2018-19 STATEMENT OF SERVICE

AN AGREEMENT BETWEEN:

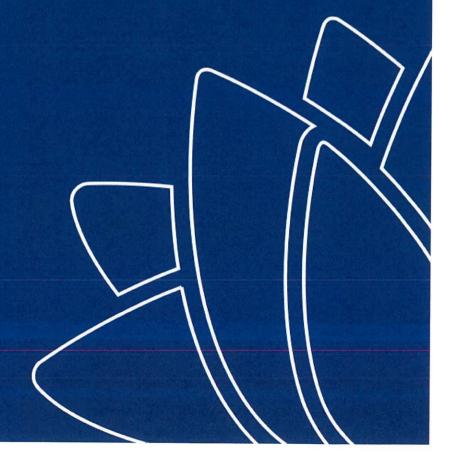
Secretary, NSW Health

AND

Health Infrastructure

FOR THE PERIOD

1 July 2018 – 30 June 2019





Health

NSW Health Statement of Service - 2018/19

Principal Purpose

The principal purpose of the Statement of Service is to set out the service and performance expectations for the funding and other support provided to Health Infrastructure (the Organisation), to ensure the provision of equitable, safe, high quality, patient-centred healthcare services.

The Statement of Service articulates direction, responsibility and accountability across the NSW Health system for the delivery of NSW Government and NSW Health priorities. Additionally, it specifies the service delivery and performance requirements expected of the Organisation that will be monitored in line with the NSW Health Performance Framework.

Through execution of the Statement of Service, the Secretary agrees to provide the funding and other support to the Organisation as outlined in this Statement of Service.

Parties to the Statement of Service

Health Infrastructure NSW

Sam Sangster
Chief Executive
On behalf of Health Infrastructure NSW

Б.	5 Oct	2018		PLO	1	
Date:			Signed:	01		

NSW Health

Ms Elizabeth Koff Secretary NSW Health

Date: Signed:

Contents

1.	Objectives of the Statement of Service	3
2.	CORE Values	3
3.	Culture, Community and Workforce Engagement	3
4.	Legislation, Governance and Performance Framework	4
5.	Strategies and Priorities	7
6.	Performance against Strategies and Objectives	. 11
Sch	nedule A: Budget	17

1. Objectives of the Statement of Service

- To articulate responsibilities and accountabilities across all NSW Health entities for the delivery of the priorities of the NSW Government and NSW Health.
- To establish with Support Organisations a performance management and accountability system for the delivery of high quality, effective healthcare services.
- To develop effective partnerships with Aboriginal Community Controlled Health Services and ensure the health needs of Aboriginal people are considered in all health plans and programs developed by Health Infrastructure.
- To promote accountability to Government and the community for service delivery and funding.

2. CORE Values

Achieving the goals, directions and strategies for NSW Health requires clear, co-ordinated and collaborative prioritisation of work programs, and supportive leadership that exemplifies the CORE Values of NSW Health:

- Collaboration we are committed to working collaboratively with each other to achieve
 the best possible outcomes for our patients who are at the centre of everything we do. In
 working collaboratively we acknowledge that every person working in the health system
 plays a valuable role that contributes to achieving the best possible outcomes.
- Openness a commitment to openness in our communications builds confidence and greater cooperation. We are committed to encouraging our patients and all people who work in the health system to provide feedback that will help us provide better services.
- Respect we have respect for the abilities, knowledge, skills and achievements of all
 people who work in the health system. We are also committed to providing health
 services that acknowledge and respect the feelings, wishes and rights of our patients
 and their carers.
- Empowerment in providing quality healthcare services we aim to ensure our patients
 are able to make well informed and confident decisions about their care and treatment.
 We further aim to create a sense of empowerment in the workplace for people to use
 their knowledge, skills and experience to provide the best possible care to patients, their
 families and carers.

3. Culture, Community and Workforce Engagement

Support Organisations are to ensure appropriate consultation and engagement with patients, carers and communities in relation to the design and delivery of health services. Impact Statements are to be considered and, where relevant, incorporated into health policies.

Consistent with the principles of accountability and stakeholder consultation, the engagement of clinical staff in key decisions, such as resource allocation and service planning, is crucial to achievement of local priorities.

