



Health
Riverland Mallee Coorong
Local Health Network

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Minutes

Date: 25 August 2023 **Time:** 1.00pm – 4.30pm **Venue:** Citi Centre Bld, Hindmarsh Sq, Adelaide **Meeting Number:** #45

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ) Arrived 1.40pm, Elaine Ashworth (EA), Mel Ottaway (MO), Claudia Goldsmith (CG), Richard Hearn (RH), Sonia Waters (SW)

Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Sharon Wingard (SW), Anne McKinlay (AM), Kelli Ramm (KR)

Apologies: Fred Toogood (FT)

Secretariat: Colleen Norton (CN)

Traditional Acknowledgement

We would like to acknowledge the Kaurna 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
1	PRESENTATION		
1.1		<ul style="list-style-type: none"> CEO WC – PowerPoint Induction Presentation for new Board Members 	<p>SW: Questions were discussed among the Board and SW gave a background to her current work life and interests.</p> <p>EA requested that the Presentation be added to Diligent for viewing. Done.</p>
2	IN CAMERA DISCUSION		

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		<ul style="list-style-type: none"> ▪ In-Camera discussion held at the during the meeting as required. ▪ RMCLHN Protective Security. 	
3	MEETING OPENING		
3.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> ▪ Chair welcomed members and attendees and provided acknowledgement. ▪ Noted apology from FT and noted that PJ will be a late attendee to the meeting. 	
3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> ▪ Current Interests and Conflicts Disclosure Log noted. ▪ CS: Note a previous working relationship with Matt Hannan some years ago at BDO. ▪ RH: Current employment to show as Medical Managerial Appointments Committee, CALHN (delete from Board section). MOWSA link to be a related party transaction (being value of meals sold to MOWSA). 	
3.3	Confirmation of Minutes from Board meeting	<ul style="list-style-type: none"> ▪ The minutes from the Board Meeting held 28 July 2023 were endorsed. 	
3.4	Review Actions Log	<ul style="list-style-type: none"> ▪ The Board noted the Actions Log including completed actions and those included in the agenda. <ul style="list-style-type: none"> ○ Key Personnel list requirements for Aged Care, liaise with Pam T and bring to Board for endorsement. ○ 20230630-04 Members of Executive to provide presentation, deferred to September meeting as part of induction of new members. ○ 20230728-03 Work Plan to be amended with Skills Matrix to be re-evaluated earlier. ○ 20230728-06 Follow up KPMG about Board education plan-no response deferred to September meeting. ○ 20230728-11 Follow up receipt of Mannum Services Plan deferred to September meeting. 	<p><i>ACTION: 20230825-01 – Key Personnel list requirements for Aged Care, liaise with Pam T and bring to Board for endorsement.</i></p>

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3.5	Board Work Plan	<ul style="list-style-type: none"> ▪ The Board noted the Work Plan. ▪ Note that the CEO review has not been completed as yet. ▪ Note the annual report is due 30.9.2023 and will be sent OOS for Board Members' endorsement prior to this date. 	<p>Note - 20230728-3 The CEO review not completed as yet.</p> <p>Note - Annual Report will be sent OOS for Board Members endorsement.</p>
4 MATTERS FOR DECISION			
4.1	RMCLHN Sub-Committees Terms of Reference	<ul style="list-style-type: none"> ▪ Not consistent in the sections regarding reporting and meeting frequency - requires updating next year. 	<p><i>Action: 20230825-02 – Sub-Committee Terms of Reference to be reviewed re non consistent sections regarding reporting and meeting frequency next year.</i></p>
4.2	RSS Governance Committee Process for appointing members	<ul style="list-style-type: none"> ▪ Chairs of Committees: CS Finance, EA CGC, MO AC&D Committee, and Independent Chair Peter Brass (PB) for ARC. ▪ Nominations were invited for other board members who would like to take up a Committee Chair position. MO nominated RH to Chair the AC&D Committee, RH accepted, and nomination was endorsed by the Board Members. Congratulations to RH and thank you to MO for previous work on the AC&D Committee as Chair. ▪ Membership of Committee's: SW would like to nominate to the AC&D. Chair extends a welcome for SW to attend any of the subcommittee meetings. ▪ Call for ideas on a disability advocate for the ACD Committee: ▪ WC: we can send out a EOI process for people of interest to nominate for the AC&D Committee as an advocate, ideally connected to the region. 	<p><i>Action: 20230825-03 – Proceed with EOI process for AC&D Committee advocate and roll out.</i></p> <p>Note - the Board endorsed the appointment of RH as Chair of AC&D Committee.</p> <p><i>Action: 20230825-04 – Sonia Waters (SW) to be added to the AC&D membership.</i></p>

