



## Riverland Mallee Coorong Local Health Network Governing Board Meeting # 14

**Date:** Thursday 24 September 2020

**Time:** 1.30 pm – 4.30 pm

**Venue:** Waikerie Hospital Meeting Room

**In Attendance:** Peter Joyner (PJ), Elaine Ashworth (EA), Fred Toogood (FT), Claudia Goldsmith (CG), Melanie Ottaway (MO), Shane Mohor (SM), Wayne Champion (WC), Craig Lukeman (CL)

**Apologies:**

**Guests:** Michael Rohde, Director Corporate Services, at 2.30 pm

**Secretariat:** Jeanette Brown (JB)

**Acknowledgement:**

*We acknowledge and respect the traditional custodians whose ancestral lands we are meeting on here today. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country. We also pay respects to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia/Australia present here.*

ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
<b>1. IN CAMERA DISCUSSION</b>		
<b>2. MEETING OPENING</b>		
2.1 Acknowledgement	<ul style="list-style-type: none"> <li>PJ provided Acknowledgement</li> </ul>	
2.2 Present and Apologies	<ul style="list-style-type: none"> <li>PJ, EA, FT, CG, MO, SM, WC, CL, JB</li> </ul>	
2.3 Interests and Conflicts Disclosure 2.3.1 Board Disclosure Log	<ul style="list-style-type: none"> <li>Nil conflicts of interest declared.</li> <li>Interests disclosure log noted.</li> </ul>	
2.4 Confirmation of Minutes from previous meeting	<ul style="list-style-type: none"> <li>The minutes from the Board Meeting held 27 August 2020 were endorsed.</li> </ul>	The Board endorsed the previous minutes.
2.5 Review Actions Log	<ul style="list-style-type: none"> <li>Actions Log Reviewed.</li> <li>Noted that the Board Aboriginal Cultural Development Workshop is scheduled for 23 October 2020.</li> <li>Noted the response to the query regarding the July Quality Risk and Safety report about resident activities.</li> </ul>	

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3. MATTERS FOR NOTING		
3.1 Chairperson Report	<ul style="list-style-type: none"> <li>• Report provided a summary of current issues including:                             <ul style="list-style-type: none"> <li>○ The ongoing challenges associated with COVID-19.</li> <li>○ Emergency Department medical staffing.</li> <li>○ Executive appointments.</li> </ul> </li> </ul>	Chairperson's Report noted.
3.2 Chief Executive Officer Report	<ul style="list-style-type: none"> <li>• Report highlighted achievements and current operational issues.</li> <li>• Noted the update on recruitment to the Executive Director Medical Services, Executive Director Community and Allied Health, and Director People and Culture positions.</li> <li>• Noted the status regarding medical models for Riverland General Hospital and Murray Bridge Hospital. Discussion about the transition staffing model for Riverland General Hospital.</li> <li>• Noted the current status regarding COVID-19.</li> <li>• Noted the status of the Murray Bridge Emergency Department development and the Riverland General Hospital Medical Resonance Imaging building project.</li> </ul>	CEO Report noted.
3.3 RMCLHN Audited General Purpose Finance Statements	<ul style="list-style-type: none"> <li>• Noted the final RMCLHN 2019-20 General Purpose Finance Statements.</li> </ul>	The Board noted the final audited Finance Statements.
4. MATTERS FOR DISCUSSION		
4.1 RMCLHN Minor Works Projects 2020-21	<ul style="list-style-type: none"> <li>• Noted the RMCLHN 2020-21 Minor Works project allocations including allowance for contingencies.</li> <li>• Discussion about the difference between Minor Works projects, Repairs and Maintenance projects and Asset Sustainment projects along with the prioritisation process to determine the annual allocation.</li> </ul>	The Board noted the 2020-21 minor works allocation.
4.2 Institutional Racism	<ul style="list-style-type: none"> <li>• Noted that the Health Performance Council report was a desk-top exercise that failed to identify all aspects of how RMCLHN incorporates Aboriginal health concerns into the organisation.</li> <li>• Noted the Institutional Racism self-assessment information and strategies to be implemented in RMCLHN.</li> <li>• Noted and endorsed the joint statement to RMCLHN staff from the Governing Board Chair and Chief Executive Officer committing to improve Aboriginal Health and condemning racism in any form.</li> </ul>	The Board noted the Institutional Racism self-assessment and endorsed the joint statement.
5. STANDARD AGENDA ITEMS FOR DISCUSSION		
5.1 Performance Report 5.1.1 Finance and FTE Report- PPRC	<ul style="list-style-type: none"> <li>• The RMCLHN August Performance Reports were noted.</li> <li>• Noted that detailed discussion about financial performance reports occurred at the Finance Committee with all Board members now able to attend.</li> </ul>	The Board noted the RMCLHN Performance Reports.