3.1 Engagement Survey

 The People Matter Employee Survey measures the experiences of individuals across the NSW Health system in working with their leam, managers and the organisation. The results of the survey will be used to identify areas of both best practice and improvement opportunities, to determine how change can be affected at an individual, organisational and system level to improve workplace culture and practices.

4. Legislation, Governance and Performance Framework

4.1 Legislation

The *Health Services Act 1997* (the Act) provides a legislative framework for the public health system, including the provision of health support services (s. 126B).

Health Infrastructure has the role and functions established in the instrument signed by the then Director-General, NSW Health, on 18 May 2010.

4.2 Determination of Functions

Health Infrastructure undertakes the following functions:

- (i) to manage and co-ordinate Government approved capital works projects as directed by the Secretary and in partnership with local health districts and other public health organisations with an estimated total construction cost of \$10M or more;
- (ii) to deliver those capital works projects in accordance with the scope, time, budget and quality standards, consistent with applicable Government approvals and policy, as may be specified by the Ministry of Health;
- (iii) to manage and coordinate and provide other relevant support services for capital works projects as requested by local health districts and other public health organisations with an estimated total construction cost of less than \$10M;
- (iv) to provide professional and technical advice, support and assistance for capital works projects in connection with local health districts and other public health organisations to facilitate project delivery by those organisations in accordance with the time, budget and quality standards, consistent with applicable Government policy, as specified by the Ministry of Health;
- undertake a system risk management role in relation to all approved capital works projects through the development and promulgation of standardised contracts, templates and other documentation to support best practice and compliance with relevant government policy;
- (vi) provide support and oversight of asset management by local health districts and other public health organisations, including setting asset management standards, monitoring compliance and reporting against those standards to the Secretary as appropriate, in accordance with relevant government and NSW Health Policy and as otherwise specified by the Secretary from time to time;
- (vii) the provision of such other infrastructure delivery services in connection with public health organisations and the public hospitals they control as may from time to time be determined.

4.3 Variation of the Agreement

The Agreement may be amended at any time by agreement in writing between the Organisation and the Ministry.

The Agreement may also be varied by the Secretary or the Minister in exercise of their general powers under the Act, including determination of the role, functions and activities of Support Organisations.

Any updates to finance or activity information further to the original contents of the Agreement will be provided through separate documents that may be issued by the Ministry in the course of the year.

4.4 Governance

Each Health Service and Support Organisation must ensure that all applicable duties, obligations and accountabilities are understood and complied with, and that services are provided in a manner consistent with all NSW Health policies, procedures plans, circulars, inter-agency agreements, Ministerial directives and other instruments and statutory obligations.

Support Organisations are to ensure

- Timely implementation of Coroner's findings and recommendations, as well as recommendations of Root Cause Analyses.
- Active participation in state-wide reviews.

4.4.1 Corporate Governance

Each Health Service and Support Organisation must ensure services are delivered in a manner consistent with the NSW Health Corporate Governance and Accountability Compendium (the Compendium) seven corporate governance standards. The Compendium is at: http://www.health.nsw.gov.au/policies/manuals/pages/corporate-governance-compendium.aspx

Where applicable, they are to:

- Provide required reports in accordance with the timeframes advised by the Ministry;
- Review and update Manual of Delegations (PD2012_059) to ensure currency; and
- Ensure NSW Auditor-General's, the Public Accounts Committee and the NSW
 Ombudsman's recommendations where accepted by NSW Health are actioned in a timely and effective manner, and that repeat audit issues are avoided.

4.4.2 Clinical Governance

The NSW Patient Safety and Clinical Quality Program provides an important framework for improvements to clinical quality.

http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2005 608.pdf

NSW public health services are accredited against the National Safety and Quality Health Service Standards.

https://www.safetyandquality.gov.au/our-work/assessment-to-the-nsqhs-standards/nsqhs-standards-second-edition/

The Australian Safety and Quality Framework for Health Care provides a set of guiding principles that can assist Health Services with their clinical governance obligations. See http://www.safetyandquality.gov.au/wp-content/uploads/2012/04/Australian-SandQ-Framework1.pdf

4.4.3 Performance Framework

Statements of Service are central components of the NSW Health Performance Framework, which documents how the Ministry monitors and assesses the performance of public sector health services to achieve the expected service levels, financial performance, governance and other requirements.