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		<ul style="list-style-type: none"> ▪ MO reported that the RSS GC report for appointing members is around gaining a good skill mix in the membership. ▪ Process for membership was discussed. There is a sitting fee attached and the RSS GC requires an Independent Chair. ▪ RSS sits within the BHFLHN governance and is a sub-committee of the BHFLHN Board. ▪ RSS presenting to CGC next month on their activities undertaken for and on behalf of the rLHNs. ▪ WC spoke on the services received from RSS and the devolvement of RSS support as the rLHNs grow as individual LHNs. 	<p>Action: 20230825-5 – RSS to be invited to present to Governing Board instead of the Clinical Governance Committee in September 2023.</p>
4.3	RSS Regional LHN 3 year Rolling Internal Audit Plan	<ul style="list-style-type: none"> ▪ WC presented the refreshed version of the 3year rolling internal Audit Plan. WC has requested internal audit plan be updated on actions completed, this has not occurred. ▪ Not endorsed by the Board Members and the plan to be returned to Rhett Flavel for updating. 	<p>Action: 20230825-6 – RSS Regional LHN 3 year Rolling Internal Audit Plan not endorsed and to be returned to RSS for updating.</p>
4.4	RMCLHN Minor Works 2023-24	<ul style="list-style-type: none"> ▪ WC spoke on the amount of funding available versus the bids requests that were received. ▪ There is funding available to cover the minor works bids required for compliance, but not all bids. ▪ Some Minor Works bids may be completed under other funding. 	<p>Note - the Board endorsed the list of Minor Works as presented</p>
5	COMMITTEE REPORTS / RECOMMENDATIONS		

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5.1	RMCLHN Board Finance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Finance Committee ▪ 5.1.1 - Minutes 27 July 2023 ▪ 5.1.2 - Minutes Joint Meeting Finance and Audit & Risk Committee 7 August 2023 ▪ 5.1.3 – Chair Update as presented 	
5.2	RMCLHN Board Clinical Governance Committee	<ul style="list-style-type: none"> ▪ RMCLHN Board Clinical Governance Committee ▪ 5.2.1 - Minutes 28 July 2023 ▪ 5.2.2 – Chair Update as presented. <ul style="list-style-type: none"> ○ Note in report on Benchmarking of Mortality in Rural Hospitals that Murray Bridge was an outlier. Follow up to be presented to next month’s CGC meeting. 	<p><i>ACTION: 20230825-7 - Follow up to be presented to next month’s CGC meeting on Benchmarking of Mortality in Rural Hospitals as Murray Bridge was an outlier.</i></p>
5.3	RMCLHN Board Aged Care and Disability Governance Committee	<ul style="list-style-type: none"> ▪ RMCLHN Board Aged Care & Disability Governance Committee ▪ 5.3.1 – Minutes 27 July 2023 ▪ 5.3.2 – Chair Update as presented. <ul style="list-style-type: none"> ○ Noted Key Personnel item 3.4. 	