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<p>5.1.2 KPI Monthly Performance Report 5.1.3 People and Culture Report 5.1.4 Quality and Safety Reports 5.1.5 Other</p>	<ul style="list-style-type: none"> <li>• Key Performance Indicators, People and Culture, and Quality Risk and Safety performance reports, including compulsory reporting, were noted.</li> <li>• Noted the turnover in Work Health and Safety Consultants in the Riverland.</li> <li>• Noted the information summarising actions implemented following the analysis of the monthly Quality Risk and Safety report.</li> <li>• Noted that detailed analysis of the Quality Risk and Safety reports will also occur at the Clinical Governance Committee meeting.</li> </ul>	<p>ACTION: EDONM to continue to provide report summary of actions being undertaken each month following the analysis of monthly reports.</p>
<p>5.2 RMCLHN Strategic Plan Update</p>	<ul style="list-style-type: none"> <li>• Noted the report from the Strategic Planning Workshop held 28 August 2020 and noted that some of the feedback related more to operational planning and expectations.</li> <li>• Noted the draft Strategic Plan Framework with outcomes from the workshop incorporated.</li> <li>• Discussion about some minor amendments that will be incorporated into the consultation phase.</li> <li>• Noted the opportunity to commence consultation with the Health Advisory Councils at the Regional HAC Conference 25 September 2020.</li> <li>• Noted that the final product will incorporate the new branding for RMCLHN.</li> </ul>	<p>The Board noted the Strategic Planning Workshop Report. The Board approved the draft Strategic Plan Framework for consultation. ACTION: The Strategic Planning Workshop report to be disseminated with a cover statement from the Chair and CEO. ACTION: A consultation phase on the draft Strategic Plan to commence with minor amendments to be incorporated through this phase.</p>
<p><b>6. MATTERS FOR DECISION</b></p>		
<p>6.1</p>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<p><b>7. MATTERS FOR INFORMATION</b></p>		
<p>7.1 RMCLHN Board Finance Committee Minutes (Draft)</p>	<ul style="list-style-type: none"> <li>• Noted the draft Minutes of 27 August 2020.</li> </ul>	<p>The Board noted the draft Minutes.</p>
<p>7.2 RMCLHN Board Audit and Risk Committee Minutes (Draft)</p>	<ul style="list-style-type: none"> <li>• Noted the draft Minutes of 27 August 2020.</li> </ul>	<p>The Board noted the draft Minutes</p>
<p><b>8. PRESENTATION</b></p>		
<p>8.1 Michael Rohde, Director Corporate Services</p>	<ul style="list-style-type: none"> <li>• Presentation from Michael Rohde, Director Corporate Services. The presentation highlighted:             <ul style="list-style-type: none"> <li>○ Corporate Governance</li> <li>○ Corporate Services Workforce</li> <li>○ Areas of Responsibility including:                 <ul style="list-style-type: none"> <li>▪ Risk Management (non-Clinical)</li> </ul> </li> </ul> </li> </ul>	<p>The Board noted the presentation about the Corporate Services portfolio.</p>

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	<ul style="list-style-type: none"><li>▪ Business Continuity Management</li><li>▪ Records Management – including medical records</li><li>▪ Site Security</li><li>▪ Compliance including Food Safety, Fire Safety, Warm Water (Legionella), and Asbestos Registers.</li><li>▪ Waste Management</li><li>▪ Contractor Management</li><li>▪ Leasing and Rental Arrangements</li><li>▪ Fleet Management</li><li>▪ Site Maintenance</li><li>▪ Emergency Management</li><li>○ Focus areas for 2020-21.</li><li>○ Major projects.</li><li>• Discussion about infrastructure status of RMCLHN facilities and aged care facilities across regional Local Health Networks.</li></ul>	
<b>9. ITEMS APPROVED BY CEO FOR NOTIN</b>		
9.1	<ul style="list-style-type: none"><li>• Nil.</li></ul>	
<b>10. CORRESPONDENCE</b>		
10.1 Incoming – Lyn Dean – Wellbeing SA Strategic Plan 2020-25	<ul style="list-style-type: none"><li>• Noted</li></ul>	
10.2 Incoming – SA Health – Cultural Evolution Pathway	<ul style="list-style-type: none"><li>• Noted</li></ul>	
<b>11. MEETING FINALISATION</b>		
11.1 Questions / Comments	<ul style="list-style-type: none"><li>• Nil</li></ul>	
11.2 Review actions to be taken	<ul style="list-style-type: none"><li>• Refer items: 3.2 and 5.1</li></ul>	
11.3 Meeting Evaluation / Suggestions for next meeting	<ul style="list-style-type: none"><li>• PJ summarised the meeting.</li></ul>	
11.4 Next meeting	<b>Date: Thursday 29 October 2020</b> <b>Time: tbc</b> <b>Location: tbc</b>	
11.5 Meeting Close	4.15 pm	

**Signed:**

Peter Joyner  
Chair  
Date: 29/10/20

