

CORPORATE GOVERNANCE FRAMEWORK SUMMARY

A definitive list of the strategic plans, guidelines, directives, policies and governance structures that assist the Local Health Network Governing Boards to meet legislative and portfolio requirements with accountability and responsibility.

ACTS*

Health Care Act 2008

State Records Act 1997

SA Public Health Act 2011

Coroners Act 2003

Consent to Medical Treatment and Palliative Care Act 1995

Criminal Law Consolidation Act 1935

*Acts of significance, and not limited to

1 CORPORATE GOVERNANCE

Documents to help LHN Boards monitor and report their performance

| Artefact | Purpose / overview |
|---------------------------------------|---|
| SA Health Strategic Plan 2017-2020 | SA Health Strategic Plan projects a vision for SA Health from 2017-2020 and sets priorities and a framework for planning and decision making across SA Health. |
| Annual Report | Annual report presented to Parliament to meet the statutory reporting requirements of <i>Public Sector Act 2009</i> and <i>Public Finance and Audit Act 1987</i> and meets the requirements of Premier and Cabinet Circular PC013 Annual Reporting. |
| Treasury Instructions | Instructions issued by the Treasurer under the authority of Section 41 of the <i>Public Finance and Audit Act 1987</i> . The Act regulates the receipt and expenditure of public money and provides for auditing the receipt and expenditure of public money and for examination of the degree of efficiency and economy with which public resources are used. |
| Service Agreement | Sets out the mutual understanding of respective statutory and legal functions and obligations through a statement of expectation and performance deliverables for the financial year period. |
| SA Health Performance Framework | The Framework provides an integrated process for performance review and assessment and forms an integral component of the service agreement framework that underpins the relationship between the Department for Health and Wellbeing and each Local Health Network (LHN), SA Ambulance Service (SAAS) and State-wide Clinical Support Service (SCSS). |
| SA Health Policy Governance Framework | <p>Outlines the governance and process for developing and approving all SA Health state-wide policy documents. The policy governance framework ensures that risks are minimised through:</p> <ul style="list-style-type: none"> > establishment of SA Health Policy Committee to approve the developing and publishing of SA Health state-wide policy directive and policy guideline documents > publishing all state-wide policy documents through the Policy Distribution System. |

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| Legislative Compliance Policy Directive | Establishes a Legislative Compliance Framework that assists SA Health to identify and satisfy its legislative obligations. |
| Legislative Compliance Policy Guideline | Provides guidance for SA Health to ensure that mechanisms and processes for identifying legislative obligations, communicating legislative updates, and informing processes and mechanisms for compliance are established. |
| Conflict of Interest Declaration and Management | Describes the requirement for all employees in declaring actual or potential conflicts of interest, and the management of those conflicts of interest. The Policy Directive establishes Conflict of Interest Registers and also mandates employees that have delegations declaring all pecuniary and non-pecuniary interests on an annual basis. |
| SA Health Style and Protocol Guide | Style and Protocol Guide provides useful information on preparing briefings and correspondence, and refers to style guidelines and use of plain English in writing. |
| Management of Cabinet Documents in SA Health | Assists the Department for Health and Wellbeing SA Health officers in the development of Cabinet documents, and the maintaining of their confidentiality, in accordance with the Department of Premier and Cabinet (DPC) guidelines. To also assist SA Health officers in the record keeping of Cabinet documents in accordance with the <i>State Records Act 1997</i> . |
| Health Record Management Policy Directive | Provides a framework for a consistent approach to corporate records management under the <i>State Records Act 1997</i> , to create, capture, retain and manage documents and records that support SA Government or SA Health business functions, corporate decisions and activities. |
| Privacy Policy Directive / Framework | Outlines the legislative and policy requirements that apply to all persons working within the SA Health public health system, including employees, contractors, volunteers and other health service providers who have access to personal information, collected, used, disclosed or stored by, or on behalf of SA Health. |
| Freedom of Information Policy Directive | Assists SA Health Agencies and staff comply with the objects and intent of the <i>Freedom of Information Act 1991</i> . |
| Committee Structure and Governance | Provides an overview of the DHW Committee Structure and Governance and oversight of the public health system in South Australia. |
| Fact Sheet on Board Governance Charter for Governing Boards | Provides guidance on governance of 10 Local Health Networks Governing Boards. |
| Insurance Services SA Health SAicorp Guide | The guide provides guidance to SA Health and SAicorp when responding to incidents or events that arise out of an error or omission by SA Health, or otherwise, which could result in potential claims against SA Health for compensation. As a resolution could be required as a matter of urgency, the formal claim process and strict adherence to providing liability/causation and calculating quantum may not eventuate. |
| Explanation of Insurance Arrangements | Provides details of the categories of insurance managed by SA Health's Legal and Legislative Policy and applies to health facilities (including SA Ambulance Service) insured under SA Health's indemnity and insurance arrangements. |
| Claims Procedure Guidelines | Provides an overview of the DHW insurance program for the public health sector, and outlines the claims procedures for different categories of insurance |
| Professional Indemnity (Medical Malpractice) Program | Provides employed and contracted health professionals indemnified by the DHW with information and advice concerning the Professional Indemnity (Medical Malpractice) Program incident and claims notifications and the management of medico-legal claims. |

