

# Minutes Board Meeting

Wednesday, 4 February 2026

8.30am to 12.00pm

Executive Meeting Room, Level 2, Port Macquarie Community Health Campus, Port Macquarie

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## Welcome and Acknowledgement of Country

The Board acknowledges the traditional custodians of the lands upon which this meeting is held and pays its respects to elders' past, present and future.

## Attendance and declarations

### Attendees

Hon. Luke Hartsuyker, Board Acting Chair

Gary Humphreys, Board Member

Michael Coulter, Board Member

Tracy Singleton, Board Member

Jenny Zirkler, Board Member

Dr Shehnarz Salindera, Board Member (TEAMS)

Dr Madeleine Lawler, Board Member (TEAMS)

### Apologies

Nil

### Secretariat

Laney Lawrence, Board Coordinator

### Presenter/s

Jill Wong, Chief Executive

John Slaven, Director Finance and Performance

### Observer/s

Brigid Feeny, Director Office of the Chief Executive

### Declarations of pecuniary interest

Nil

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## 1. Chief Executive Report

1.1. Jill Wong, Chief Executive

The Chief Executive report was presented to the Board with, via a closed session.

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## 2. Confirmation of Minutes

2.1. Mid North Coast Local Health District's (MNCLHD) Board (the Board) endorsed minutes of the 3 December Board Meeting, without amendment.

2.2. The Board accepted progress against action items.

2.2.1. Confirmation of Mandatory Audiometric Testing (action item 5.4b December 2025)

The Board discussed the submission and was pleased to learn high-risk staff have been identified and confirmed to be compliant with the new noise exposure standard introduced to the WHS Regulation. The Board is looking forward to receiving a further update for assurance of compliance across broader clinical and corporate staff who may have exposure.

**Action:** Further compliance update to be provided to the Board.

2.2.2. MNCLHD 2025 cancelled Clinical Trials (action item 5.6 December 2025)

The Board accepted the submission, noting both Port Macquarie and Coffs Harbour MNCCI trial units reported no trial cancellations or delays during 2025.

2.2.3. Analysis of MNCLHD Linac waiting times (action item 6.2 November 2025)

The Board reviewed the submission, remarking on the vast increase in patient's requiring radiation therapy and the burden therefore placed on our Linac machines and staff across MNCLHD, however, are pleased to learn of the mitigation strategies currently being reviewed to ensure ability to meet the service demand within the clinical timeframes. The Board agreed timely access to cancer care and treatment was a priority of the District.

**Action:** Further update on wait times to be provided to the Board.

2.2.4. MNCLHD Cyber Incident Response Plan (CIRP) (action item 4.4 August 2025)

The CIRP update is provided within the Cyber Security report, agenda item 4.6.

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## 3. Patient / Staff Story

3.1. Health Care Quality Committee (HCQC)

The Governing Board expressed appreciation to the HCQC for submitting a brilliant example of the invaluable Mid North Coast (MNC) Virtual Care Aged Care Outreach Service (ACOS) that we are so fortunate to have in our District, along with admiration of our clinicians in a multidisciplinary team working together with the NSW Ambulance service, striving for the same common goal - supporting and caring for our community safely, while avoiding unnecessary hospital transfer and as a result, reserving ED resources for the highest-acuity patients.

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## 4. Standing Items

4.1. Board Chair update

The Board Acting Chair provided a verbal monthly update:

- Hon. Luke Hartsuyker will remain Acting Chairperson for the interim.
- Michael Coulter has kindly accepted temporary appointment to Deputy Chairperson duties.

- NSW Health Board Chair Council Meeting to be held on Monday 16 March 2026.
- Acting Chair and Chief Executive recently met with Ramsay Healthcare regarding the proposed colocation of Baringa Private Hospital at Coffs Harbour Health Campus. Positive discussions are ongoing during early stages of consideration.
- Board Members formally expressed their sincere gratitude to former Chair, Peter Treseder, for his remarkable dedication and passion he extended to both the District and his role as Chair across his term, and celebrated his contributions to the District and the Community of the Mid North Coast.

#### 4.2. MNCLHD Financial Report

Director of Finance and Performance, John Slaven, provided the Board with a verbal update on the District's current financial position. The Board highlighted several areas requiring continued attention and clarification.

#### 4.3. Efficiency Improvement Plan (EIP) Progress report

The Board accepted the progress report, remarking on the continued disappointing results of some EIP's, and expect further investigation will remain the focus in the upcoming EIP Special Committee Meetings.

#### 4.4. NSW Health Board Report template – Performance Summary

This submission was not tabled due to inaccessibility to data.

