

# Minutes

**Date:** 24 April 2024 **Time:** 11.00 am – 2.05 pm **Venue:** Meeting Room – Majestic M Suites, North Adelaide **Meeting Number:** #52

## Riverland Mallee Coorong Local Health Network Governing Board Meeting

**Present:** Peter Joyner (PJ) - Chair, Claudia Goldsmith (CG), Mel Ottaway (MO), Richard Hearn (RH), Fred Toogood (FT), Elaine Ashworth (EA)

**Attendees:** Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Louise Greenlees (LG) – DP&C

**Apologies:** Sonia Waters (SW)

**Secretariat:** Leah Muir (LM)

### Traditional Acknowledgement

*We would like to acknowledge the Aboriginal custodians of the Land and waters that we are meeting upon today. We respect their spiritual relationship with their country and acknowledge that their cultural beliefs are an important focus of their past, present, and future. We also pay respect to the cultural authority of Aboriginal people in attendance from other areas.*

ITEM NO.	ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
<b>1</b>	<b>PRESENTATION</b>		
1.1		<ul style="list-style-type: none"> <li>Nil</li> </ul>	
<b>2</b>	<b>IN CAMERA DISCUSION</b>		
		<ul style="list-style-type: none"> <li>In-Camera discussion held at the beginning of the meeting (11.00am to 11.46am).</li> </ul>	
<b>3</b>	<b>MEETING OPENING</b>		
3.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> <li>PJ welcomed members and attendees and provided acknowledgement.</li> <li>Noted apology from S Waters.</li> </ul>	

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3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> <li>▪ Current Interests and Conflicts Disclosure Log noted.</li> <li>▪ Noted that EA has been appointed as a member of the University of Queensland Consumer Advisory Group with a focus on dementia research.</li> <li>▪ Noted that SW has been appointed to a new role as a Governing Board member representative to the Department for Health and Wellbeing (DHW) Aboriginal Health System Leadership Group.</li> </ul>	
3.3	Confirmation of Minutes	<ul style="list-style-type: none"> <li>▪ The minutes from the Board Meeting held 28 March 2024 were endorsed.</li> </ul>	
3.4	Review Actions Log	<ul style="list-style-type: none"> <li>▪ The Board noted the Actions Log including completed actions and those included in the agenda.</li> <li>▪ Discussion about: <ul style="list-style-type: none"> <li>○ 20240328-03 &amp; 20240328-04 re Board education – deferred to next meeting.</li> <li>○ 20240328-06 re Board member involvement in yarning circles noting that S Wingard currently developing program for yarning circles and Board members to be invited to participate.</li> <li>○ 20240328-07re Draft Aboriginal Health Strategy feedback from SW – completed.</li> <li>○ 20240124-01 re Board reporting ideas noting request for item to be deferred for a further two months.</li> </ul> </li> </ul>	
3.5	Board Work Plan	<ul style="list-style-type: none"> <li>▪ The Board noted the Work Plan.</li> </ul>	
<b>4</b>	<b>MATTERS FOR DECISION</b>		
4.1		<ul style="list-style-type: none"> <li>▪ Nil.</li> </ul>	
<b>5</b>	<b>COMMITTEE REPORTS / RECOMMENDATIONS</b>		
5.1	RMCLHN Board Finance Committee	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Board Finance Committee Minutes 27 March 2024.</li> <li>▪ The Finance Committee Chair’s update. <ul style="list-style-type: none"> <li>○ Recommendation for the Governing Board to endorse lodgement of the quarterly MyGov report (Refer Item 6.5).</li> <li>○ Discussion about daily bed average data presented at meeting.</li> </ul> </li> </ul>	