The performance of a Support Organisation is assessed in terms of whether the organisation is meeting the strategic objectives for NSW Health and Government, the Premier's priorities, the availability and implementation of governance structures and processes, performance against targets and whether there has been a significant critical incident or sentinel event.

The Framework also sets out the performance improvement approaches, responses to performance concerns and management processes that support achievement of these outcomes in accordance with NSW Health and Government policy and priorities.

Performance concerns will be raised with the Organisation for focused discussion at performance review meetings in line with the NSW Health Performance Framework available at:

http://www.health.nsw.gov.au/Performance/Pages/frameworks.aspx

5. Strategies and Priorities

NSW Health Strategies and Priorities are to be reflected in the strategic, operational and business plans of the Ministry and NSW Health Services and Support Organisations. Delivery of the Strategies and Priorities is the mutual responsibility of all entities.

NSW: Making it Happen

NSW: Making it Happen outlines NSW Health's State Priorities, including 12 Premier's Priorities that together define the NSW Government's vision for a stronger, healthier and safer NSW. As delivery of both Premier's and State priorities is the responsibility of all NSW Government Agencies, all entities work together to ensure successful delivery, in both lead and partnering agency capacities.

Election Commitments

To be led by the Ministry, NSW Health is responsible for the delivery of 102 election commitments over the period to March 2019 with the critical support of Health Services and Support Organisations – see also

http://nswtreasury.prod.acquia-sites.com/sites/default/files/pdf/2015-2016 Budget Papers - Election Commitments 2015-19.pdf

Minister's Priority

NSW Health will strive for engagement, empathy and excellence to promote a positive and compassionate culture that is shared by managers, front-line clinical and support staff alike. This culture will ensure the delivery of safe, appropriate, high quality care for our patients and communities. To do this, Health Services are to continue to effectively engage with the community, and ensure that managers at all levels are visible and working collaboratively with staff, patients and carers within their organisation, service or unit. These requirements will form a critical element of the Safety and Quality Account.

NSW - Making it Happen

the 30 NSW Priorities Our Contribution to

STATE PRIORITIES

BETTER SERVICES

conducted via digital channels by 2019 70% of government transactions to be

Increase the on-time admissions for planned surgery, in accordance with medical advice Increase the proportion of Aboriginal and Torres Strait Islander students in the top two NAPLAN bands for reading and numeracy by 30%

LGAs to have stable or falling reported violent crime

rates by 2019

SAFER COMMUNITIES

Reduce road fatalities by at least 30% from 2011 levels by 2021

Reduce adult re-offending by 5% by 2019

- Increase attendance at cultural venues and events in NSW by 15% by 2019
- Maintain or improve reliability of public transport services over the next 4 years

BUILDING INFRASTRUCTURE

- 90% of peak travel on key road routes in on
- Increase housing supply across NSW to deliver more than 50,000 approvals every year

Make NSW the easiest state to start a business

Expenditure growth to be less than

revenue growth

STRONG BUDGET AND ECONOMY

Be the leading Australian state in business

confidence

Halve the time taken to assess planning

Maintain the AAA credit rating

Increase the proportion of completed

apprenticeships

PROTECTING THE VULNERABLE

Successful implementation of the NDIS by 2018

increase the number of households successfully

transitioning out of social housing

150,000 new jobs by 2019

roles to 50% in the government sector in proportion of women in senior leadership orres Strait Islander peoples in senior Double the number of Atoriginal and leadership roles and increase the he next 10 years

90% of housing development applications

MPROVING EDUCATION RESULTS

PREMIER'S PRIORITIES

NSW Health is contributing directly to 10 of the 30 NSW Priorities;

4 State Priorities and 6 Premier's Priorities

BUILDING INFRASTRUCTURE

Key infrastructure projects to be delivered on time and on budget

SREATING JOBS

DRIVING PUBLIC SECTOR DIVERSITY

FASTER HOUSING APPROVALS

determined within 40 days

Increase the proportion of NSW students in the top two NAPLAN bands by 8%

MPROVING GOVERNMENT SERVICES

Improve customer satisfaction with key government services every year, this term of government