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| Accessing Legal Services Guideline – Accessing Legal Services Health Portfolio | The Legal and Governance Unit provides formal advice and legal support to all entities comprising SA Health. The guideline outlines the processes for obtaining that advice and support. |
| Request for Advice on Contracts | Request form for advice on contracts to be submitted to Legal and Governance Unit. |
| Guideline Subpoena Legal Request | Subpoena and other legal request for information – guidelines on the law and procedure provides assistance to SA Health staff in dealing with subpoenas and other legal processes that seek access to information, and may include confidential or personal information. |
| Treasurer’s Instruction 10 - Engagement of Legal Practitioners | The Treasurer’s Instruction outlines the requirement for public authorities to seek the advice of the Crown Solicitor before engaging a legal practitioners other than the Crown Solicitor, and to require authorities to obtain a certificate from the Crown Solicitor in respect to the purchase of land. |
| Department of the Premier and Cabinet Circular 043 – Public Sector Responsiveness | The circular outlines three policy approaches that aim to improve Public Sector responsiveness and reduce unnecessary delays in relation to legal opinions and other (non-legal) consultancy reports, meetings and correspondence. |

2 SYSTEM LEVEL SERVICE PRIORITIES

Information to support LHN Board involvement in system wide processes and planning

| Artefact | Purpose / overview |
|---|---|
| Charter of Responsibility | Supports the effective functioning of the South Australian public health system by establishing a shared commitment to system mindedness, a culture of respect and clarity of roles and responsibilities. |
| SA Health and Wellbeing Strategy 2020-2025 | The Health and Wellbeing Strategy is a state-wide, system-level strategy developed by SA Health to meet future health challenges, and focuses on the priorities for the next five years, and looks to adopt a longer term perspective to 2030. |
| State Public Health Plan 2019-2024 | The State Public Health Plan establishes a new and aspirational vision for a healthy, liveable and connected community for all South Australians. The vision is supported by four strategic priorities under – public health approaches of promote, protect, prevent and progress. |
| SA Mental Health Services Plan 2020-2025 | The Plan sets out the proposed future direction for Department for Health and Wellbeing commissioned mental health services. |
| An Evaluation of the Population Health Needs, Demand and Supply in South Australia 2018 | This document details the key datasets from a number of different resources into one compendium of information to inform future planning. It includes an analysis of the South Australian population (including projections), factors that influence need in the system and future demand (assessing activity projections) as well as a review of current services provided. The document assesses appropriateness and reviews gaps between population health need and demand against current service supply. |
| Clinical Services Capability Framework (CSCF) | The CSCF Framework sets out the planned structure of public health services across South Australia. It outlines the service requirements, workforce requirements and support services for health services to deliver safe and quality care. |