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5.4	RSS Governance Committee RSS Governance Committee Minutes RSS Representative Update	<ul style="list-style-type: none"> ▪ RSS Governance Committee ▪ 5.4.1 RSS Governance Committee Meeting - Minutes 12 July 2023 (draft approved for circulation) - Summary 12 July 2023 ▪ 5.4.2 RMCLHN RSS Representative Update as presented. <ul style="list-style-type: none"> ○ Note the death of Dr P Tideman could affect the funding of iCCNet 	
6	MATTERS FOR DISCUSSION		
6.1	Staffing requirements in Residential Aged Care	<ul style="list-style-type: none"> ▪ Noted the discussion topics of Briefing and that all RACs are on target for staffing requirements, being Loxton, Barmera, and Renmark. 	
6.2	RMCLHN 2022-2023 Compliance Certification	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Annual Compliance Certification for 2022-23 to the Chief Executive, Dept Health and Wellbeing 	
6.3	RMCLHN Governing Board and Committees 2023 Evaluation	<ul style="list-style-type: none"> ▪ Noted the RMCLHN self-evaluation survey summaries for the Clinical Governance Committee, Aged Care and Disability Governance Committee and Audit and Risk Committee. 	
6.4	RMCLHN Annual Public Meeting 2023	<ul style="list-style-type: none"> ▪ The proposal to move the RMCLHN Annual Public Meeting from Berri to Renmark and livestream via the RMCLHN Facebook page with paid promotion on social and traditional media as required, was endorsed by the Board 	Note – the Board endorsed the proposal to move the RMCLHN Annual Public Meeting to Renmark.

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6.5	Karoonda Medical Services	<ul style="list-style-type: none"> ▪ Seeking Board endorsement to applying for a 19(2) exemption for Karoonda as a back up to recruitment of GP services in Karoonda. ▪ There is a GP public community group in Karoonda, meeting every Wednesday night and WC attending next Wednesday. ▪ The Solitaire Group are interested in providing GP services to Karoonda. ▪ Endorsed by the Board to apply for a 19(2) exemption for Karoonda. 	<p><i>ACTION: 20230825-08 – The Board endorsed the proposal to apply for a 19(2) exemption for Karoonda by the RMCLHN EDMS MWU Team.</i></p>
6.6	RMCLHN Service Agreement	<ul style="list-style-type: none"> ▪ The Board endorsed the signing of the RMCLHN Service Agreement at the July 2023 meeting subject to caveats. ▪ Note there remains a required amendment to the Agreement regarding removal of the provision of Residential Aged Care in Mannum. ▪ Response received from DHW re the commissioning request for funding for RACE and to ECCU - neither approved. ▪ Cover letter regarding signing of Service Agreement provided making reference to non-funding of RACE, increase of only 1.4% to GFU, reduction of GP FFS site specific and clarity required regarding funding of leap year and increase in Superannuation Guarantee from 10.5% to 11%. 	
6.7	Protective Security	<ul style="list-style-type: none"> ▪ Information re security issues at both RGH and MBSMH noted. ▪ Discussed issues and requested a report regarding RMCLHN progress in implementing DHW's 10-point plan to end Violence and Aggression in South Australian Hospitals. 	<p><i>ACTION: 20230825-9 – Progress report again the 10-point plan to end Violence and Aggression in SA Hospitals to be provided at September Board Meeting.</i></p>

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7 STANDARD AGENDA ITEMS FOR DISCUSSION			
7.1	Performance Report	<ul style="list-style-type: none"> 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. 	<p>ACTION: 20230825-10 – Banning Report to be added to the People and Culture report. Further KPIs, for example vacancy rates, time from vacancy to onboarding to be discussed.</p>
7.1.1	Finance and FTE Report-PPRC	<ul style="list-style-type: none"> The Finance and FTE Report was noted, also discussed at the Finance Committee Meeting. 	
7.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> The KPI Monthly Performance Report was noted, also discussed at the Clinical Governance Committee Meeting. 	
7.1.3	People and Culture Report	<ul style="list-style-type: none"> The People and Culture Report was noted, further discussion to occur at the next meeting. Discussion about: Banning report to be added to the People and Culture Report. Further KPIs, for example vacancy rates, time from vacancy to onboarding to be discussed. 	
7.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee and Aged Care and Disability Governance Committee. Presentation from AM on the Accreditation plan for accreditors for the upcoming accreditation visit. AM will send SW a set of the information she has supplied to the Board. 	