##### 4.4.1. Chief Executive Narrative report – Q2

The Board accepted the Narrative report with the Chief Executive highlighting:

- MNCLHD met accreditation standards following mandatory reassessment in December 2025, the third accreditation event for the year – this achievement reflects the sustained focus on continuous improvement and compliance.
- MNCLHD achieved triple zero surgical waitlists - a remarkable outcome enabled through collaboration between clinical teams and private providers.
- CE participation in the Regional Network Cardiology Meeting, contributing to efforts to streamline cardiology services as a District-wide model.
- The 2025 PMES survey achieved a strong 49% response rate (2,443 respondents), marking a 16% improvement from last year. Shifting towards positive workplace behaviours remains a focus and priority.

#### 4.5. Enterprise Risk Management report

The Board discussed the report, observing the recent alterations of the Asset Management Policy does not solve the continued concern of the District's current projected incapacity to address identified asset needs.

##### **Action:**

- a) Provide analysis across the District's Enterprise and Asset risks.
- b) Investigate access to statewide analytical data articulating the magnitude of impact due to interstate migration of our skilled workforce. (i.e Nurses) moving interstate and possible causes (i.e competitive Enterprise Bargaining Agreements, variations in award benefits across states).

#### 4.6. MNCLHD Cyber Security update

The Board accepted the monthly Cyber Security update and expressed its appreciation for the important ongoing development of a District Cyber Incident Response Plan (CIRP) and eagerly anticipate reviewing the final version.

**Action:** Include further commentary on monthly report, clarifying granular information relating to types of incidents reported, including (if any) those of 'high concern'.

#### 4.7. Quality and Safety update

The Chief Executive provided the Board a verbal update on Quality and Safety:

- Establishment of the Policy and Procedure Governance Committee (PPGC)
- Enhancements to the Recognise, Engage, Act, Call, Help (REACH) Program
- Review of Harm Score 1 and 2 Events
- Continued stakeholder engagement following district-wide Maternity Review

The Board thanked Chief Executive, Jill Wong, for her enlightening and detailed update highlighting key achievements, emerging concerns and identified risks across the District. To ensure the Board remains appropriately engaged in this critical governance function, it was agreed to include a Quality and Safety update as a permanent agenda item.

**Action:** Include Quality and Safety update as a permanent agenda item.

#### 4.8. People and Culture update

The Chief Executive provided the Board a verbal update on People and Culture:

- Staffing and recruitment
- Employee well-being and organisation culture and engagement
- Employee relations

The Board thanked Jill for once again providing an informative update, recognising the importance of continual prioritising people and organisational culture is fundamental to our success as a District. To ensure the Board remains appropriately involved in supporting employee wellbeing, inclusivity and engagement, it was agreed to include a People and Culture update as a permanent agenda item.

**Action:** Include People and Culture update as a permanent agenda item.

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## 5. Sub-Committees and Clinical Councils

### 5.1. Board Sub-Committee: Finance & Performance (F&P)

The Board accepted January Chair Summary and endorsed the December minutes and report

### 5.2. Board Sub-Committee: Close the Gap (CTG)

The Board accepted December Chair Summary and endorsed minutes.

### 5.3. Board Sub-Committee: Health Care Quality Committee (HCQC)

The Board accepted December Chair Summary and endorsed the November minutes

### 5.4. Board Sub-Committee: Medical and Dental Appointments Advisory Council (MDAAC)

The Board accepted December Chair Summary and endorsed the November minutes.

### 5.5. Board Sub-Committee: Local Health Advisory Council (LHAC)

The Board accepted November Chair Summary and endorsed minutes.

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## 6. For Discussion

### 6.1. MNCLHD Board Transition

The Board discussed the current Board position, including meeting cadence and reporting, with changes to be made for the purpose of optimal stewardship, Board oversight, strengthen informed discussions, along with the reduction of unnecessary preparation and review of information.

The Board Members agreed to amend the Board meeting cadence and sitting days with changes to be advised.

**Action:** Revised meeting dates to be disseminated via appropriate channels.

### 6.2. Combined Board Meetings – MNCLHD / HNC / NNSWLHD

The Board were informed of the Combined Board Meetings schedule for 2026, that includes three meetings between MNCLHD, Health North Coast (HNC) and Northern NSW LHD (NNSWLHD). The Board look ahead to continued progress of identified shared priorities.

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## 7. For Endorsement

### 7.1. Corporate Governance Plan Assurances 2024

The Board discussed the Corporate Governance Plan Assurances 2024 document which occurred in 2025. The Board formally ratified and endorsed this action to ensure compliance with Health Services Act 1997 and the Corporate Governance and Accountability Compendium for NSW Health.

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## 8. Presentations

Nil

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## 9. Open Discussions

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## 10. General Business and Correspondence

10.1. The Board discussed and accepted recent correspondence

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## 11. Close and Next Meeting

11.1. Meeting Closed at 12.15pm

11.2. Next Meeting: 11 March 2026

