

# Governing Board Minutes

## Official Acknowledgement to Country

We acknowledge the Aboriginal custodians of the Land and waters within the Footprint of the Flinders and Upper North Region. 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.

<b>Date: 20 January 2023</b>	<b>Time: 09:10 – 12:57</b>	<b>Location: Whyalla Hospital</b>
------------------------------	----------------------------	-----------------------------------

### Membership:

<b>(MW) Mark Whitfield</b> , Chairperson	P	<b>(GM) Geri Malone</b> , Board Member	P
<b>(JL) John Lynch OAM</b> , Board Member	P	<b>(KR) Karyn Reid</b> , Board Member	P
<b>(SG) Suzy Graham</b> , Board Member	P	<b>Vacant</b> , Aboriginal Board Member	V
<b>(SC) Shamus Cogan</b> , Board Member	P		

### Regular Attendees:

<b>(CP) Craig Packard</b> , Chief Executive Officer	P	<b>(LT) Lisa Taylor</b> , Director Governance and Performance	A
---	---	---	---

### Invited Guests:

<b>(SB) Samantha Bowman</b> , Acting Director Governance and Performance
<b>(MW) Mel Wood</b> , A/Director People and Culture

1. MEETING OPENING		
1.1	Official Acknowledgement to Country	Meeting opened at 09:10 with the KR providing Acknowledgement to Country, KR welcomed all present
1.2	Present and Apologies	Nil apologies received.
1.3	In Camera Board Discussion	In camera session occurred between 09:26 to 09:52



1.4	Conflict of Interest Declarations	<p>Conflict of Interest Disclosure Register tabled, KR requested any declarations required with tabled agenda items.</p> <p>SC advised of changes to include employment with WCH.</p> <p>SG advised of administrative changes to existing conflict.</p> <p>MW advised of pending changes as at 30 Jan – tenure with EP Landscape Board ends.</p> <p><b>Action:</b> Register to be updated to reflect changes.</p>
1.5	Confirmation of Previous Minutes	<p>Minutes from Board Meeting 25 November 2022 tabled</p> <p><b>Action:</b> Minutes Accepted and Endorsed by all members present.</p>
1.6	Governing Board Chair Summary Report	<p>Board Chair provided a verbal update.</p> <p>Advised of attendance at RSS Meeting on 7 December 2022 and the FUNLHN Christmas Lunch for Volunteers held 14 December 2022.</p>
1.7	Chief Executive Officer Report	<p>Summary report tabled for information. Report noted by the board.</p> <p>CP provided detail about the Medical Model including the move away from Rural Generalists. The Acting Director Medical Services Whyalla is developing a proposed model for consideration including benchmarking with similar sites in Australia, costings and exploring virtual systems – enhanced version of the South Australian Virtual Emergency Service (SAVES). The model also considers specialist roles such as dedicated Physicians in Whyalla and Port Augusta Hospitals and a dedicated Pediatrician in Whyalla. Anticipated that this will be provided to the CEO by end of January 2023.</p> <p>CP added it is his recommendation that the DMS Whyalla position will stay as an ongoing position and look at a Medical Administration Registrar in PAH. There has already been an increase in administration support with the addition of a Medical Liaison Officer (MLO) resulting in 3 MLO positions within FUNLHN.</p> <p><b>Action:</b> CEO to arrange a meeting with the Medical Model Workgroup that includes SG, KR and GM once this brief has been provided and considered.</p> <p><b>Action:</b> CEO to provide Governance Structure at the March meeting.</p> <p>Discussion about the Community Transport Network, to be referred to the CCE Committee for follow through.</p> <p><b>Action:</b> CEO action report relating to Community Transport Network is to be tabled at the next CCE Committee meeting for information.</p>