MPROVING SERVICE LEVELS IN HOSPITALS

81% of patients through Emergency Departments within four hours by 2019

(EEPING OUR ENVIRONMENT CLEAN

Reduce the volume of litter by 40% by 2020

PROTECTING OUR KIDS

and young people re-reported at risk of significant harm by 15% Decrease the percentage of children

REDUCING DOMESTIC VIOLENCE

 Reduce the proportion of domestic violence perpetrators re-offending within 12 months

REDUCING YOUTH HOMELESSNESS

successfully move from specialist homelessness services to long-term accommodation by 10% Increase the proportion of young people who

ACKLING CHILDHOOD OBESITY

Reduce overweight and obesity rates of children by 5% over 10 years

KEY

NSW Health leads these NSW Premier's and State Priorities

NSW State Health Plan: Towards 2021

The NSW State Health Plan: Towards 2021 provides a strategic framework which brings together NSW Health's existing plans, programs and policies and sets priorities across the system for the delivery of the right care, in the right place, at the right time. See http://www.health.nsw.gov.au/statehealthplan/Publications/NSW-state-health-plan-towards-2021.pdf

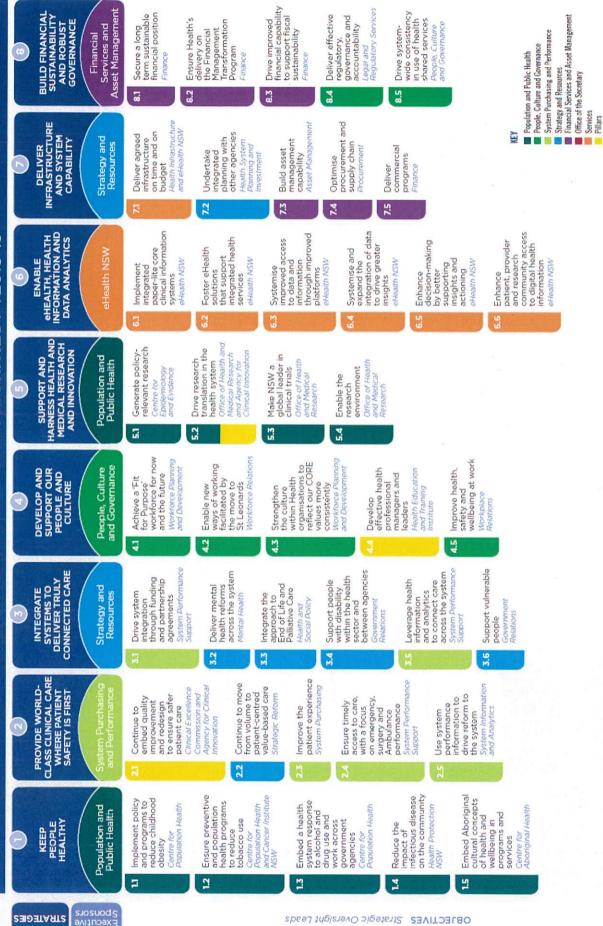
NSW Health Strategic Priorities 2018-19

The NSW Health Strategic Priorities 2018-19 outlines builds on and complements the NSW State Health Plan: Towards 2021 and aligns to the NSW State and Premier's Priorities. The approach outlined in the plan reframes the Ministry's role as system manager for NSW Health, strengthens system governance and establishes a strategic planning framework that:

- Embeds a new cross-functional approach to strategic planning and delivery in the Ministry including tighter direction and leadership;
- Allows a flexibility about how we go about achieving this in order to encourage innovation and continuous improvement; and
- Applies a tight ownership around the deliverables which will enable us to easily and transparently monitor results.

This will provide the system and our stakeholders with a meaningful overview of system priorities, and transparency and clarity on where strategic effort will be focused each year, while also delivering business as usual.

NSW HEALTH STRATEGIC PRIORITIES FY2018-19



6. Performance against Strategies and Objectives

The performance of a Support Organisation is assessed in terms of whether it is meeting performance targets for individual key performance indicators for each NSW Health Strategic Priority.

