evening of the 28<sup>th</sup> October. The Board also suggested meeting with the Murrumbidgee Local Health District Board and members of the Murrumbidgee Local Health Executive for a lunch arrangement on Thursday 29<sup>th</sup> October.

**ACTION:** Further discussion to be held between Steve Flecknoe-Brown and Dr Peter Ruchin, Chair, Medical Staff Council, Wagga Wagga Base Hospital regarding proposed dinner arrangement.

**ACTION:** Tracey McCosker to discuss with Jill Ludford, Chief Executive, Murrumbidgee Local Health District proposed lunch arrangements and tour of the new Wagga Wagga Base Hospital facility.

**ACTION:** Tanya Dunn to circulate draft travel itinerary to Board members for review and approval.

#### **Committee Minutes/Report for information**

1. Finance and Performance Committee
2. Audit and Risk Management Committee
3. NSW Health Performance Framework Record of Health Services Performance Review

There being no further business to come before the meeting, the meeting was closed at 4.36pm.