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		<ul style="list-style-type: none"> <li>○ Discussion about current need for block bookings of agency nursing staff and potential for trialling a centralised rostering system noting that such a trial may need approval through the Department of Health and Wellbeing and the ANMF.</li> </ul>	<p><b>ACTION: 20240424-01</b> – Wayne Champion to test DHW and the Ministerial appetite for LHN investigation of a centralised rostering system for nursing staff.</p>
5.2	RMCLHN Board Clinical Governance Committee	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Board Clinical Governance Committee Minutes 27 March 2024.</li> <li>▪ The Clinical Governance Committee Chair’s update. <ul style="list-style-type: none"> <li>○ Noted the presentation from a Volunteer and the Volunteer Coordinator about volunteering at the Riverland General Hospital (RGH), especially within Day Surgery.</li> <li>○ Noted discussion about the current allied health award and development of a new Enterprise Agreement (EA). Discussion about the process that is negotiated by Treasury and Cabinet and the potential to influence the negotiation process noting the Board’s position to minimise barriers for attracting workforce to RMCLHN.</li> <li>○ Noted the update from Paul Worley on the Diabetes Aboriginal research project introducing more traditional food into the diet.</li> <li>○ Committee thanked Anne McKinlay for her input over 5 years since inception of RMCLHN.</li> </ul> </li> </ul>	<p><b>ACTION: 20240424-02</b> – Wayne Champion to follow up with Brad Birleson about potential tactics and input regarding the Allied Health Enterprise Agreement negotiation process.</p>
5.3	RMCLHN Board Aged Care and Disability Governance Committee	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Board Aged Care and Disability Governance Committee Minutes 28 March 2024.</li> <li>▪ It was noted that an action from the March meeting that was allocated to the RMCLHN Board Finance Committee needs to be added to the Finance Committee action log.</li> <li>▪ The Aged Care and Disability Governance Committee Chair’s update. <ul style="list-style-type: none"> <li>○ Discussion about Barmera with focus on systems and nursing management including acting DON. Noted that substantive RGH DON has resigned and position is being advertised and the outcome will enable the ongoing DON position at Barmera to also be finalised.</li> </ul> </li> </ul>	

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		<ul style="list-style-type: none"> <li>○ Discussion about aged care reforms noting that implementation of new reforms will be delayed, possibly by one year. Whilst the Aged Care Quality and Safety Commission has indicated the new standards will not be introduced before new legislation, sites are being encouraged to work towards the new standards.</li> <li>○ Noted a number of reports with a focus on wound care and pain management. A report regarding diabetes care to be provided to the committee.</li> <li>○ Discussion about the CHSP program and the ability to obtain more accurate costing analysis. Further work to be undertaken with a report anticipated in July 2024 outlining a plan for proposed service areas and target volumes to ensure future viability. In the interim, follow up with the Department will occur to determine if changes can be made to current target volumes such as cottage respite.</li> <li>○ Noted that a review of RADs to be presented to both the RMCLHN Finance and Aged Care and Disability Committees in coming months. Discussion about the need for detailed population analysis to inform Board decision making with suggestion that Service Design Manager Kerry Dix provide a presentation to the Board.</li> </ul>	<p><b>ACTION: 20240424-03</b> – Wayne to request that K Dix provide a Board presentation to the May 2024 meeting on an analysis of RMCLHN aged care needs and population profile.</p>
5.4	RMCLHN Board Audit and Risk Committee	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Board Audit and Risk Committee Minutes 2 April 2024.</li> <li>▪ The Audit and Risk Committee Chair’s update. <ul style="list-style-type: none"> <li>○ Noted that audit topics for DHW Compliance Certification for 2023-24 to be recommended to the Board in May 2024.</li> <li>○ Noted that RMCLHN Risk Appetite Statement reviewed with recommendation to come to May 2024 Board meeting.</li> <li>○ Noted that RMCLHN is wanting to undertake a comparison of Security Attestation maturity across LHNs and it is anticipated an update will be provided at the September meeting.</li> </ul> </li> </ul>	<p><b>ACTION: 20240424-04</b> – Recommendation for 2023-24 Compliance Certification topics to be provided at the May Board meeting.</p> <p><b>ACTION: 20240424-05</b> – Reviewed Risk Appetite Statement to be provided at the May Board meeting.</p>

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5.5	<p>RSS Governance Committee</p> <p>RSS Governance Committee Minutes</p> <p>RSS Representative Update</p>	<ul style="list-style-type: none"> <li>▪ Noted the RSS Governance Committee Minutes and Summary for the meetings held.               <ul style="list-style-type: none"> <li>○ 13 March 2024 (draft)</li> <li>○ Noted that both minutes and summary of meetings currently provided with outcome of discussion to only include minutes in future.</li> </ul> </li> <li>▪ The RMCLHN Representative on the RSS Committee update:               <ul style="list-style-type: none"> <li>○ The risk around telehealth has been resolved with CALHN.</li> <li>○ BHFLHN Board endorsed continuation of members and approved the appointment of Julianne Badenoch from Yorke &amp; Northern LHN. Noted discussions about medical representation and an independent perspective.</li> <li>○ Work continuing regarding Clinical Governance reporting. Discussion about areas of concern with independent auditing of cancer services identified.</li> <li>○ Presentation provided about the marketing team including a rural GP hub.</li> <li>○ Noted the significant issue related to the aging workforce across the LHNs.</li> <li>○ Noted a significant increase in PATS expenditure for 2023-24.</li> </ul> </li> </ul>	<p><b>ACTION: 20240424-06</b> – Future RSS Governance Committee reports to only include the minutes (not the summary).</p>
<b>6</b>	<b>MATTERS FOR DISCUSSION</b>		
6.1	RMCLHN CEO Performance Review	<ul style="list-style-type: none"> <li>▪ Noted the positive independent review and that PJ and EA to discuss in detail with WC.</li> </ul>	
6.2	Environmental Responsibility Quarterly Report	<ul style="list-style-type: none"> <li>▪ Noted the Environmental Responsibility Quarterly Report with particular areas highlighted as follows:               <ul style="list-style-type: none"> <li>○ Progress update in various initiatives.</li> <li>○ Groups working on waste management strategies.</li> <li>○ Regular reports provided to the Executive Committee on carbon emissions and medical gas utilisation.</li> </ul> </li> </ul>	
6.3	Executive Director Clinical Innovation KPI and RACE Report	<ul style="list-style-type: none"> <li>▪ Noted that the Executive Director Clinical Innovation KPI and RACE Report deferred until the May meeting.</li> </ul>	