Performing Performance at, or better than, target
Underperforming Performance within a tolerance range

X Not performing Performance outside the tolerance threshold

Detailed specifications for the key performance indicators are provided in the Service Agreement Data Supplement along with the list of improvement measures that will continue to be tracked by the Ministry's Business Owners - see

http://hird.health.nsw.gov.au/hird/view data resource description.cfm?ltemID=22508

The Data Supplement also maps indicators and measures to key strategic programs including

- · Premier's and State Priorities
- Election Commitments
- Better Value Care
- Patient Safety First
- Mental Health Reform
- Financial Management Transformations

Key deliverables under the NSW Health Strategic Priorities 2018-19 will also be monitored, noting that process key performance indicators and milestones are held in the detailed Operational Plans developed by each Health Service and Support Organisation.

6.1 Key Performance Indicators

Strategic Priority	Measure	Target	Not Performing X	Under Performing	Performing ✓
Strategy 4:	Develop and Support our People and Culture				
4.1	Staff Engagement - People Matter Survey Engagement Index - Variation from previous People Matter Survey (%)	=<0 Increase	=>5% decrease from previous survey	<5% decrease from previous survey	Increase, or no change from previous survey
10-20-0	Staff Performance Reviews - Within the last 12 months (%)	100	<85	>=85 and <90	>=90
4.3	Aboriginal Workforce Participation - Aboriginal Workforce as a proportion of total workforce - at all salary levels (bands) and occupations (%)	1.8%	Decrease from previous Year	Nil increase from previous year	Increase from previous Year
4.4	Compensable Workplace Injury - Claims (Number)	10% Decrease	Increase	>=0 and <10% Decrease	>= 10% Decrease
Strategy 7:	Strategy 7: Deliver Future Focused Infrastructure and Strategic Commissioning				
7.1	Capital - Variation Against Approved Budget (%)	On budget	> +/- 10 of budget	NA	< +/- 10 of budget
Strategy 8:	trategy 8: Build Financial Sustainability and Robust Governance				
8.1	Expenditure Matched to Budget - General Fund - Variance (%)	On budget or Favourable	>0.5 Unfavourable	>0 but =<0.5 Unfavourable	On budget or Favourable

Health Infrastructure Scorecard

Health Infrastructure will continue to monitor and report against the measures in the HI Scorecard:

- · Organisational Capacity:
 - Employee Engagement
 - Talent Actions
 - Succession Planning
 - Learning & Development
- Financial Performance:
 - Cashflow
 - Business Cases Completed
 - Safety Performance
 - Projects Delivered on Time
- Internal Business Processes
 - Invoices Entered and Paid
 - Procurement Audit Issues
 - Contract Management and Project Management Audit Issues
- Customer & Stakeholder
 - CORE Behaviours Client Survey

6.2 Strategic Deliverables

In addition to key performance indicators, and performance against the HI Scorecard metrics, achievement of strategic deliverables by Health Infrastructure NSW under NSW Health Strategic Priorities 2018-19 will be monitored.

There will be regular monitoring of progress by the Strategic Lead position and using Roadmaps.

Strategic Priority	Deliverable in 2018/19	Due by		
Strategy 7 Deliver Optimised Infrastructure & Commercial Capability				
Objectives 7.1 Deliver agr	eed Infrastructure on time & on budget			
Deliver Metro hospitals on time and on budget with Northern Beaches Hospital to be operational	Deliver projects in line with Government commitments within NSW State Budget Papers	• June 19		
Deliver Regional and Rural hospitals on time and on budget	Deliver projects in line with Government commitments within NSW State Budget Papers	• June 19		
Deliver key programs including: - Multipurpose Services - HealthOne Strategy - Rural Ambulance Infrastructure Reconfiguration - Sydney Ambulance Metropolitan Infrastructure Strategy - Statewide Mental Health Program	 Deliver projects in line with Government commitments within NSW State Budget Papers Where required, complete Program Business Case(s) Standardisation of design and/or procurement of program wide approaches as appropriate 	• June 19		
Embed operational commissioning and change management capability	 Periodic change management forum Change management reporting to project steering committees 	• June 19		
Objectives 7.2 Undertake integrated planning with other agencies				
Align NSWH to Greater Sydney Commission Metro Sydney Plan	 Support MOH and provide input into whole of government working groups 	• June 19		
Align NSWH to Regional Plans	 Inclusion of Regional Plan requirements into new planning business cases and site master plans 	• Dec 18		