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| <p>Planning and Prioritisation Framework</p> <p>In development</p> | <p>The Planning and Prioritisation Framework describes what system level planning is, the core components of the process and the internal and external factors considered in the planning process. This document will also describe how issues/innovation/new programs will be prioritised against a framework.</p> |
| <p>Establishing system priorities</p> | <p>The SA Health and Wellbeing Strategy 2020-2025 focuses on the state-wide health priorities for SA over the next 5 years and working to adapt to a longer term perspective (to 2030) to enable the system to be better prepared for the future. Provides the framework for more detailed service level planning by LHNs.</p> |
| <p>Models of Care</p> | <p>DHW in partnership with LHNs is continuing to develop consistent state-wide models of care to improve patient health outcomes, the patient experience, and overall, a much higher value of health care for specific service areas.</p> <p>New clinical models of care will reduce unwarranted variation in the quality of care provided to patients across the state and most importantly, reduce the unwarranted variation in health outcomes for people presenting to different hospitals with similar conditions.</p> <p>Clinical Service Improvement Projects Clinical Service Improvement Resources Clinical Directives and Guidelines</p> |
| <p>System Redesign and Clinical Engagement</p> <p>In development</p> | <p>Department for Health and Wellbeing is working with the Australian Government on the delivery of a more effective and coordinated national response to chronic conditions via the development of national strategy documents for a range of conditions. Across 2018/19, the Department for Health and Wellbeing responded to requests from the Australian Government on the development of national strategic action plans for a range of chronic conditions. This work is now complete.</p> |
| <p>National Health Reform Agreement</p> <p>National Partnership Agreements</p> | <p>The objective of the National Health Reform Agreement (NHRA) is to improve health outcomes for all Australians and the sustainability of the Australian health system. The Agreement sets out the architecture of national health reform and funding arrangements for Australia's health system. It is the mechanism by which the rules that govern public hospital funding from the Commonwealth to the States are set out. It also serves as a platform for the negotiation of national health priorities, some of which have National Partnership Agreements (NPAs) that are used to fund States for programs of national interest.</p> <p>Intergovernment Relations (IGR) Unit coordinates the negotiation of the NHRA, the current one expired in June 2020.</p> |
| <p>AHMAC</p> | <p>These are forums in which the Commonwealth and states and territories meet to discuss matters of mutual interest in health policy, services and projects.</p> <p>IGR liaises with relevant subject matter experts and program areas across SA Health in undertaking this work.</p> |

3 CLINICIAN ENGAGEMENT

Information to assist LHN Boards with clinician engagement

| Artefact | Purpose / overview |
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| Clinician Engagement Framework | The Clinical Engagement Framework sets out the essential elements for effective engagement with SA Health staff who are clinicians. |
| State-wide Clinical Networks Framework | The Framework describes the Rationale for governance and processes that will be used to establish and maintain clinician engagement through State-wide Clinical Networks. |
| Commission on Excellence and Innovation in Health State-wide Clinical Networks | SA Health is re-establishing State-wide Clinical Networks to better enable collaboration on ways to improve care in the South Australian health system. The Networks will operate across the continuum of care, across private and public sectors and across all Local Health Networks. |

