

**1. PRESENT AND APOLOGIES:**

Ms Hazel Bridgett, (Chair), Dr Joe Oog, Ms Rosie Kew, Dr Brian Pezzutti, Dr Austin Curtin and Mr David Frazer

**Via Videoconference:** Ms Deb Monaghan (Grafton)  
Ms Leone Crayden (Tweed Heads)  
**Via Teleconference :** Professor Lesley Barclay

**In Attendance :** Mr Chris Crawford, Mr Murray Spriggs, Ms Jennifer Cleaver  
(Secretariat)

**Apologies:** Mr Malcolm Marshall

**2 Declaration of Interest**

Nil

**3. Previous Minutes:**

a) The Minutes of the Board Meeting held on 1 November 2012 were **ENDORSED** with the following amendments:

The name of Ms Leone Craydon is to be amended to read Ms Leone Crayden, throughout the Minutes.

Page 2 Second Paragraph last line should read "encouraged to undergo a faecal blood test."

Page 2 Fourth Paragraph second sentence to be amended to read: "Professor Currow advised that there is early evidence that there is a reduction in malignant melanomas in under forty year olds, which is encouraging."

**Moved:** Ms Rosie Kew

**Seconded:** Dr Brian Pezzutti

**CARRIED**

c) Abridged Board Minutes of 3 October 2012 for placing on NNSW LHD Internet Site were noted.

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

**4.1 Mr Crawford is to draft a Press Release advising of the good results that have been achieved in colorectal surgery outcomes and for breast cancer screening rates on the North Coast.**

Mr Crawford advised that Ms Sue Walker, Media Co-ordinator is currently confirming some information with the NSW Cancer Institute to ensure information included in the requested Press Release is correct, and then the draft Press Release will be finalised

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and sent out and included in the December 2012 Board Meeting papers for information.

**Action:**

**A copy of the NSW LHD Press Release advising of the good results that have been achieved in colorectal surgery outcomes and for breast cancer screening rates on the North Coast is to be included in the 19 December 2012 Board Meeting papers for information.**

- 4.2 Mr Crawford is to submit a report to the 3 April 2013 Board Meeting that provides historical and current data on the NSW LHD recruitment system about the average length of time each clinical discipline takes to recruit staff from when the advertisement is approved to when the interview is held and the successful applicant is notified of his/her appointment, both retrospectively and prospectively.**

Mr Crawford confirmed that the requested report will be provided to the 3 April 2013 Board Meeting.

**Action:**

**Mr Crawford is to submit a report to the 3 April 2013 Board Meeting or an earlier Board Meeting, if the report is available earlier, on historical and concurrent data on the NSW LHD recruitment system about the average length of time each clinical discipline takes to recruit staff from when the advertisement is approved to when the interview is held and the successful applicant is notified of his/her appointment, both retrospectively and prospectively.**

- 4.3 Mr Crawford is to raise the issues of concern about with the current recruitment system with the Workforce Change and Sustainability Service Manager.**

Mr Crawford advised that he has forwarded a formal memorandum to Ms Katie Willey, Manager Workforce Change and Sustainability Services outlining the issues of concern about the current recruitment system, that were raised at the last Board Meeting.

The Chair requested this item will be responded to under Item 4.2, when the report is received by the Board in 2013.

This item can be removed from the Agenda.

- 4.4 Ms Leone Crayden is to obtain a copy of the Mental Health powerpoint presentation from the Board Members Conference and forward it to the Board Secretariat for circulation to Board Members for their information**

Ms Crayden is continuing attempts to obtain a copy of the Mental Health powerpoint presentation from the Board Members Conference and when it is received she will forward it to the Board Secretariat for circulation to Board Members for their information.

**Action:**

**Ms Leone Crayden is to obtain a copy of the Mental Health powerpoint presentation from the Board Members Conference and forward it to the Board Secretariat for circulation to Board Members for their information**

**4.5 The Brief for the Board on the potential research funding opportunities available to the NNSW LHD will be referred to the NNSW LHD Health Education Workforce Forum, when it is established for its consideration.**

Mr Crawford advised that he has forwarded letters to Professor Barclay and Professor Peter Lee, Vice Chancellor, Southern Cross University advising that the NNSW LHD Board is looking to establish a Health Education Workforce Forum and requesting a meeting between representatives from the Executives of the University Centre for Rural Health (UCRH), Southern Cross University and NNSW LHD to discuss the proposal and to draft Terms of Reference, including the membership of the Forum.