		<p>CP advised the Board on the following matters,</p> <ul style="list-style-type: none"> <li>a) an update on executive recruitments with active recruitment occurring for the Executive Director Medical Services, Director Aboriginal Health and the Executive Director Community and Allied Health.</li> <li>b) an update relating to the PAH Lease and Service Agreement – Walker Group and SA Health’s Contracts division are working through the contracts. A short-term extension with Honeywell has been negotiated.</li> </ul> <p>Discussion held about reducing excess annual leave entitlements. JL requested an expanded report on the plans being implemented to reduce the excess.</p> <p><b>Action:</b> People and Culture to provide an expanded report through the CEO’s report on the plans being implemented to reduce excess annual leave entitlements.</p> <p>The Board complimented the CEO for his comprehensive report.</p>
<p>1.8</p>	<p>Actions Arising from Previous Minutes</p>	<p>Action log updated / Completed Actions removed and archived</p> <p><b>Action:</b> Action register to be updated to record the action relating to the Medical Model Working Group is reflected in the register in acknowledging the Board’s Governance role.</p> <p><b>Action:</b> Director Corporate Services to present to the next Board meeting on updates and timelines for Action Item 2022-080 relating to waste/environmental management.</p> <p><b>Action:</b> Action log to be updated, completed actions to be removed and archived.</p>
<p>1.9</p>	<p>Presentation to Board</p>	<p>MW provided the Governing Board with the Code of Conduct for Aged Care which commenced on 1 December 2022 and was released by the Aged Care Quality and Safety Commission.</p> <p>Presentation provided the Board with details of the purpose, application and responsibilities relating to the Code and provided detail on the eight elements of the Code.</p> <p><b>Action:</b> SB to send Board members the link to the Commission’s online resources relating to the Code.</p> <p>GM discussed ensuring that the Code is included in Clinical Governance practices.</p> <p>MW advised that People and Culture in conjunction with managers are providing staff with information, education, review of role descriptions, including in onboarding and induction checklists and provision of information in the orientation packages that are currently under development. The Quality, Risk and Safety team will review procedures and related documents to ensure the Code is included.</p>



		<p>SG enquired as to whether existing staff have had to sign off stating that they have received the Code and understood their roles and responsibilities.</p> <p><b>Action:</b> Acceptance and acknowledgement form to be created and included in PRD's where applicable.</p>
<b>2. MATTERS FOR DECISION</b>		
2.1	[2023-001] SA Health Policies	Summary for noting tabled and accepted.
2.2	[2023-002] Inpatient Treatment Orders – Delay in Transport January – March 2022	<p>Brief tabled and discussed in depth.</p> <p>CP provided context for discussion and explained that individual cases are escalated, there is acknowledgment from all parties that there is an issue with flight delays; however, to date there has been no formal escalation of the issue.</p> <p>Discussion held regarding the transition to shared based funding and whether the tasking of aircraft was now transferred from RFDS to SAAS.</p> <p>Does this reflect outcome v funding if aircraft not available for the region?</p> <p>SG sought confirmation on whether there is a KPI around transfers. Confirmed that there is, they are not due for review until 2025.</p> <p>Discussion regarding appropriate escalation pathways with support for the recommended pathway and for the FUNLHN Director of Mental Health to formally escalate the issue to the Clinical Director of Rural and Remote Mental Health Services.</p> <p>Discussion about concerns relating to incidents not being added to the SLS system, this is being addressed by the Executive Director Nursing and Midwifery as a Clinical Governance matter.</p> <p><b>Action:</b> FUNLHN DMH to formally escalate the concerns to the Clinical Director RRMHS.</p> <p><b>Action:</b> CEO to formally escalate the concerns to the Chief Executive Officers of SAAS, Medstar and RFDS.</p>
<b>3. STRATEGIC DISCUSSIONS</b>		
3.1	Priorities of the Strategic Plan, KPI Reporting	<p>The Operational Plan KPI Report will be tabled at the March 2023 meeting and time allocated for discussion.</p> <p><b>Action:</b> The report is to be sent to the Board two weeks prior to the meeting.</p>
3.2	Board Recruitment	<p>The Chairperson advised that he has responded to DHW in relation to FUNLHN Board Member tenure arrangements. Members with expiry dates of 30/06/2023 included</p>