4 INFRASTRUCTURE

Documents to help LHN Boards plan capital works

| Artefact | Purpose / overview |
|---|---|
| Capital Works Policy Directive | The policy directive establishes a consistent and cohesive infrastructure planning and delivery approach for SA Health capital works projects. |
| Capital Works Planning Policy Guideline | The guideline assists SA Health and relevant stakeholders in identifying and adhering to requirements associated with planning SA Health capital works. Planning phase is the first of four phases that form SA Health's capital works process. |
| Capital Works Implementation Policy Guideline | The implementation guideline assists SA Health and relevant stakeholders in identifying and adhering to the requirements associated with delivering major SA Health capital works projects. The implementation phase is the second of four phases that forms SA Health's capital works process. |
| Capital Works Implementation Review Policy Guideline | The implementation review assists SA Health and relevant stakeholders in identifying and adhering to the requirements associated with the review stage of SA Health capital works. The review phase is the third of four phases that forms SA Health's capital works lifecycle. |
| Capital Works Benefits and Evaluation Policy Guidelines | The benefits evaluation guideline supports benefits management and realisation of capital projects. The guideline facilitates comprehensive evaluation of design and performance outcomes throughout the process of planning and delivery of capital infrastructure to ensure benefits outlined in the Business Case are enabled and realised. The benefits evaluation phase is the fourth and last four phases that forms SA Health's capital works lifecycle. |
| Strategic Asset Management Framework In development | The Strategic Asset Management Framework (SAMF) provides an integrated approach for the effective management of assets and infrastructure within the asset management system. The Framework is aligned with the ISO 55000 and DPTI released SAMF Guide and serves as a roadmap towards a best practice strategic asset management. |

5 COMMISSIONING

Documents to help LHN Boards plan their services

| Artefact | Purpose / overview |
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| Commissioning Framework In development | The Commissioning Framework provides SA Health, LHNs and other service providers with an agreed framework within which health services will be commissioned. The framework ensures a shared understanding of governance, process, expected outcomes and roles and responsibilities. |
| Three Year Commissioning Plan In development | The Three Year Commissioning Plan outlines the strategic intentions for the commissioning program. It is informed by national, state and local priorities, and consistent with the Health and SA Health Strategic Plan, and SA Health and Wellbeing Strategy 2020-25. This document will also describe the strategic plan for the commissioning function in the organisation. |
| Commissioning and Funding Guidelines | The Commissioning and Funding guidelines outline the sources of funding, and the approach to how services are funded across South Australia. This document summarises the approach actually undertaken to develop the annual activity and funding budgets and provides specificity to the LHNs and of service providers as to the rules for counting and recording activity. |
| Commissioning Technical Bulletins | The Commissioning Technical Bulletins support DHW policy and positions by providing the relevant definitions, algorithms, methodology, criteria, classifications, costing and funding information. |
| South Australian Aboriginal Cancer Control Plan 2016-2021 | The SA Aboriginal Cancer Control Plan has been developed by SA Cancer Service in collaboration with the South Australian Health and Medical Research Institute (SAHMRI). The plan focuses on reducing preventable cancers, detecting cancer at an early stage and improving coordination and access to culturally sensitive care along optimal cancer pathways. |
| South Australian Aboriginal Heart and Stroke Plan 2017-2021 | The SA Aboriginal Heart and Stroke Plan guides the delivery of evidence-based services for the prevention and management of those at risk of, and with, cardiovascular disease in South Australia. The vision of the plan is to improve cardiovascular care and reduce cardiovascular morbidity and mortality for Aboriginal and Torres Strait Islander Peoples in SA. |
| The South Australian Aboriginal Diabetes Strategy 2017-2021 | The SA Aboriginal Diabetes Strategy prioritises a state-wide response to diabetes and guide potential health care reforms for diabetes and related conditions. Strategy has six high-level goals which are aligned with the National Diabetes Strategy, and the pathways to achieve these goals have been informed by scientific and cultural evidence and knowledge, the SA Aboriginal community and serviceproviders. |