The Chair requested that research is included into the Terms of Reference and the name of the Forum.

The Chair advised this item can now be removed from the Agenda noting that future progress with the Forum will be reported to the Board in the routine way, as it will become a Sub-Committee of the Board.

**4.6 The issue of stroke management and the associated issues item is to remain on the Board Agenda for further updates to be provided following the work being undertaken by the Executive.**

Mr Crawford advised that the issue of stroke management has been highlighted as an issue for discussion at a future Clinical Council Meeting.

Mr Crawford also reported that the NNSW LHD Executive is following up on other issues associated with stroke management, as requested by the Board.

The Chair noted that a briefing will be submitted to a future Board Meeting on what progress has been made in relation to stroke management across the LHD.

**Action:**

**Mr Crawford is to submit a Briefing to a future Board Meeting outlining what progress has been made in relation to stroke management across the LHD.**

**4.7 Dr David Hutton is to develop a paper for the Board outlining the follow-up actions identified from the Patient Based Care Challenge following the meeting with Karen Luxford from the CEC and the discussion held at the CEAC.**

Mr Crawford advised that Dr Hutton has been on annual leave and therefore the paper outlining the follow-up actions identified from the Patient Based Care Challenge following the meeting with Karen Luxford from the CEC and the discussion held at the CEAC has been delayed.

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Mr Crawford indicated that he will ensure that Dr Hutton progresses the brief on the the follow-up actions identified from the Patient Based Care Challenge as a priority and it will be submitted to the 19 December 2012 Board Meeting.

**Action:**

**Dr David Hutton is to develop a paper for the 19 December 2012 Board meeting, outlining the follow-up actions identified from the Patient Based Care Challenge following the meeting with Karen Luxford from the CEC and the discussion held at the CEAC**

- 4.8 Mr Murray Spriggs is to include the information provided by the Board Chair on the potential for Official Visitors to be introduced to Public Hospitals, including the need to have Aboriginal Official Visitors who would be able to advocate for Aboriginal patients, on the next Community Advisory Engagement Council Meeting and Ngayundi Aboriginal Health Council Meeting Agendas for consideration.**

Mr Spriggs advised that the potential for Official Visitors to be introduced to Public Hospitals, including the need to have Aboriginal Official Visitors who would be able to advocate for Aboriginal patients, will be included on the December 2012 Community Advisory Engagement Council and the next Meeting Agenda of the Nyagundi Aboriginal Health Council.

Mr Crawford reported that he and the Board Chair had a very constructive meeting with Ms Jan Roberts, Principal Official Visitor and Elaine Mitchell, Team Leader, Official Visitor, on 26 November 2012, when they attended the Lismore Mental Health Service and a copy of an Official Visitors Twelve Monthly Report was provided to them

**Action:**

**A copy of the Official Visitors Twelve Monthly Report will be submitted to the Finance and Performance Committee Meeting and to the next Board Meeting for information.**

- 4.9 Board Members who identify any issue that he/she considers should be included in the Risk Register or if the level of risk should be amended, they are to raise this with the Board Chair or Mr Frazer.**

The Chair advised that the Risk Register is updated on a quarterly basis and input can be provided at any time.

The Board requested that the Risk Register is to be forwarded to the Finance and Performance Committee and Health Care Quality Committee on a quarterly basis for consideration.

**Action:**

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**The Risk Register is to be forwarded to the Finance and Performance Committee and Health Care Quality Committee on a quarterly basis for consideration.**

**4.10 Mr Crawford is to develop a two page brochure for circulation to the 2471 postcode on the next steps that will be undertaken in relation to the development of a Master Plan for the establishment of a HealthOne Service on the Campbell Hospital site at Coraki.**

A copy of the two page brochure for circulation to the 2471 postcode on the next steps that will be undertaken in relation to the development a Master Plan for the establishment of a HealthOne Service on the Campbell Hospital site at Coraki was tabled and a copy is to be emailed to all Board Members. The brochure also includes information on the local services that are available, Mr Crawford said.

Mr Crawford reported that a brochure is also being developed on the Clarence Mental Health Services, for distribution to residents in the Clarence Valley.