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6.4	RMCLHN Governing Board Action Plan Quarterly Report	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN Governing Board Action Plan Quarterly Report with particular areas highlighted.                             <ul style="list-style-type: none"> <li>○ Discussion about options around Board education has been deferred until next meeting.</li> <li>○ Discussion about future utilisation of space at Mannum once the Medical Practice relocates with topic to be discussed in detail following the relocation of the Mannum Medical Practice.</li> </ul> </li> </ul>	
6.5	Quarterly Commonwealth MyGov Report	<ul style="list-style-type: none"> <li>▪ Noted the recommendation from the Finance Committee for the Board to endorse lodgement of the Quarterly Commonwealth MyGov Report (refer also Item 5.1).</li> </ul>	The Governing Board endorsed lodgment of the quarterly My Gov report.
<b>7</b>	<b>STANDARD AGENDA ITEMS FOR DISCUSSION</b>		
7.1	Performance Report	<ul style="list-style-type: none"> <li>▪ The Board noted the RMCLHN Performance Reports, noting that these were discussed in detail at the Finance Committee, Clinical Governance Committee, and Aged Care and Disability Governance Committee meetings.</li> </ul>	
7.1.1	Finance and FTE Report- PPRC	<ul style="list-style-type: none"> <li>▪ The Finance and FTE Report was noted and also discussed at the Finance Committee Meeting.</li> <li>▪ Discussion about:                             <ul style="list-style-type: none"> <li>○ Current surplus in RACs although noting future increase in staffing costs.</li> </ul> </li> </ul>	
7.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> <li>▪ The KPI Monthly Performance Report was noted and also discussed at the Clinical Governance Committee Meeting.</li> </ul>	
7.1.3	People and Culture Report	<ul style="list-style-type: none"> <li>▪ Noted the People and Culture Report.</li> <li>▪ Discussion about:                             <ul style="list-style-type: none"> <li>○ Workforce vacancies is a key issue at present with planning day to be held with DONs to consider strategies. Noted that DHW Workforce Plan still not released with RMCLHN Workforce Plan on hold as a result although some of the identified strategies are being implemented.</li> <li>○ PRD and excess leave performance.</li> <li>○ Mandatory training performance noting that the report covers RMCLHN employed staff and, for agency staff it is the</li> </ul> </li> </ul>	

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		<p>responsibility of the agency to ensure the staff are compliant with checks to be undertaken at site level prior to arrival.</p> <ul style="list-style-type: none"> <li>○ Continued high utilisation of agency nursing staff.</li> <li>○ Audit performance.</li> <li>○ Currently three vacancies in Health and Safety Representatives (HSR) although all sites have at least one.</li> <li>○ Commencement of Cadetship Program.</li> <li>○ Appointment status (permanent vs temporary) is reviewed every 12 months and prior to advertising to increase the number of permanent positions.</li> <li>○ Noted the inclusion of notifiable incidents within the report, not at the beginning. Future reports to provide a high-level snapshot of KPIs at the beginning of the report.</li> <li>○ Psychosocial wellbeing SLS statistics, noting that DHW procedure and checklists not provided to date. Noted Board information provided out of session. Discussion about actions being undertaken in RMCLHN to ensure any incidents are being addressed. Next report to provide broader breakdown of mental stress data (by site and stream).</li> </ul>	<p><b>ACTION: 20240424-07</b> – LG to follow up with EDONM and advise how RMCLHN ensures the obligations of agency staff are being met and report back next meeting.</p> <p><b>ACTION: 20240424-08</b> – Future People &amp; Culture Reports to include a high-level snapshot of KPIs at the beginning of the report.</p> <p><b>ACTION: 20240424-09</b> – Mental stress data to be identified by site and stream in the next People &amp; Culture report.</p>
7.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> <li>▪ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee and Aged Care and Disability Governance Committee.</li> </ul>	
7.2	RMCLHN Planning Update		
7.2.1	RMCLHN 2023-24 Operational Plan Quarterly Report	<ul style="list-style-type: none"> <li>▪ Noted the RMCLHN 2023-24 Operational Plan Quarterly Report.</li> </ul>	
<b>8</b>	<b>MATTERS FOR NOTING</b>		
8.1	Chairperson Report	<ul style="list-style-type: none"> <li>▪ The Chairperson Report was noted.</li> </ul>	
8.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> <li>▪ The CEO Report was noted.</li> <li>▪ The CEO Report provided a summary of current issues, with the Board noting the following topics:</li> </ul>	