6 FUNDING AND SERVICE AGREEMENT

Documents to assist LHN Boards negotiate and address Service Agreement requirements

| Artefact | Purpose / overview |
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| Service agreement process and cycle (including budget and activity setting) | <p>Service Agreements define the level of service delivery and performance required by the health service provider during the term of the agreement and are the primary mechanism through which the Department for Health and Wellbeing, as the system manager, formally communicates, negotiates and monitors commissioned activity and manages performance with each LHN and SAAS as health service providers.</p> <p>The SA guideline for developing the service agreement sets out the process and timelines for developing the Service agreement including budget, activity setting, consultation and negotiation arrangements.</p> |
| SA Health Performance Framework | <p>The Framework provides a process for performance review and assessment that underpins the relationship between the DHW, each LHN and SAAS. It outlines a transparent monitoring process through which performance will be monitored and assessed including:</p> <ul style="list-style-type: none"> > managing activity volumes within agreed parameters > achieving KPI targets within the set tolerance bands > successfully implement agreed plans that address strategic priorities and governance requirements > achieving the required productivity improvements and implementation of agreed service transfers > providing sound fiscal management. |
| KPI Master Definition Document | <p>This outlines the Key Performance Indicators (KPIs) that have been established to monitor and assess how the objectives outlined in the Service Agreements are being delivered.</p> |
| Activity Based Funding (ABF) Technical Bulletins | <p>Provides detail regarding the principles or matters of interpretation / scope that guide the application of Activity Based Funding as a tool in the determination of funding allocations. This ranges from data entry requirements for medical coding as a building block through to activity scope inclusions / exclusions that enter into the assessment of funding through the SA ABF Model.</p> |
| SA Health Fees and Charges Manual | <p>The SA Health Fees and Charges Manual provides a convenient reference for SA Health staff on applicable fees and charges for patient health services provided by South Australian public hospitals incorporated under the <i>Health Care Act 2008</i>.</p> |

7 DATA MANAGEMENT

Documents to support information gathering, sharing, reporting and submission

| Artefact | Purpose / overview |
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| Enterprise Data and Information Data Requirements Bulletin | <p>The objective of the Bulletin is to:</p> <ul style="list-style-type: none"> > communicate the 2020-2021 data requirements for SA Health entities; and > outline the submission processes, including timelines for receiving data from Local Health Networks. |
| SA Coding Standards In development | The SA Coding Standards provides the SA public hospital coding standards to ensure consistency of information across different timeframes where different morbidity classifications have been used. |

8 SAFETY AND QUALITY

Information to assist LHN Boards with clinical governance

| Artefact | Purpose / overview |
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| Consumer, Carer and Community Engagement Strategic Framework | The Consumer, Carer and Community Engagement Strategic Framework reinforces SA Health's commitment to partnering with consumers, carers and the community in their own care as well as in the planning, co-design, governance, measurement and evaluation of our health services. |
| Consumer, Carer and Community Feedback and Complaints Management Strategic Framework | The Consumer, Carer and Community Feedback and Complaints Management Strategic Framework provides direction for the Department of Health and Wellbeing (DHW), Local Health Networks (LHNs), SA Ambulance Service (SAAS) and health care services to effectively seek and manage feedback and complaints to better identify and address gaps and improve health care services. |
| Patient Incident Management and Open Disclosure Policy Directive | The Patient Incident Management and Open Disclosure Policy Directive describes the systems that ensures all staff use the SA Health incident management reporting system Safety Learning System (SLS) for reporting and documentation; provide appropriate open disclosure to, and engage with, patients and their carers, families and support persons; respond effectively to patient incidents; promote safety and quality improvement; and maintain compliance with relevant law and codes of conduct in relation to transparent and fair treatment, privacy and confidentiality. |
| Accreditation to National Safety and Quality Health Service Standards Policy Directive | The Accreditation to National Safety and Quality Health Service Standards Policy Directive provides an outline of the mandatory requirements that health services need to meet in order to be assessed and accredited against the 2nd edition of the National Safety and Quality Health Service (NSQHS) Standards, in compliance with the Australian and Quality Health Service Accreditation (AHSSQA) Scheme and any other applicable standards. |