**Action:**

**Board Members are to provide feedback to Mr Murray Spriggs or Ms Sue Walker on the draft two page brochure on the next steps that will be undertaken in relation to developing a Master Plan for the establishment of a HealthOne Service on the Campbell Hospital site at Coraki by 5 December 2012.**

**4.11 The draft NNSW LHD Delegations Manual is to be submitted to the 28 November 2012 Board Meeting for endorsement**

Mr Frazer reported that the draft NNSW LHD Delegations Manual was submitted to the Finance and Performance Committee and no concerns were expressed in relation to the document. Mr Frazer indicated that he has reviewed the document and believes the draft Delegations Manual is appropriate in respect of the levels of delegation and contains the necessary protections.

Mr Frazer noted the only change that had been requested had come from Dr David Hutton, Executive Director Clinical Governance, who had asked that a delegation relating to Medical Research be added to the Delegations Manual. Mr Crawford responded that the inclusion of Medical Research was agreed by the Executive and should be considered as part of the draft NNSW LHD Delegations Manual. Mr Frazer recommended the draft NNSW LHD Delegations Manual for endorsement by the Board.

Moved: Mr David Frazer

Seconded: Dr Joe Ogg

CARRIED

**4.12 Mr Crawford advised that he will forward a letter to the NSW MOH advising that the NNSW LHD Board has endorsed the amended Model By-Laws.**

The Board noted the letter to Ms Leanne O'Shannessy, MOH dated 21 November

2012 advising that the NSW LHD has endorsed the amended Model By-Laws.

Mr Crawford advised that to-date no response to his correspondence has been received from the Ministry of Health.

**4.13 Mr Crawford is to obtain an estimated cost of the recent mandatory training that was undertaken by Richmond Network Visiting Medical Officers (VMOs).**

Mr Crawford reported that the estimated cost for the recent mandatory training undertaken by Richmond Network VMOs to assist in achieving ACHS Accreditation was \$200K. He said this mandatory training was undertaken by around 100 Richmond Network VMOs. There are five more Richmond Network VMOs, who are still to undertake the training.

**4.14 Mr Crawford is to draft a letter of congratulations to the Executive Director of each Health Service Group thanking their Staff for their efforts in achieving the Triage Targets and acknowledging the hard work that they have undertaken as part of a team to be able to achieve these results**

The Board noted the letters to the two Health Service Group Executive Directors acknowledging their and their Staffs' efforts which had lead to the NEAT and Triage targets being achieved in October 2012.

Mr Crawford reported the letters had been well received by Health Service Group Staff.

**4.15 Mr Crawford is to request Dr Hutton to advise how RCA feedback is provided to relevant Clinicians after each RCA is completed together with an update on how the implementation of the RCA recommendations is provided.**

Mr Crawford advised that a complete review of the RCA Recommendations for the last two years has been undertaken to check their implementation progress and as part of this review, to consider how feedback has been provided to Clinicians. Mr Crawford indicated that Dr Hutton will be looking into whether Clinicians have been part of the RCA feedback process and so have been provided with feedback on the implementation of the RCA recommendations. If this provision of feedback has not consistently occurred, Dr Hutton will put into place a process to ensure this occurs going forward.

Mr Crawford suggested that the outcome of the RCA recommendation implementation is not normally feedback to the Clinicians, but should be part of the RCA feedback process. Mr Crawford indicated that he would discuss the need to introduce this into the RCA feedback process with Dr Hutton.

Mr Crawford stated that a Special Health Care Quality Meeting is to be held in January 2013 to consider some items that may take more time and therefore overwhelm the monthly Health Care Quality Committee Agenda and the RCA Review Report is an item that will be submitted to this Special January 2013 Health Care Quality Committee Meeting.

The Chair advised this item will remain on the Agenda pending a report being received from the Health Care Quality Committee about the RCA Recommendations Implementation Report.

**Action:**

**Mr Crawford is to discuss with Dr David Hutton, how the outcome of the RCA Recommendations implementation should be made part of the feedback process to Clinicians and other Staff, involved in the RCA process.**

**Mr Crawford is to contact the Clinical Excellence Commission (CEC) to obtain the latest Statewide report on the RCA Recommendations.**

- 4.16 Mr Murray Spriggs is to consider the proposal for a Board Award or Awards and submit an outline on how a Board Award or Awards could be implemented, to a future Board Meeting.**

The Chair requested that Board Members provide any suggestions on a Board Award to Mr Murray Spriggs, who is developing a Brief for the Board's consideration on the establishment of a Board Award or Awards, that will be submitted to a future Board Meeting for consideration.