		<p>a) JL who is not seeking reappointment, b) KR seeking an additional two years, and c) SC seeking an additional term of 3 years.</p> <p>New Board Member appointments are tabled for Cabinet 20 February 2023.</p> <p><b>Action:</b> DHW broad Expression of Interest (EOI) for Board Members to be added to FUNLHN Social Media page/s when released.</p> <p><b>Action:</b> Board members to consider local person/s for consideration for addition to the Board.</p>
<b>4. BOARD COMMITTEE REPORTS</b>		
4.1	Consumer and Community Engagement Committee	Summary report tabled for information. Report noted by the board.
4.2	Finance and Performance Committee	Summary report tabled for information. Report noted by the board.
4.3	Clinical Governance Committee	Summary report tabled for information. Report noted by the board.
4.4	Audit and Risk Committee	Not due to be tabled.
<b>5. MATTERS FOR INFORMATION AND DISCUSSION</b>		
5.1	FUNLHN Performance Report	<p>Report tabled for information.</p> <p>Discussion was held regarding Performance, the Board requested more detailed analysis of the data to ensure that any gaps are identified, and risks associated with items such as mandatory training compliance and outstanding PRDs are reviewed.</p> <p>CP spoke to complaints response times and advised that this has been raised at Leadership. He also noted that the Medical Services Team have reviewed and reduced the outstanding complaints. It has been highlighted at Leadership that Managers are responsible for ensuring that PRDs are conducted for staff in their areas.</p> <p><b>Action:</b> People and Culture to provide the Board with a review of outstanding PRD's and any risks associated with lengthy outstanding, to be included in the Performance Report.</p> <p><b>Action:</b> People and Culture to provide the Board with analysis of the risk attached to Mandatory Training compliance, to be included in the Performance Report.</p> <p><b>Action:</b> Business Support Officer to be advised that the report requires a coversheet and more detailed analysis of the data especially for items not meeting KPI's.</p>



5.2	Aged Care Summary Report	Summary provided through the Chief Executive Report.
5.3	NDIS Summary Report – In CEO Report	Summary provided through the Chief Executive Report.
5.4	WHS Report	<p>Report tabled for information.</p> <p>Discussion about the reporting and the need for further analysis of the data to explain what it means in context including any actions required to address issues arising.</p> <p><b>Action:</b> WHS Consultant to be advised that the report requires more detailed analysis of the data and a coversheet.</p>
5.5	RSS Service Agreement	Agreement tabled for information. Noted by the Board.
<b>6. CORRESPONDENCE FOR NOTING</b>		
6.1	Correspondence circulated	Various correspondence circulated out of session for month of [November – January]. Nil to raise
<b>7. MEETING FINALISATION</b>		
7.1	New Business	<p>MW provided details about the FUNLHN Our People Our Pride Awards and ceremony to be held on Friday 24 March 2023. Discussions were held regarding venue, funding and other arrangements. Discussed the potential to explore opportunities for an external sponsor and/or partner and the potential to offer training or a relevant meeting on the same day to offset travel.</p> <p>Discussion about the great opportunity this provides to showcase achievements and ensure that the most is made with regards to the media opportunities.</p>
7.1.1	Agenda items for meeting with Minister Picton	Discussed agenda items to be tabled for meeting with Board Chair and Chief Executive officer 24 February. Chair requested any items to be advised to Acting Director Governance and Performance.
7.2	Meeting Scheduling	Next meeting originally scheduled for Friday 31 March 2024; Board resolved to move the meeting forward a week to coincide with the Staff Recognition Awards Ceremony on Friday 24 March 2023 allowing the Board to attend the Awards Ceremony.
7.3	Meeting Evaluation	Nil discussion held carried over to March meeting.
7.4	Next Meeting	<p><b>Date:</b> Friday 24 March 2023</p> <p><b>Time:</b> 09:00-14:00</p> <p><b>Venue:</b> Whyalla</p>



Government of South Australia

**Health**  
Flinders and Upper North  
Local Health Network

**OFFICIAL**

		<b>Invited Guest:</b> Trevor Byles, Director Corporate Services
7.5	Meeting Close	Meeting Closed at 12:57

**Signed: Mark Whitfield, FUNLHN Governing Board Chair**

**DATE: 24 March 2023**