9 EMERGENCY MANAGEMENT

Documents to help LHN Boards plan for emergency management

| Artefact | Purpose / overview |
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| SA Emergency Management Plan | South Australia's emergency management arrangements are guided by the key principles of emergency management – prevention, seeking to eliminate or reduce risk; preparedness, putting people, plans, training and equipment in place should an emergency take place; response, involving activating the plans in place and recovery, involving community restoration after an emergency occurs. |
| SA Health Emergency Management Framework | The Framework establishes a clear and consistent approach to emergency management for all SA Health, recognising its duties and responsibilities as outlined in the Emergency Management 2004 and <i>Public Health Act 2011</i> . |
| Public Health Emergency Management Plan | Outlines the responsibilities, authorities and the mechanisms to minimise, or if they occur, manage and recover from, declared or undeclared Public Health Incidents or Public Health Emergencies in South Australia. |
| Pandemic Influenza Plan | The plan provides a strategic outline of SA Health responses to an influenza pandemic. The plan should be read in conjunction with the Australian Health Management Plan for Pandemic Influenza 2014 (AHMPPI 2014). |

10 WORKFORCE INFORMATION (pending employment authority)

Documents and information to assist LHN Boards inform workforce planning and management

| Artefact | Purpose / overview |
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| Legislation applicable to workforce management | <i>Public Sector Act 2009; Health Care Act 2008; Fair Work Act 1994; Work Health and Safety Act 2012; Independent Commissioner Against Corruption Act 2012; Public Sector (Honesty and Accountability) Act 1995; Equal Opportunity Act 1984 (SA)</i> |
| Awards applicable to relevant industrial groups | Industrial Awards issued pursuant to the <i>Fair Work Act 1994</i> . |
| Enterprise Agreements applicable to relevant industrial groups | Enterprise agreements including SA Health Visiting Medical Specialist EA, Clinical Academics EA, Nursing/Midwifery (Public Sector) EA, SAASEA, SA Government Wages Parity EA. |
| Directions of the Premier of South Australia | The directions of the Premier of SA. |
| Code of Ethics | The Code builds on principles outlined in the Public Sector Act and sets out the professional standards expected of every employee. |
| Determinations | Determinations of the Commissioner of Public Sector employment are binding on certain employee cohorts and cover a range of public sector matters including employment conditions, classification and remuneration, flexible workplace guidelines, and employment relations etc. |

| Artefact | Purpose / overview |
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| Guidelines | Guidelines of the Commissioner of Public Sector Employment provide guidance on the application of a number of public sector employment matters. They are not binding in nature. Guidelines include induction, employee exit feedback, performance management and development, volunteers and recruitment etc. |
| Conditions for Employment of Weekly Paid Employees | The manual outlines general conditions of employment apply to weekly paid employees. |
| SA Health Workforce Policy Directives and Guidelines | A number of workforce policy directives and guidelines are available on the SA Health Intranet Policies and Guidelines pages. |
| SA Health (Health Care Act) Human Resources Manual | HR Manual contains terms and conditions of employment for Health Care Act employees. Terms and conditions in awards and agreements take precedence over those contained in the manual, therefore the relevant award or agreement should be consulted before using this Manual. |

11 RISK AND ASSURANCE

Information to support LHN Board compliance with risk and audit requirements

| Artefact | Purpose / overview |
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| Risk Appetite Statement | Defines the amount and type of risk that the Department is willing to accept or retain in order to achieve its objectives. |
| System-wide Risk Management Policy Directive | Sets out the minimum standard for risk management practices across SA Health to provide a consistent application of risk management principles and practices across SA Health. |
| System-wide Internal Audit Policy Directive | Sets minimum requirements for the Department and LHNs to ensure the internal audit function and the Audit and Risk Management Committee are established and maintained in a manner to ensure their independence from operational management and to further facilitate an ongoing objective review of the organisation's activities. |
| Internal Audit Charter | Outlines Internal Audit's principal functions and responsibilities, which are assigned by the SA Health Audit and Risk Management Committee (ARC) and LHN/SAAS ARCs |
| System-wide Corruption Control Policy Directive | Confirms SA Health's policy position in regard to Fraud and Corruption Control. It also provides a consistent approach to the management of incidents or suspected incidents of fraud and corruption, including reporting obligations to ensure compliance with the <i>Independent Commission Against Corruption Act 2012</i> . |
| Audit and Risk Committee Terms of Reference | Defines the function and responsibilities of the Committee in relation to risk management, patient safety and quality of care, internal control, annual financial statements, compliance, internal and external audit, audit reporting matters and corruption control. |
| Protective Security Policy Directive Currently being updated | SA Health is committed to protecting employees, assets, information, integrity and reputation from potential threats. The policy provides a framework for the effective management of protective security in a transient environment. |