**Action:**

**Mr Murray Spriggs is to consider the proposal for a Board Award or Awards and submit an outline on how a Board Award or Awards could be implemented, to a future Board Meeting**

- 4.17 Mr Crawford is to draft a letter for the Board Chair's signature advising of the NNSW LHD Board's endorsement of an additional function to be added to Section 28, of the Health Services Act to include liaising with the governing bodies of affiliated health organisations in relation to both Local and State-wide initiatives for the provision of health services.**

The Board noted the letter to Ms Karen Crawshaw, MOH dated 21 November 2012 advising of the Board's endorsement of an additional function to be added to Section 28 of the Health Services Act.

- 4.18 Mr Spriggs is to advise the MOH that the NNSW LHD Board is available to undertake the Board training on 17 December 2012**

Mr Spriggs advised that NOUS Board Training is now being held on 19 December 2012 prior to the Board Meeting and a shortened Board Meeting will be held from 3.00pm – 5.00pm.

- 4.19 Mr Crawford is to draft a letter to Aunty Muriel Burns, Chair Ngayundi Aboriginal Health Council advising of the NNSW LHD Board's support for a Cultural Awareness Bus Trip on 16 February 2013.**

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The Board noted the letter dated 6 November 2012 to Aunty Muriel Burns, Chair Ngayundi Aboriginal Health Council advising of support from the Board and Executive for a Cultural Awareness Bus Trip on 16 February 2012.

- 4.20 Mr Spriggs is to draft a letter for the Board Chair's signature to the Chief of Staff, Minister for Health and Medical Research, advising the NSW LHD Board endorse the nomination of Mr Vahid Saberi, Chief Executive, NCML, as the Medicare Local representative on the NSW LHD Board.**

The Board noted the letter dated 22 November 2012 to Mr Andrew Kirk, Chief of Staff, Minister for Health and Medical Research advising of the endorsement of the nomination of Mr Vahid Saberi, as the Medicare Local representative on the NSW LHD Board.

- 4.21 The Board Chair is to write a letter of congratulations to Dr Tony Lembke on being awarded General Practitioner of the Year.**

The Board noted the letter of congratulations dated 21 November 2012 to Dr Tony Lembke on being awarded General Practitioner of the Year.

- 4.22 The Chair will discuss potential opportunities for the LHD in relation to the Regional Development Australia Funding (RDAF) Rounds Three and Four with Dr Curtin and Ms Crayden and then provide feedback to the Chief Executive.**

The Chair advised that she has had email correspondence with Ms Crayden on potential opportunities for the LHD in relation to the RDAF Rounds Three and Four.

The Chair noted that Round 3 is for funding under \$500K and is mainly for community groups and Round Four is for funding up to \$5 million and relates to Local Government. Lismore City Council will be submitting an application for funding for the Arts Precinct, the Chair said.

Mr Crawford advised that he will ask Mr Spriggs to approach the Ballina Shire and Kyogle Shire Councils to discuss any opportunities for either of them partnering with the LHD to submit an application for the RDAF Round Four Funding.

**Action:**

**Mr Spriggs is to approach the Ballina Shire and Kyogle Shire Councils to discuss the opportunities for partnering with the LHD to submit an application for the RDAF Round Four Funding in relation to the Fourth Round of RDAF Funding.**

- 4.23 Mr Murray Spriggs is to advance the establishment of a NSW LHD Health, Education and Workforce Forum and schedule a meeting with representatives from NSW LHD, University Centre for Rural Health and Southern Cross University.**

Dealt with under Item 4.5

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



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The updated Resolution and Decision Register from the 1 November 2012 Board Meeting was noted.

**5.1 Additions to Register Item 76, 85, 113, 117, 143, 148, 158, 169, 170, 175, 178 and 179 in Item 4 Business Arising.**

Noted

**5.2 New Register Items 181 to 190 covered in Item 4 Business Arising.**

Noted

**6. Minutes – Governance Committee:**

**6.1 Finance & Performance Committee**

Mr Frazer gave a verbal report arising from the Finance & Performance Committee (F&PC) meeting held on 21 November 2012.

The unconfirmed Finance and Performance Committee Minutes from 21 November 2012 were noted.

**6.2 Health Care Quality Committee**

Ms Kew provided a verbal report arising from the Health Care Quality Committee (HCQC) Meeting held on 13 November 2012.

The unconfirmed Health Care Quality Committee Minutes from 13 November 2012 were noted.

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

Dr Pezzutti provided a verbal report arising from the MDAAC Meeting held on 8 November 2012.