Strategic Priority	Deliverable in 2018/19	Due by	
Objectives 7.2 Undertake integrated planning with other agencies			
Earlier planning with TfNSW, DPE and GSC on integrated transport and land use	 Consultation with stakeholders during business case development and site master plans Regular program coordination meetings with TfNSW, DPE and GSC 	Dec 18June 19	
Progress plans on designated Health & Education precincts	Inclusion of H&E development strategies into new planning business cases and site master plans	• June 19	
Oversee coordination of Western Sydney Airport planning across three Local Health Districts	 Support NSW Health as required in implementation plan for City Deal Include consideration of WSA into new planning business cases and site master plans for three relevant Districts 	• June 19	
Objectives 7.3 Build asset	management capability		
Assess asset management maturity and plan actions to raise capability	 Define Capability Requirements for achieving the State-Wide Asset Management Framework objectives Undertake Gap analysis on AM maturity and capability Develop Action Plan to raise AM capability 	• June 19	
Coordinate NSWH response to identified statutory and compliance risks	 Complete Asset Class Statutory Compliance Register Configure AFMO to reflect compliance requirements Establish compliance reporting framework and dashboards in AFMO for use by Districts 	• June 19	
Drive state-wide approach to medical equipment management in response to the Auditor General Report	 Appoint Director, Medical Equipment Asset Management Develop Asset Management Framework for Medical Equipment Ongoing leadership of the Biomedical Engineering Working Group, to drive district implementation of the AM Framework within Districts 	• June 19	

Strategic Priority	Deliverable in 2018/19	Due by
Objectives 7.3 Build asset	t management capability	
Continue to build utilisation of AFM online	 Redefinition of AFMO implementation milestones Commencement of the Asset Register Development Drive state-wide adoption of AFMO and the transition to utilisation for Unplanned maintenance in districts 	June 19
Objectives 7.5 Deliver con	nmercial programs	
Implement retail strategy	 Inclusion of retail strategy with new planning business cases and site master plans Establish mandate for HI role in retail strategy 	• Dec 18 • Dec 18
Implement key worker accommodation program	Establish mandate for HI role in key worker accommodation program	• Dec 18
Other Strategic Deliverabl	es	
Health Infrastructure Strat	egic Deliverables	
Implementation of a construction procurement accreditation framework which includes a review of the present construction procurement capability across the Districts	 Pilot a construction procurement framework across three Districts Develop and release a construction procurement intranet site supplying tools, templates and guidelines for all in NSWH Review Districts preparedness and ability to meet any new Public Works Advisory Accreditation assessment 	• June 19
Integrated Talent Framework	 Succession Planning pipeline mapped against Project Prioritisation Framework HI Recognition & Development Framework piloted and embedded to promote engagement, retention and attraction Strategic Learning & Development Framework embedded and operational to improve capability to deliver HI's solutions 	• June 19

Strategic Priority	Deliverable in 2018/19	Due by		
Other Strategic Deliverables				
Health Infrastructure Str	ategic Deliverables			
People & Performance Framework	 Diversity & Inclusion Framework endorsed Diversity & Inclusion strategies embedded to deliver improvement targets in ATSI, disability, women and STEM fields Salary parity review for all roles with a focus on scarce & critical resources to ensure HI is an attractive and competitive employer Pilot Major Project Leadership Academy for NSW partnering with VIC Government agencies Pilot digital recruitment strategies to improve the attraction of talent to HI and embed contemporary practices to enhance the customer experience Plan future focused workforce demands, skills and capabilities to attract critical talent and develop frameworks to effect capability development to ensure adequate resources to deliver projected health solutions 	• June 19		
HI Integrate	 Development of (specialised) industry-leading Project Leadership Program for HI to deliver on its mandate HI organisation reorientation (HI Integrate) completed and embedded to business as usual operations to drive improved project delivery across project lifecycle using fully integrated project teams Project Mobilisation tools, templates and methodology to accelerate project start-up for all Integrated Project Teams 	• June 19		