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7.2	RMCLHN Planning Update		
7.2.1	2022-23 Operational Plan Status Report	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Operational Plan Quarterly Report for 2023-24. 	<i>ACTION: 20230825-11 – Table the Population Health Plan to the next Governing Board meeting</i>
7.2.2	RMCLHN Strategic Asset Management Plan	<ul style="list-style-type: none"> ▪ Discussion about: Strategic Asset Plan – Clinical Services Plan needs to come before the SAP and WC proposes to pause the SAP until the Clinical Services Plan is available but use the current information in draft as required in the interim. ▪ Board endorsed the way forward with a request for WC to present a further update at September meeting. 	<i>ACTION: 20230825-12 – Further update presentation of SAP to the next Governing Board meeting</i>
MATTERS FOR NOTING			
8.1	Chairperson Report	<ul style="list-style-type: none"> ▪ The Chairperson Report was noted. 	
8.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> ▪ The CEO Report was noted. ▪ The CEO Report provided a summary of current issues, with the Board noting the following topics: <ul style="list-style-type: none"> ○ Bomb threat Karoonda District Hospital ○ ANMF Protective Security Presentation ○ Death of six-year-old child at RGH with an external independent review of this and two other incidents to be completed. 	
9 MATTERS FOR INFORMATION			
9.1	Election Commitments	<ul style="list-style-type: none"> ▪ Noted the information around Election Commitments and implementing the 10-point plan to end Violence and Aggression within South Australian Hospitals. 	
10 ITEMS APPROVED BY CEO FOR NOTING			
10.1	Standalone Website Proposal	<ul style="list-style-type: none"> ▪ Note: RSS proposal has been reconsidered by RMCLHN after discussion and we believe we will receive enough benefit to go ahead. 	
11 CORRESPONDENCE			

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11.1	Incoming:		
11.1.1	DHW – Insurance and Risk Management Arrangements 2023-24	<ul style="list-style-type: none"> Noted the correspondence on explanation of Insurance and Risk Management arrangements for 2023-24. 	
11.1.2	RSS – Update re Cyber Security Breach	<ul style="list-style-type: none"> Noted the correspondence on finalisation of cyber security breach. 	
11.2	Outgoing:	<ul style="list-style-type: none"> Nil outgoing correspondence. 	
12	MEETING FINALISATION		
12.1	Questions / Comments	<ul style="list-style-type: none"> RH note extra work over the last two weeks with various issues. CN noted that Induction information will be available on Diligent in Resource Centre, send email OOS. WC noted the human pain and loss of recent events within RMCLHN. 	
12.2	Review actions to be taken	<ul style="list-style-type: none"> Refer items: 	
12.3	Meeting evaluations	<ul style="list-style-type: none"> EA thanked everyone for their input and congratulated Sonia on her first GB Meeting. 	
13	SECOND PRESENTATION		
13.1	ANMF- Protective Security	<p>RGH Boardroom: Shellie Humphries, Nursing staff in attendance.</p> <p>ANMF: Adj Associate Professor Elizabeth Dabars AM, CEO/Secretary, Ros Hewlett, Director, Campaigning and Membership Growth, Cheryl Reid, Professional Liaison Officer.</p> <p>Governing Board Members, W Champion CEO, K Ramm A/EDON, C Lukeman CFO</p>	<p>ACTION: 20230825-13 – Present a proposal for an independent security review to the Board OOS as soon as possible along with CEO communication to staff.</p>

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		<p>CEO/Secretary of ANMF presented the ANMF perspective on protective security at RGH in particular, supported by relevant stories from staff in Berri.</p> <p>Chair EA thanked the staff and ANMF for attending today and noted that the Board and the ANMF have agreed to support an external audit of security concerns with an independent chair.</p> <p>The Board is very focussed on security and our obligations in this area, today's presentation will be considered with other information available to us when deciding on a way forward.</p> <p>ANMF left the meeting at 4.45pm.</p> <p>FURTHER DISCUSSION:</p>	
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Meeting Close: 5.20pm

Next Meeting: **Date:** 29 September 2023
Time: 11.00 am – 2.00pm
Location: Lameroo Hospital and Teams

Signed:

Elaine Ashworth
 A/Chair



29 Sep, 2023 10:59:48 AM ACST

Date: / /