The unconfirmed MDAAC Minutes from 8 November 2012 were noted.

**6.4 Health Services Development Committee**

Dr Curtin provided a verbal report arising from the Health Service Development Committee Meeting held on the 30 October 2012.

The unconfirmed Health Service Development Committee Minutes from 30 October 2012 were noted.

**6.5 Audit and Risk Committee**

The next meeting of the NSW LHD Audit and Risk Committee Minutes is scheduled on 13 December 2012.

**6.6 NSW LHD Clinical Council**

Mr Crawford advised that he had provided a verbal report on the 23 October 2012 Clinical Council Meeting to the 1 November 2012 Board Meeting.

The unconfirmed Clinical Council Minutes of the 23 October 2012 were noted.

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

The next meeting of the CEAC Meeting is scheduled on 17 December 2012.

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

The Minutes of the MSEC Meeting held on 8 November 2012 are to be circulated to the 19 December 2012 Board Meeting.

**7. General Business:**

**7.1 2012/13 Chief Executive Performance Agreement**

Mr Crawford advised the 2012/13 Chief Executive Performance Agreement is an advanced draft for consideration by the Board.

Mr Crawford noted the suggestion that more clinical engagement needed to be included in the Performance Agreement and advised that the Executive now holds every second Executive Meeting away from Lismore at LHD Hospitals or Community Health Centres, which meeting is followed by a meeting with that Site's Clinicians and Managers.

The Chair suggested the strategies that the Chief Executive is undertaking need to be reflected in the 2012/13 Chief Executive Performance Agreement.

Mr Crawford explained the process for developing the budget, following a question on Item 4.3 Best Practice Financial Management. Mr Crawford indicated that a Special Board Meeting is to be held in March 2013, that will set the parameters for the 2013/14 NNSW LHD Budget, so it is clear what the Board's priorities are for the upcoming the budget.

Mr Crawford advised the Executive will also be holding a Special Executive Meeting to discuss the 2013/14 Budget and the following two budgets, and a Sub-Committee will formed between three members of the Executive and three Members of the Board, who will meet in January and February 2013 to formulate the financial presentation, that will be submitted to the special Board Meeting in March 2013.

Mr Frazer suggested the relationship between the Chief Executive and the Board also needs to be a component of the Chief Executive's 2012/13 Performance Agreement.

The Chair reported that she and Mr Fraser had recently conducted the Chief Executive's 2011/12 Performance Review.

Mr Crawford advised that he will request Ms Maureen Lane, Director of Planning and Performance to include the items that have been raised by the Board in a revised draft of the Chief Executive's 2012/13 Performance Agreement .

The Chair requested that the endorsement of the updated 2012/13 Chief Executive Performance Agreement be held over until the 19 December 2012 Board Meeting.

**Action:**

**The updated 2012/13 Chief Executive Performance Agreement is to be submitted to the 19 December 2012 Board Meeting for consideration.**

**7.2 Brief on the Evaluation of the Urgent Care Centre (UCC) at Coraki**

Mr Crawford advised the Brief on the former Campbell Hospital Master Plan development will be submitted to the 19 December 2012 Board Meeting for consideration in conjunction with the Brief on the evaluation of the Urgent Care Centre at Coraki.

**Action:**

**Mr Crawford is to submit the former Campbell Hospital Master Plan Steering Committee Terms of Reference and resubmit the Brief on the evaluation of the Urgent Care Centre at Coraki to the 19 December 2012 Board Meeting for consideration.**

**7.3 Brief advising of changes to the Executive Performance Management Policy Directive between September 2011 and September 2012**

The Board noted the changes to the Executive Performance Management Policy Directive between September 2011 and September 2012

**7.4 NSW LHD 2013 Patient Flow Plan**

Dr Curtin suggested that having a Medical Registrar in ED to assist in integrating the ED patients into the Hospital, would assist in stimulating clinical engagement, and indicated it would be helpful to have more work done on this proposal in relation to patient flow.

The Board resolved to ENDORSE the draft NSW LHD 2013 Patient Flow Plan.

Moved: Dr A Curtin  
Seconded: Dr B Pezzutti  
CARRIED

**7.5 Letter from Mr Frank Hannigan, Chairman, St Vincent's Hospital Lismore Board**

Dr Curtin declared an Interest in this Item due to his role as a Member of St Vincent's Hospital (Lismore) Board.