12 DIGITAL HEALTH SA

Information to support LHN Board compliance with eHealth and ICT information requirements

| Artefact | Purpose / overview |
|---|---|
| eHealth Governance Framework Policy Directive | Provides an overview of the governance structure for eHealth investments, including roles and responsibilities for its implementation. It assigns clear accountability and responsibilities for decision making regarding eHealth (ICT) investments, priorities and changes; and supports alignment of eHealth activities with required business objectives and outcomes. |
| eHealth Investment Framework Policy Directive | Explains the process to be followed for initiation, selection and funding of eHealth projects, and for investment in Information and Communications Technology (ICT) more generally within SA Health. |
| ICT Security Policy | Defines SA Health's requirements for Information Technology Security to protect ICT assets and the business processes they support, against unauthorised use, disclosure, transfer, modification or destruction, whether caused by accident or deliberate intention. |

13 PROCUREMENT AND CONTRACT MANAGEMENT

Information to support LHN Board compliance with Procurement and Contract Management requirements

| Artefact | Purpose / overview |
|---|--|
| Procurement and Supply Chain Management (PSCM) Strategic Plan | The Strategic Plan outlines the PSCM vision, procurement and supply chain structure and leadership team. |
| Procurement and Supply Chain Management policies and guidelines | Overview of policies and guidelines to assist staff in the processes for procurement planning, market approach, contract development, contract management, suppliers, Non-Government funding, purchasing, Inventory, Travel, Fleet management, Salvage and disposal. |
| Procurement and Contract Management System Policy Directive | The policy mandates the use of the PCMS and designed to enable SA Health to: <ul style="list-style-type: none"> > ensure all required records for procurement processes and contracts and agreements are accessible, managed and stored in one central repository > have the ability to extract report information as required > comply with the Contract Register Policy for procurements issued by the State Procurement Board (SPB), meet the SPB Annual Procurement Report and other legislative requirements. |
| Contract Variation Policy Directive | Documents SA Health approach to the process of undertaking contract variations. It aims to assist users in assessing and identifying the appropriate procurement approvals required when carrying out a change to a contract, as well as highlights the need to comply with legal contractual requirements when varying a contract. |
| State Procurement Board | The State Procurement Board was formed in 2005 following the establishment of the <i>State Procurement Act 2004</i> . The Board's mission is to build an effective and efficient system of public procurement. |

14 CORPORATE COMMUNICATIONS

Information to support LHN Board compliance with eHealth and ICT information requirements

| Artefact | Purpose / overview |
|-------------------------------------|--|
| Communications Protocol | Forms the overarching protocol under which all SA Health marketing and communications, advertising, online and media policies / guidelines / protocols align. |
| Marketing and Communications Policy | Outlines SA Health's position on developing, implementing and approving all internal and external communication and marketing plans and activities. |
| Media and Communications Policy | Outlines SA Health's position on the development, implementation and approval of all functional and campaign advertising. |
| Advertising Policy Directive | Outlines the corporate identify of SA Health, including the visual representation, expresses the values and ambitions of the organisation, its business and its characteristics. |
| Corporate Identify Policy Directive | Outlines the process and procedures that SA Health employees are required to follow when responding to the media or releasing information to the media. |

For more
information

www.sahealth.sa.gov.au



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Government
of South Australia
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