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		<ul style="list-style-type: none"> <li>○ RMCLHN nearing 5 years since inception and will be celebrated at events including LHN awards and planning day.</li> <li>○ RMCLHN HAC Conference in May and structured around the board meetings.</li> <li>○ National Single Employer Model Conference in Renmark in May with the Minister attending two days. Potential for Board members to include lunch with residents at Barmera on the way to the conference.</li> <li>○ The Department of Premier and Cabinet have just advised that they are proposing to develop an advertising and marketing hub and are looking to centralise relevant staff and current marketing funding into a central SA Government marketing hub. Noted that there have been previous discussions around LHNs managing their own advertising. Clarity is required about the scope of ‘advertising and marketing’. Consideration to be given to providing feedback about potential impacts. Noted that the Country Health Connect brand and advertising is currently managed by the RSS.</li> <li>○ Noted that Anne McKinlay is taking long service leave in May prior to retirement. Michelle Mantripp will be A/QRS Manager while a review of the position is undertaken.</li> <li>○ Discussion about Coonalpyn and Tintinara services and the move to a phone booking service. Noted that a consumer advisory committee has been developed and currently meeting bi-monthly. The committee is led by RMCLHN and chaired by the CEO. Clarification sought in relation to Aboriginal clients noting that there are none currently registered with our service for that area.</li> </ul>	
<b>9</b>	<b>MATTERS FOR INFORMATION</b>		
9.1	SARRAH Conference	<ul style="list-style-type: none"> <li>▪ Noted that the Services for Australian Rural and Remote Allied Health (SARRAH) 2024 conference is being held in Mildura in October. Discussion about potential sponsorship of the conference by RMCLHN.</li> </ul>	



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9.2	NSW/VIC/SA Cross Border Health Forum	<ul style="list-style-type: none"> <li>WC advised RMCLHN is intending to host the NSW/VIC/SA Cross Border Health Forum in the Riverland in October 2024.</li> </ul>	
9.3	Australian Institute of Company Directors (AICD)	<ul style="list-style-type: none"> <li>It was noted that RH will forward information to JB about AICD Board education for reference and general Board knowledge.</li> </ul>	<b>ACTION: 20240424-10</b> – RH to forward AICD Board education information to JB for dissemination.
<b>10</b>	<b>ITEMS APPROVED BY CEO FOR NOTING</b>		
		<ul style="list-style-type: none"> <li>Nil.</li> </ul>	
<b>11</b>	<b>CORRESPONDENCE</b>		
11.1	Incoming:		
11.1.1	Auditor General's Department re: Annual Risk of Fraud	<ul style="list-style-type: none"> <li>Noted the Auditor General's Department re: Annual Risk of Fraud correspondence.</li> </ul>	<b>ACTION: 20240424-11</b> – The RMCLHN response re annual risk of fraud to be provided to the next meeting.
11.1.2	Financial Auditors	<ul style="list-style-type: none"> <li>WC advised he has endorsed the re-appointment of auditors for RMCLHN.</li> </ul>	
11.2	Outgoing:	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	
<b>12</b>	<b>MEETING FINALISATION</b>		
12.1	Questions / Comments	<ul style="list-style-type: none"> <li>Nil further.</li> </ul>	
12.2	Review actions to be taken	<ul style="list-style-type: none"> <li>Refer items: 5.1, 5.2, 5.3, 5.4, 5.5, 7.1.3, 9.3 and 11.1.1.</li> </ul>	
12.3	Meeting evaluations	<ul style="list-style-type: none"> <li>PJ summarised the meeting and thanked everyone for their input.</li> </ul>	

**Meeting Close:** 2.05pm

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**Next Meeting:**

**Date:** 24 May 2024  
**Time:** 11.00 am – 2.00 pm  
**Location:** Tailem Bend Hospital and Teams

**Signed:**

Peter Joyner  
Chair



Date: / /

24 May, 2024 11:40:42 AM GMT+9:30