The Chair reported that and the informal meeting of representatives of St Vincent's Hospital Board, being Father Peter Slack, Mr Frank Hannigan and Mr Andrew Young

with representatives of the NNSW LHD Board, being Ms Bridgett, Mr Frazer and Mr Marshall, was held on 26 October 2012.

**Action:**

**Mr Crawford is to undertake an analysis of the letter of response from Mr Hannigan, Board Chair St Vincent's Hospital (Lismore) about the items discussed at the meeting held on 26 October 2012 between NNSW LHD and St Vincent's Hospital (Lismore) Board representatives and a Brief in response to it will be provided to the 30 January 2013 Board Meeting for consideration.**

**8. Chief Executive's Report**

Mr Crawford referred to the issues that were covered in his report to the Board.

The Board resolved to ENDORSE that the Chief Executive approach Uniting Care Ageing to ask it to formally commit to jointly exploring the feasibility of the Uniting Care Ageing and NNSW LHD working together to develop a Multipurpose Service on the Bonalbo Hospital Campus.

Moved: Dr B Pezzutti

Seconded: Mr D Frazer

CARRIED

The Chief Executive's Report was approved.

**9. For Information:**

**9.1 Press Release – Minister Provides Extra \$35 Million for Community Based Palliative Care**

Noted

**9.2 Regional Development Australia Fund Rounds 3 and 4**

Noted

**9.3 Updated Final Version of the ICT Hosted Services Digital Imagery Management Policy**

Noted

**9.4 Copy of On Track Community Programs Deed of Access and Indemnity In Favour of Directors And Officers**

Noted

**10. Business Without Notice**

- Mr Crawford tabled a Brief advising of the outcomes of the consultation process undertaken to determine if a trial of using the Connecting Critical Care (CCC) System to enable a Medical Officer located at TTH to support and advise Nurses

located at Mullumbimby District Hospital (MDH) on the night shift should be conducted.

The Board resolved to ENDORSE the recommendation proposed by the Chief Executive to not proceed with a trial of supporting Nurses in the MDH ED at night via a Medical Officer at TTH using the CCC System and the draft Press Release was authorised to be issued.

Moved: Dr B Pezzutti  
Seconded: Dr J Ogg  
CARRIED

**Action:**

**Mr Crawford is to forward a letter to the NCML and North Coast GP Training, suggesting that GP Registrars, as part of their training, should have to work in the public Hospital System. A copy of the letter is also to be forwarded to Mr Gordon Gregory at the National Rural Health Alliance asking if the Council is prepared to support this proposal by advocating for it with the Commonwealth Government.**

- Professor Barclay advised the Dr Michael Douglas, UCRH has met with Medical Staff from LBH and there are two proposals that will be submitted to the next Board Meeting.

The first item relates to difficulties about maintaining the LBH Grand Rounds and that the UCRH will take some responsibility for maintaining the Grand Rounds, due to its importance to the Medical Students and their student learning.

The second item is for UCRH to offer Registrars tutorships or other teaching appointments upon their appointments to the NSW LHD to encourage them to teach and to provide some recognition for their teaching.

A Discussion paper is being developing for submission to the Board for consideration, which will put forward proposals that will increase the capacity of Medical Officers to undertake teaching.

**Action:**

**Professor Barclay is to submit a Brief on the difficulties of maintaining LBH Grand Rounds and stating that UCRH is taking some responsibility for the maintenance of the Grand Rounds due their importance to the Medical Students and their student learning to the 19 December 2013 Board Meeting for consideration.**

**Professor Barclay is to submit an Brief to the 19 December 2012 Board Meeting outlining a proposal for UCRH to offer Registrars tutorships or**

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other teaching appointments upon their appointments to the LHD to  
encourage them to teach and to provide some recognition for their teaching.

**11. Correspondence In:**

**11.1 Schedule of correspondence received by the Board Chair for noting –  
documents to be tabled.**

Nil

**12. Correspondence Out:**

**12.1 Letter in response to letter of complaint concerning care provided at LBH**

Noted

**13. Next Meeting: Wednesday 19 December 2012, 3.00 – 5.00 pm Ground Floor  
Meeting Room, Lismore**

1.00pm – 3.00pm NOUS Board Governance Training  
3.00 – 5.00pm Board Meeting

**There being no further official business, the Chair declared the meeting closed at 5.05  
pm.**

I declare that this is a true and accurate meeting record.

Signed .....

The Hon Dr Brian Pezzutti  
Chair, Northern NSW Local Health District

Date 7.3.13 .....